

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION  
NUMBER 50-40

December 2, 1994

## CANCELLATION OR RESCHEDULING OF COURSES

**PURPOSE:** To prescribe policies and procedures for cancelling or rescheduling a scheduled course.

- (1) **SCOPE:** Applicable to Training Center staff
- (2) **GENERAL:** Courses are scheduled on the basis of statutorily mandated training and non-mandated specialized training. Courses are scheduled with sufficient time to notify law enforcement agencies of the courses and allow interested agencies to schedule their personnel for attendance in accordance with Rule and Regulation Title 79, Chapter 8, "Training Center Admission Procedures". This will be accomplished by mailing course schedule notifications to all law enforcement agencies biannually, or more often if needed.
- (3) **POLICY:** The Training Center Director, or his or her designee may cancel or reschedule courses only for the following reasons:
  - (a) Severe weather,
  - (b) Not sufficient number of officers enrolled (cancellation to be left to the discretion of administration if enrollment is less than 15),
  - (c) Instructor(s) not available because of an unforeseen emergency.
- (4) **PROCEDURE:** When a course is cancelled, the Training Center Director or his or her designee will:
  - (a) Notify the enrolled officer of the cancellation or rescheduling of the course and the reason for cancellation by letter. If the above-notice cannot be delivered on a timely basis, notification shall be made by telephone, or other expeditious manner.

- (b) Notify the Council at the next scheduled meeting by placing the matter on the agenda, explaining the reason for the cancellation or rescheduling of the course.

ALLEN L. CURTIS  
Executive Director

---

Division: Training Center  
Supersedes: OI No. 50-17 dated July 29, 1988

(1)