



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1310
TOPIC: CONTINUING TRAINING
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
DATE: 1-1-2024
SUPERSEDES: G.O. 1310, 2023
REFERENCE: G.O. 1070, N.R.S. 81-1414.07, SO24-01-01

I. POLICY

The Lincoln Police Department is committed to the development of employees through continuing education and training. The department will provide an extensive curriculum of in-service training and will provide opportunities for advanced training at outside schools, conferences and seminars as resources allow. All officers are required to participate in continuing training to maintain and improve their knowledge, skill, and ability.

II. PROCEDURE

A. In-Service Training and Training Requirements (33.1.2)

1. All commissioned personnel are required to attend a minimum of 40 hours of training each calendar year. This training shall include mandatory sessions, and may include specialized courses, online courses and outside schools or conferences. Non-sworn employees are encouraged to attend 10 hours of training each calendar year.
2. Employees may be excused from mandatory in-service training only for court attendance or with approval from their commanding officer or unit manager.
3. Topics of mandatory training each calendar year will include, at the minimum (33.5.1)
 - a. Legal updates, including, but not limited to, legislative changes, First and Fourth Amendment issues;
 - b. Policy changes;
 - c. Use of control;
 - d. Refresher courses on de-escalation, mental health, and substance abuse issues;
 - e. Firearms, not including mandatory qualifications;
 - f. A minimum of two hours of Unlawful or Improper Bias in Public Safety and implicit bias training; (1.2.9)
 - g. Cultural diversity and ethics;
 - h. Emergency mobilization/all hazard plan/hazmat;
 - i. Vehicular pursuit policy review;
 - j. Less lethal impact weapons and
 - k. Officer wellness.
4. All in-service training conducted or sponsored by the department will be accompanied by a lesson plan. The supervisors of the Education and Personnel Unit shall review and approve lesson plans. Lesson plans shall include, at a minimum (33.1.4)
 - a. A statement of learning objectives;
 - b. An outline of the topics presented during the training;
 - c. A description of the instructional techniques used;
 - d. Copies of any materials provided to students or tests administered.
5. The training committee, coordinated by the Education and Personnel commander, shall assist in developing and evaluating training needs and serve as a focal point for input from those representing department components.
6. Instructor Requirements
 - a. All training conducted or sponsored by the department will be instructed by persons who meet the following minimum qualifications:
 - (1) Certified instructor by the Nebraska Law Enforcement Training Center, or;

- (2) Five years of law enforcement experience, including specific experience or training in the topic, or;
- (3) A bachelor's degree in the subject to be instructed or a related field and three years of experience in the field; or
- (4) Completion of an instructor development course.
 - i. These requirements do not preclude the use of guest lecturers, who may make a worthwhile contribution to training.
 - ii. The qualifications of outside instructors will be evaluated by the Education and Personnel Unit.

B. Non-Mandatory and Outside Training

1. The Education and Personnel Unit posts a curriculum of non-mandatory training courses offered during the year to cover a variety of specialized topics.
2. For online training or local training that does not require travel, cost or pre-approval, a Training/Travel Request is not required.
3. Employees interested in attending training requiring travel, cost or pre-approval shall complete the online Training/Travel Request.
 - a. After completing all applicable elements and submitting the form, an email is sent to the employee's supervisor for review.
 - (1) Supervisors should review applications awaiting their approval.
 - (2) Employees are responsible for ensuring their supervisor receives the training request and addresses any necessary follow-up or clarification.
 - b. If the supervisor approves the request, emails are sent to the unit head and then to the division head for their review.
 - c. If denied, the supervisor shall include an explanation on the electronic form and provide the employee with an explanation for denial.
 - d. Progress of the review and approval process is displayed at each step.
 - e. The employee will receive an email advising them if the request was approved or denied. If approved, the employee shall meet with their unit manager for further arrangements.
4. Upon completion of any outside training, employees must submit an After Training Documentation form. The information is forwarded to the Education and Personnel Unit for entry into the employee's training record.

C. Outside Schools and Conferences

1. The department seeks to provide access to outside schools and conferences in an equitable manner, based on the needs of the department and the career development goals of the employee.
2. The Education and Personnel Unit maintains catalogs, notices, and materials concerning outside training opportunities.
3. From time to time, the department may seek applicants for attendance at a specific training event by posting notices, or employees may initiate a request independently.
 - a. Employees interested in attending outside schools and conferences that require travel, cost or pre-approval must complete the online Training/Travel Request as outlined in this General Order.
 - b. Applications to attend outside schools and conferences will be considered by the command staff, based on such factors as the costs, availability of funds, relevance of the training, quality of the course and instructional staff, and needs of the department and the employee. Employees will be notified whether they have been selected to attend.
4. If the training requires overnight travel, the chief of police must approve the travel, and funds must be obtained and accounted for following the procedures in General Order 1070, "Travel for Official Business."
5. After completing the training, employees are required to submit an After Training Documentation form. This ensures that the employees' training records are properly updated. (33.1.2)
6. Compensation for attendance at outside schools, modification of work schedules, and reimbursement of expenses is governed by labor contracts.
 - a. Duty shift times may be altered to conform to the actual training time.
 - b. With team approval, officers may be allowed to flex within the pay period.

- c. If the training is voluntary, but deemed sufficiently valuable, the team commander can approve compensatory overtime for attendance.
- d. If none of these options for voluntary training are available, the training should be denied.

D. Training Records (33.1.6)

- 1. The Education and Personnel Unit is responsible for maintaining and updating all employee training records.
- 2. A record is maintained of all in-service training sponsored by the department and includes (33.1.7)
 - a. Course content (lesson plans).
 - b. Names of employees attending;
 - c. Date and time of training;
 - d. Performance scores if applicable;
 - e. Name of the instructor(s).
 - f. Any written materials utilized.
- 3. Certificates of training completion should be forwarded to the Records Unit manager for placement in the employee's personnel file.
 - a. Employee training credit cannot be entered solely based on receipt of a certificate of completion. Employees will be required to complete the steps outlined in the 'Non-Mandatory and Outside Training' section above in order to receive training credit.

E. Training for Specialized Assignments and Promotional Positions

- 1. All employees, upon promotion, shall receive appropriate training applicable to their new duties. The department shall also make available ongoing training in topics of supervision and management.
 - a. The training of promoted employees is the responsibility of the unit manager, with support from the Education and Personnel Unit.
 - b. Training shall include on-the-job coaching and instruction by an incumbent in the position.
 - c. Police supervisors will attend, and successfully complete required supervision or management training approved by the Nebraska Law Enforcement Training Center.
- 2. The following units, positions, or assignments require specialized training. Unit managers shall ensure that personnel receive training appropriate to their field, either prior to assignment, or as soon thereafter as practical, and retraining/recertification at reasonable intervals during their assignment. (33.6.1, 54.1.4)
 - a. Professional Standards
 - b. Lead use of force instructor
 - c. Armorer/firearms instructor
 - d. Education and Personnel Unit
 - e. SWAT Team
 - f. Special Victims Unit
 - g. Criminal investigator
 - h. Crime scene technician
 - i. School resource officer
 - j. Fatal crash investigator
 - k. Forensic Unit
 - l. Field training officer
 - m. Canine officer
 - n. Narcotics investigator
 - o. Polygraph examiner
 - p. Motorcycle officer
 - q. Emergency Communication Center
 - r. Public information officer

