



# **Nebraska Law Enforcement Agency Accreditation Program Manual**

*Version 3 – Updated July 2023*



## ACCREDITATION PROGRAM OVERVIEW

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### Legal Basis

From:

Nebraska Revised Statute §81-1414.18.

*Law enforcement agencies; accreditation required; Nebraska Police Improvement and Professionalism Fund; created; use; investment; grant program for accreditation costs.*

- (1)
  - (a) On or before January 1, 2023, each law enforcement agency shall be accredited in a manner approved by the commission. A law enforcement agency shall not be accredited unless it has adopted written policies as determined by the commission and met other requirements as determined by the commission.
  - (b) Beginning January 1, 2023, the commission shall post on its website a list of all law enforcement agencies that are not accredited as required by this subsection. The commission shall update the list at least annually, and more frequently as the commission deems necessary.
  - (c) A law enforcement agency that is not accredited as required by this subsection shall be ineligible to receive loans, grants, funds, or donations administered by the commission until the commission determines that such agency has been properly accredited.
- (2) The commission shall develop accreditation requirements. The commission may provide its own accreditation program and may approve accreditations provided by third-party providers.
- (3) The Nebraska Police Improvement and Professionalism Fund is created. The fund shall be used to provide grants as provided in subsection (4) of this section. The State Treasurer shall credit to the fund any funds transferred or appropriated to the fund by the Legislature and funds received as gifts or grants or other private or public funds obtained for the purposes set forth in this section. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.
- (4) The commission shall develop a grant program to award grants to law enforcement agencies to pay for costs of accreditation incurred pursuant to this section. In awarding such grants, the commission shall prioritize smaller law enforcement agencies.
- (5) The commission may adopt and promulgate rules and regulations to carry out this section.

**Note:** *The Nebraska Police Improvement and Professionalism Fund was created but no funds were transferred to it, so it is not funded.*

## ACCREDITATION OPTIONS

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### Law Enforcement Agencies

Statutorily defined law enforcement agencies (§81-1401(7)) apply for accreditation through the Commission via one of two options.

Option 1: Obtain/Maintain National Accreditation

- Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)
- International Association of Campus Law Enforcement Administrators (IACLEA)

Option 2: Complete State Accreditation Process

Option 3: Investigative Agency Process (agencies not meeting the definition of law enforcement agency)

## ACCREDITATION PROCESS

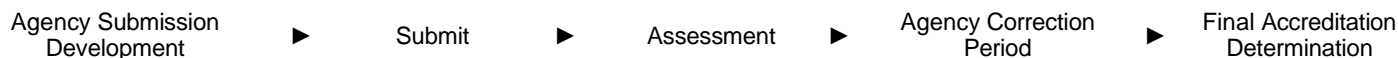
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### Accreditation Cycle

Most agencies will be pursuing accreditation through Option 2: Complete State Accreditation Process. The following details the process. The Investigative Agency Option also follows this process.

#### Initial Accreditation

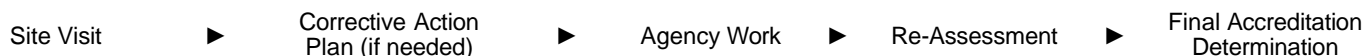
##### Initial Accreditation



#### Accreditation Field Assessment

##### Accreditation Field Assessment

Agencies achieving accredited status during Initial Accreditation will be subject to a field assessment to further test compliance with the established standards. Discovered deficiencies that are not corrected may result in suspension or termination of accredited status depending on the circumstances.



##### Accreditation Field Assessment Attributes

A Field Assessment will test the following elements of accreditation:

- Statistics and Data Reporting
  - Verify status with Systems and Research Division of the Commission.
- Required Core Policies
  - Review copies of policies other than the three submitted with the accreditation packet.
- Statutorily Required Policy Submissions
  - Verify no additional policies are needed (ex. Has the agency started using body worn cameras?)

- Compliance with Change in Status Form
  - Check with NLETC for any issues with these forms.
- Background Investigation for New Hires
  - Review a sample of background investigation files to verify required elements were included.
- Records Requests
  - Agency complies with the statutory requirement to both examine records on prospective hires and provide employment records upon request to the prospective employer.

