

Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION
NUMBER 50-60

October 25, 1996

USE OF TRAINING CENTER FACILITIES

PURPOSE: To establish policies, procedures, and behavior expectations governing the use of Training Center facilities.

1. **SCOPE:** Applicable to all agencies and persons who use the Training Center.
2. **GENERAL:** The Training Center receives numerous requests from state and federal agencies and individuals for use of the Training Center facility. The following guidelines must be followed to avoid scheduling conflicts, to enable the Training Center to carry out its primary mission, to reduce the confusion of mixed groups of people, and still maintain full use of a building that is complementary to the State of Nebraska. This Operating Instruction will govern the administration of such requests and provide fair treatment for all. Additionally, this Operating Instruction will govern all student/attendee behavior as it relates to the Training Center. A copy of this Operating Instruction will be provided to each user and/or agency.
3. **POLICY:** The Law Enforcement Training Center facility is intended for the training of Nebraska Law enforcement officers. In considering any request by another agency for use of the facility, Nebraska law enforcement officers will be given first priority on a first come, first served basis. When the facility is available for use other than courses being conducted by the Center, an established schedule of priorities will be used:
 - (a) The Director of his/her designee may authorize the use of Center facilities to agencies other than law enforcement to enhance the members' professional qualifications and/or increase their effectiveness. Center facilities are not to be used for religious, political, or individual purposes.
 - (b) Costs will be charged to the requesting agency or organization based on the duration and type of services requested. These costs which are established by the Commission will be computed by the Director or his/her designee, and the requesting agency will be advised of such costs at the time reservations are made. The following priority system is established to assure that the needs of law enforcement are met:
 - i. Law enforcement agencies

- ii. Criminal justice agencies (as defined in NEB. Rev. Stat. Section 29-3509 (Reissue 1979))
- iii. State governmental agencies
- iv. Private institutions offering law enforcement courses

4. PROCEDURES:

- (a) Requests for the facility can be made telephonically or in writing, specifying the date, time, area to be used, number of people, dormitory and/or cafeteria services required. After verification is made and date(s) is/are cleared, the requesting agency will be sent an “Application for Use of N.L.E.T.C.”, Training Center Form TC-044 to be completed and returned.
- (b) Upon receipt by the Training Center of the completed form from the applicant, the Director or his/her designee will determine if the requesting agency is eligible to use the facilities and if the facilities are available on the date(s) requested. Approval or denial will be indicated on the form and a copy returned to the requesting agency.

5. GUIDELINES, EXPECTATIONS AND DISCIPLINE:

- (a) All individuals are to exhibit appropriate adult behavior while at the Training Center. Any behavior that is disruptive, destructive, or detrimental to the health and safety of employees, visitors, and students will not be condoned and will be reported to the Center Director or his or her designee immediately.
- (b) The Training Center is open the following hours:

Monday through Thursday, 7:30 a.m. - 11:00 p.m.

Friday, 7:30 a.m. - 5:00 p.m.

Saturday, closed

Sunday, 5:00 p.m. - 11:00 p.m.

Admittance to the Training Center at any time other than listed above requires prior arrangements through security or Training Center staff.

A curfew of 11:00 p.m. was adopted for the Training Center by the Council to insure that attendees will have adequate quiet time for studies, proper rest, and to provide the best possible environment for learning.

- (c) No alcoholic beverages or non-prescription drugs are allowed on Training Center property unless they are for classroom instruction and are under controlled circumstances.
- (d) Gambling on Training Center property is prohibited.
- (e) Students are not to bring loaded firearms into the Training Center. Student firearms shall be stored in a gun locker provided by the Center or in the student's vehicle. Basic students shall store their firearms in a Center gun locker. Firearms and ammunition are not allowed to be kept in the student dormitory rooms.
- (f) Willful damage of State property and equipment will result in disciplinary action, and repair or replacement costs shall be charged to the participant or employer of participant.
- (g) Vehicles are to be parked in the south parking area and locked.
- (h) The Commission has mandated the Training Center as a non-smoking building. **Smoking is not allowed inside any Center building. This includes the entry foyers.**
- (i) Drinking of beverages or consumption of foods in the classrooms or meeting rooms is prohibited unless authorized by the Training Center. Drinking and eating will be confined to the dining room or the vending machine areas, with bottles/cans being placed in the designated containers.
- (j) A dress code for persons attending classes or meetings at the Center is in effect in order to promote professionalism and a positive image for law enforcement. Department uniforms, buttoned or pull over shirts with collars, sweaters, blouses, dress or casual slacks are all suitable attire for class, meetings, and the cafeteria. Casual slacks are considered to be "Dockers" or similar style slacks.

T-shirts, pullover shirts without collars, sweatshirts, shorts, denim jeans of any color, fatigue style pants, articles of clothing with printing or screening other than a small logo on the front, sandals, and shoes without socks are not acceptable attire for attendance at classes or meetings. Casual attire is permitted after 5:00 p.m. Gym clothes and tank tops are to be worn only when going to and from and participating in a physical exercise activity. Swimsuits shall be worn only in the locker rooms and training tank. Casual attire does not include being shirtless or barefoot in the Center.
- (k) Persons using the Training Center are not allowed in areas of the building not assigned. However, tours are permissible under the guidance of Center staff.

