

TRAINING ASSIGNMENT

The FTO will describe the specific assignment given to the trainee to correct the above described problem(s). The assignment will be given in specific performance goals.

For example: "Conduct 20 vehicle stops daily during the period of the Remedial Training Plan."

Trainee will be expected to be performing at a satisfactory level in their identified area(s) of weakness by the end of the Remedial Training period.

DURING THE NEXT _____ WORKING SHIFTS, YOUR ASSIGNMENT WILL BE AS FOLLOWS:

Trainee's Signature & Date

FTO's Signature & Date

Agency Head/Designee, Signature & Date

SIGNATURES ARE REQUIRED AT THE TIME THE ASSIGNMENT IS MADE

FOLLOW UP

A written explanation must be provided if the Remedial Training Plan was not completed.

If the trainee is performing at a "satisfactory" level in all areas for which they were receiving remedial training, they should continue their FTEP.

If the trainee is not performing at a "satisfactory" level at the conclusion of the Remedial Training Plan, a decision must be made to either provide another Remedial Training Plan or recommend termination.

1. HAS THE TRAINEE COMPLETED THE REMEDIAL TRAINING PLAN? YES NO
2. IS THE TRAINEE PERFORMING AT A SATISFACTORY LEVEL? YES NO
3. HAS AN ADDITIONAL REMEDIAL TRAINING PLAN BEEN ASSIGNED? YES NO

NOTE: It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the trainee's next FTO so that follow-up can be monitored.

Trainee Signature & Date

FTO Signature & Date

Agency Head/Designee Signature & Date