



### TRAINING ASSIGNMENT

The FTO will describe the specific assignment given to the trainee to correct their performance deficiency(ies). The assignment will be given in specific performance goals.

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

Trainees are 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:**

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\_\_\_\_\_  
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 in Phase 3 to completion of the 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

\_\_\_\_\_  
Trainee's Signature & Date

\_\_\_\_\_  
FTO's Signature & Date

\_\_\_\_\_  
Agency Head/Designee, Signature & Date