# LINCOLN POLICE DEPARTMENT
# GENERAL ORDERS

***NUMBER:*** 1310
***TOPIC:*** CONTINUING TRAINING
***ISSUED BY:*** JAMES PESCHONG, CHIEF OF POLICE
***DATE:*** 1-1-2016
***SUPERSEDES:*** G.O. 1310, 2015
***REFERENCE***: G.O. 1070

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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

1. All commissioned personnel are required to attend a minimum of 40 hours of training each calendar year, which shall include mandatory sessions, and may include specialized courses and outside schools or conferences. Civilian employees are encouraged to attend 10 hours of training each calendar year.
2. Officers may be excused from mandatory in-service training only for court attendance or with advance approval from the officer's commanding officer or unit manager.
3. Topics of mandatory training each calendar year will include, at the minimum:
   (1) Legal updates;
   (2) Use of control/de-escalation;
   (3) Firearms qualification;
   (4) Cultural diversity;
   (5) Emergency mobilization.
4. A curriculum of non-mandatory training courses is offered during the year and covers a variety of specialized topics.
   a. The Education and Personnel Unit posts curriculum courses.
   b. Employees interested in attending should fill out a Training Application that includes approval from the employee's supervisors. The application form is forwarded to the Education and Personnel Unit.
   c. After selections are made, employees will be notified whether they have been selected to attend.
5. 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, which shall include, at a minimum:
   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.
6. 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.
7. 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.
   b. These requirements do not preclude the use of guest lecturers, who may make a worthwhile contribution to training.
   c. The qualifications of outside instructors will be evaluated by the Education and Personnel Unit.

B. 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 must submit a Training Application, which includes approval from the employee's supervisors. The employee's unit manager must also approve the expense, if any, of attending the school or conference. The application form is forwarded to the Education and Personnel Unit.
   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 fill out the bottom section of the Training Application and return it to the Education and Personnel Unit. This ensures that the employee's training records are properly updated.
6. Compensation for attendance at outside schools, modification of work schedules, and reimbursement of expenses is governed by labor contracts.

C. Training Records

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:
   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.

D. 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.
   a. Internal Affairs
   b. Less lethal control instructor
   c. Armorer/firearms instructor
   d. Education and Personnel Unit
   e. SWAT Team
   f. Family Crimes Unit
   g. Criminal investigator
   h. Crime scene technician
   i. School resource officer
   j. Fatality accident investigator
   k. Forensic Unit
   l. Field training officer
   m. Canine officer
   n. Narcotics investigator
   o. Polygraph examiner
   p. Motorcyle officer
   q. Emergency Communication Center