

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Remedial Training		CHAPTER/SECTION NO.: 23.5,23.6	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 33.1.5			

23.5 Purpose

- 23.5.1 Remedial training is a tool to be used to correct inadequate job performance. It is not limited to the training section, but may be used by any employee having charge of, responsibility for, or supervision over other employees.

23.6 Policy

- 23.6.1 The need for remedial training may be identified by comparing an employee's job performance to the job standards set for the position. An employee whose job performance is determined to be lower than standard due to a lack of requisite knowledge shall become a candidate for remedial training.
- 23.6.2 Prior to recommending remedial training or performing direct action to remediate an employee's training needs, the employee's supervisor will make a reasonable effort to determine the extent of the performance inadequacy. This may be done by:
- A. Reviewing the employee's performance appraisal(s).
 - B. Direct observation of the employee's performance.
 - C. Consultation with other Office staff.
 - D. Examination of complaint investigation reports and inspection reports pertinent to the employee's job performance.
 - E. Examination of test scores given in training areas pertinent to the inadequate

performance.

- 23.6.3 When it has been determined that an employee's performance inadequacy should be properly dealt with via remedial training, the employee's supervisor shall provide the necessary training to correct the deficiency as soon as possible.
- 23.6.4 Employees who fail to attend or participate in scheduled remedial training may be subject to disciplinary action, including termination.