## ACCREDITATION ELEMENTS OVERVIEW

The below table is a high-level overview of the accreditation elements, submission requirements, and assessment basis for each accreditation option. The following pages provide **significantly** more detail on each of these items.

Option	Requirement	Submission	Assessment
1	Proof of National Accreditation	Cover letter and proof	Verification with entity
1	Statistics and Data Reporting	Attestation from Agency	SRD Report
2	ORI Number	Cover Letter	Verification of number
2	Statistics and Data Reporting	Attestation from Agency	SRD Report
2	Continuing Education	Attestation from Agency	NLETC Report
2	Firearms Qualification	Attestation from Agency	NLETC Report
2	Required Core Policies	Attestation and Policies	Materials Review
2	Statutorily Required Policies	Policies	Materials Review
2	Change in Status Form	List of changes	NLETC database check
2	Background Investigation for New Hires	Policy Submission	Materials Review
3	ORI Number	Cover Letter	Verification of number
3	Statistics and Data Reporting	Attestation from Agency	SRD Report
3	Continuing Education	Attestation from Agency	NLETC Report
3	Firearms Qualification	Attestation from Agency	NLETC Report
3	Required Core Policies	Attestation and Policies	Materials Review
3	Statutorily Required Policies	Policies	Materials Review
3	Change in Status Form	List of changes	NLETC database check
3	Background Investigation for New Hires	Policy Submission	Materials Review

## **ELEMENTS: OPTION 1 - OBTAIN/MAINTAIN NATIONAL ACCREDITATION**

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### **O1.0 Proof of National Accreditation**

If a recognized national accrediting entity, as listed in this Manual, currently accredits the agency, the agency must provide proof of said status by completing the required form and attaching proof of status from accrediting agency. Agency must verify that said status is current.

#### **Accepted National Accreditations**

- Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)
- International Association of Campus Law Enforcement Administrators (IACLEA)

### **O1.1 Statistics and Data Reporting**

Agency must be current (per individual program requirements) with reporting the following data elements to the Commission:

- Traffic Stop
- DICRA
- Use of Force
- Employment Data and Enforcement Contracts

Submission: Attestation from Agency

Assessment: Systems and Research Report

### **O1.2 Compliance with Records Requests**

Agency complies with the statutory requirement to both examine records on prospective hires and provide employment records upon request to the prospective employer.

Submission: Attestation from Agency

Assessment: NLETC Report

## **ELEMENTS: OPTION 2 - COMPLETE STATE ACCREDITATION PROCESS**

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### **O2.0 ORI Number**

The agency must have a current FBI-issued Originating Agency Identification (ORI) Number.

Submission: Enter number on Agency Submission Cover Letter.

Assessment: Verification of number

### **O2.1 Statistics and Data Reporting**

Agency must be current (per individual program requirements) with reporting the following data elements to the Commission:

- Traffic Stop
- DICRA
- Use of Force
- Employment Data and Enforcement Contracts

Submission: Attestation from Agency

Assessment: Systems and Research Report

### **O2.2 Continuing Education Compliance**

For the previous calendar year, agency must have been 100% compliant in reporting and have obtained a waiver from PSAC for any officers not meeting the standard. Agencies with officers whose certification has been suspended do not comply with this Element.

Submission: Attestation from Agency

Assessment: NLETC Report

### **O2.3 Firearms Qualification Compliance**

For the previous calendar year, agency must have been 100% compliant in reporting and have obtained a waiver from PSAC for any officers not meeting the standard. Agencies with officers whose certification has been suspended do not comply with this Element.

Submission: Attestation from Agency

Assessment: NLETC Report

### **O2.4 Required Core Policies**

Agency must have all of the policies on the list on Page 8.