- (l) The use of Training Center office telephones is not authorized except when approved by the Director or his/her designee. At no time will Training Center staff be responsible for any incoming telephone calls unless previously arranged.
- (m) Persons of the opposite sex using the dormitory will not share living quarters.
- (n) Students/attendees are expected to conduct themselves as mature and responsible adults at all times. Racists, sexist, lewd or lascivious conduct will not be tolerated. Actions or statements which would exhibit such conduct and adversely reflect upon any law enforcement agency administrator or the Center will not be tolerated. Whenever members of the opposite sex are visiting a dormitory room, the door must be left completely open and the lights on during the duration of the visit.
- (o) The Training Center subscribes to a policy of non-discrimination/harassment in all elements of the learning environment within the Training Center. This policy is applicable to all individuals regardless of race, color, gender, religion, national origin, ancestry, age, or disability status. Specifically, any verbal or physical conduct, by anyone, of a discriminatory/harassing nature involving any of the above mentioned will be a violation of this policy.

In the event that any student, guest, or visitor of the Training Center or recipient of services provided by the Training Center believes he or she has been or is being subjected to any verbal or physical conduct, by anyone, of a discriminatory/harassing nature, he/she is encouraged to report such alleged discriminatory/harassing conduct to the Director or his/her designee as soon as possible. The Director or his/her designee shall conduct a prompt investigation for the purpose of appropriate action.

- (p) In the event of a fire or a fire drill, please exit the building as quickly as possible. Assemble in the south part of the south attendee parking lot.
- (q) In the event of the sighting of a tornado or a tornado drill, all persons should go directly to the first floor locker rooms and/or public restrooms or alternate announced locations.
- (r) A key shall be assigned to each person staying at the Training Center upon their arrival. Doors are to be locked each time a student/attendee leaves his/her room. The door must be locked with the key from the outside. Student's attendees are asked to turn off lights, close windows, and shut off heat/air when leaving their room. **Windows are not to be opened more than 8 inches at any time.** Students/attendees are asked to lock the windows when checking out of their rooms.

Use Form TC-024, available at the office, to report any problems in a dormitory room. Emergency situations such as blocked drains, no heat or air conditioning, or leaks should be reported to the office as soon as possible.

For those lodging at the Training Center, linens may be picked up in the hallway behind the cafeteria upon arrival. Towels and washcloths are not provided by the Training Center. On the morning of departure, please strip the bed and return all linens to the linen hamper. If additional bedding is needed, please contact one of the maintenance personnel.

Beds are to be made each morning. Since the Training Center does not have daily maid service, the cleanliness of dormitory rooms is the responsibility of the student/attendee. Vacuums are located on each floor. Students/attendees are responsible for daily cleaning of the shower stall and toilet. Each time the shower is used, please wipe down the stall to prevent water mineral buildup. Clean rags are available in the student lounges on each floor.

Do not take food or beverages to the dormitory rooms. Radios and personal computers are acceptable in the dormitory rooms, but electrical appliances such as coffee pots, popcorn poppers, hot plates, etc., are not permitted. Personal V.C.R.'s are not allowed in the Training Center. Do not use radios after 11:00 P.M.

- (s) OSHA has mandated that the Nebraska Law Enforcement Training Center be responsible for the proper disposal of all used medical supplies and aids that are used at the Center. Students/ attendees at the Training Center who use any type of medical needles, such as those used for injecting insulin for the control of diabetes, or any person who must dispose of any used or unused medical supplies is required to notify a Center staff member of that fact. The student/attendee will be issued an OSHA approved canister, and will be instructed in the proper use and disposal of those needles/medical supplies. It is in violation of Federal regulations to dispose of any of the above mentioned supplies in any way other than in OSHA approved canisters.

6. DISCIPLINARY PROCEDURES: All violations identified in (5) (a) through (s) will be reported to the Director or his/her designee and any disciplinary action will be administered as follows:

- (a) The Director or his/her designee will consult with the participant in private to clearly identify the violation and take appropriate disciplinary action where necessary. Disciplinary action may be:

- i. A verbal reprimand;
 - ii. A written reprimand to the violator with a copy to the violator's administrative head;
 - iii. Suspension from the class; or
 - iv. Suspension from the Center.
- (b) To assist in the deliberative process leading to determining the disciplinary action, the Director or his/her designee may review the violation with the violator's agency head or person supervising or hosting the meeting, seminar or class.
- (c) Where a written reprimand or suspension from the Center is applicable, the Director or his/her designee shall notify the participant's immediate supervisor in writing with a copy to the Commission Executive Director.
7. **APPEALS:** Suspension from the Center may be appealed through the process approved by the Commission and outlined in Operating Instruction No. 50-42.
8. **USER ASSISTANCE:** Persons experiencing problems or having complaints should promptly report their complaints to the Director or his/her designee for assistance and/or corrective action.
9. **LIABILITY:** All using agencies will be informed by completion of TC-044 that the Center assumes no liability for the use of Center equipment and facilities.

ALLEN L. CURTIS
Executive Director