Submission: 1) Attestation of Agency  
2) Submit policies:  
-Use of Force  
-Ethics  
-Sexual Misconduct

Assessment: Review of submitted materials

**Required policies for all agencies:**

- Cellular Telephone
- Crowd Control
- Critical Incident Investigation and Review
- Domestic Misconduct
- Duty to Disclose
- Early Intervention System
- Ethics
- Internal Affairs/Citizen Complaints
- Internet Postings/Social Networking
- Interactions with Persons of Special Populations
- Missing Persons
- Motor Vehicles Stops/Searches
- Off-Duty Action/Secondary Employment
- Property and Evidence Management
- Search/Seizure issues related to individuals, residences and seizing of evidence
- Sexual Harassment, Discrimination, Misconduct
- Transportation and Restraint of Prisoners
- Use of Force

**If applicable to agency:**

- Law Enforcement Canines
- Mobile Video Recorder (MVR)
- Special Operations (SWAT)

**O2.5 Statutorily Required Policies**

Agency must submit all policies required by statute (if applicable). These are:

- Eyewitness Identification
- Body-Worn Cameras
- Racial Profiling/Implicit Bias
- Duty to Intervene
- Receiving and Investigating Misconduct Complaints
- Pursuit of Motor Vehicles

Submission: Policy Submission

Assessment: Review of submitted materials

**O2.6 Compliance with Change in Status Form**

Agency complies with the statutory requirement to complete and submit a Change in Status form to the Commission on all officers entering or leaving the agency and those changing rank within the agency.

Submission: List of all officers that have left, joined or been promoted in agency during the last complete calendar year occurring before applying for accreditation.

Assessment: NLETC database check

## **O2.7 Background Investigation for New Hires**

Have a background investigation process for job applicants that assesses whether the applicant possesses the good character and fitness to serve as a law enforcement officer in the State of Nebraska. Such investigation must include, but is not limited to:

- Full educational history.
- Full employment history.
- Citations, arrests, criminal charges and any criminal convictions regardless of criminal classification or disposition on the applicant's records.
- Misconduct in previous employment that has a rational connection with the person's fitness or capacity to serve as a law enforcement officer.
- A list, provided by applicant, of all law enforcement agencies to which the applicant has made application in the last 2 years and the outcome of said application.
- Acts involving dishonesty, fraud, deceit, or misrepresentation.
- Abuse of legal process, including the filing of vexatious lawsuits.
- Neglect of financial responsibilities.
- Neglect of professional responsibilities.
- Violation of a court order, including child supports.
- Evidence of mental or emotional instability.
- Evidence of drug or alcohol dependence or abuse.
- Social media review.

Submission: Policy or SOP that covers background investigations.

Assessment: Review of submitted materials

## **O2.8 Compliance with Records Requests**

Agency complies with the statutory requirement to both examine records on prospective hires and provide employment records upon request to the prospective employer.

Submission: Attestation from Agency

Assessment: NLETC Report

## **ELEMENTS: OPTION 3 - INVESTIGATIVE AGENCIES (OPTIONAL)**

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### **O3.0 ORI Number**

While encouraged if possible, the agency is not required to have a current FBI-issued Originating Agency Identification (ORI) Number. If the agency has an ORI, please provide it.

Submission: Enter number on Agency Submission Cover Letter.

Assessment: Verification of number

### **O3.1 Statistics and Data Reporting**

Agency must be current (per individual program requirements) with reporting the following data elements to the Commission:

- Traffic Stop
- DICRA
- Use of Force
- Employment Data and Enforcement Contracts

Submission: Attestation from Agency

Assessment: Systems and Research Report

### **O3.2 Continuing Education Compliance**

For the previous calendar year, agency must have been 100% compliant in reporting and have obtained a waiver from PSAC for any officers not meeting the standard. Agencies with officers whose certification has been suspended do not comply with this Element.

Submission: Attestation from Agency

Assessment: NLETC Report

### **O3.3 Firearms Qualification Compliance**

For the previous calendar year, agency must have been 100% compliant in reporting and have obtained a waiver from PSAC for any officers not meeting the standard. Agencies with officers whose certification has been suspended do not comply with this Element.

Submission: Attestation from Agency

Assessment: NLETC Report

### **O3.4 Required Core Policies**

Agency must have all of the policies on the list on Page 11.

- Submission: 1) Attestation of Agency  
2) Submit policies:  
-Response to Resistance  
-Ethics  
-Sexual Misconduct

Assessment: Review of submitted materials

**Required policies for all agencies:**

- Cellular Telephone
- Crowd Control
- Critical Incident Investigation and Review
- Domestic Misconduct
- Duty to Disclose
- Early Intervention System
- Ethics
- Internal Affairs/Citizen Complaints
- Internet Postings/Social Networking
- Interactions with Persons of Special Populations
- Missing Persons
- Motor Vehicles Stops/Searches
- Off-Duty Action/Secondary Employment
- Property and Evidence Management
- Search/Seizure issues related to individuals, residences and seizing of evidence
- Sexual Harassment, Discrimination, Misconduct
- Transportation and Restraint of Prisoners
- Use of Force

**If applicable to agency:**

- Law Enforcement Canines
- Mobile Video Recorder (MVR)
- Special Operations (SWAT)

**O3.5 Statutorily Required Policies**

Agency must submit all policies required by statute (if applicable). These are:

- Eyewitness Identification
- Body-Worn Cameras
- Racial Profiling/Implicit Bias
- Duty to Intervene
- Receiving and Investigating Misconduct Complaints
- Pursuit of Motor Vehicles

Submission: Policy Submission

Assessment: Review of submitted materials

**O3.6 Compliance with Change in Status Form**

Agency complies with the statutory requirement to complete and submit a Change in Status form to the Commission on all officers entering or leaving the agency and those changing rank within the agency.

Submission: List of all officers that have left, joined or been promoted in agency during the last complete calendar year occurring before applying for accreditation.

Assessment: NLETC database check

### **O3.7 Background Investigation for New Hires**

Have a background investigation process for job applicants that assesses whether the applicant possesses the good character and fitness to serve as a law enforcement officer in the State of Nebraska. Such investigation must include, but is not limited to:

- Full educational history.
- Full employment history.
- Citations, arrests, criminal charges and any criminal convictions regardless of criminal classification or disposition on the applicant's records.
- Misconduct in previous employment that has a rational connection with the person's fitness or capacity to serve as a law enforcement officer.
- A list, provided by applicant, of all law enforcement agencies to which the applicant has made application in the last 2 years and the outcome of said application.
- Acts involving dishonesty, fraud, deceit, or misrepresentation.
- Abuse of legal process, including the filing of vexatious lawsuits.
- Neglect of financial responsibilities.
- Neglect of professional responsibilities.
- Violation of a court order, including child supports.
- Evidence of mental or emotional instability.
- Evidence of drug or alcohol dependence or abuse.
- Social media review.

Submission: Policy or SOP that covers background investigations.

Assessment: Review of submitted materials

### **O3.8 Compliance with Records Requests**

Agency complies with the statutory requirement to both examine records on prospective hires and provide employment records upon request to the prospective employer.

Submission: Attestation from Agency

Assessment: NLETC Report

## PROCEDURES

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**Submission Methods:** Materials for all three accreditation options must be submitted electronically via email (individual files, PDFs, zip files, etc. are all acceptable as attachments) to the Commission at the following address: [NCC.Accredit@nebraska.gov](mailto:NCC.Accredit@nebraska.gov)

*Please note: Submissions cannot be sent in parts, even if being sent by the same delivery method.*

Agency heads will receive an acknowledgment the submission was received.

**Complete Submissions:** Only complete submissions will be accepted. Entities submitting incomplete applications will be contacted by phone, email, and/or letter and notified of the missing material. Incomplete applications will not be retained. Any missing material must be submitted (and will only be accepted) as part of a complete submission packet.

**Zero Incidence Issues:** If your agency does not experience an opportunity to comply with a requirement, such incidence will not be held against the agency. For example, your agency may not use Body Worn Cameras and therefore does not have a policy to submit. Another example would be that your agency might not have had an officer join or leave your agency in the specified timespan. Simply mark N/A on the relevant checklist item.

**Non-Applicability:** Any element or part thereof that is not a function or responsibility of the agency will be deemed not applicable. Simply provide a memo explaining the circumstances in your agency's packet.

**Cost:** The Commission does not charge a fee for pursuing, attaining or maintaining accreditation under any of the options discussed in this Manual. Agencies may incur costs associated with salaries of personnel and materials in order to apply for, obtain, and maintain compliance.

