

Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION
NUMBER 50-11

December 2, 1994

NEBRASKA POLICE STANDARDS ADVISORY COUNCIL

PURPOSE: To set procedures for conducting Council meetings, election of chairperson/vice-chairperson, and to define the responsibilities of the chairperson and vice-chairperson.

SCOPE: Applicable to the Commission, the Council, and Training Center.

REFERENCE: OI No. 50-10 prescribes the Council's responsibilities for the Training Center. Nebraska Revised Statute Section 81-1406 does not clearly prescribe (1) procedures for conducting Council meetings and election of chairperson and vice-chairperson, (2) responsibilities of chairperson and vice-chairperson, or (3) responsibility for funding and administrative support. This Instruction is prepared to clarify the operating procedures of the Council and contribute to the effectiveness of the Council and Training Center.

MEETINGS: The statute requires the Council to conduct regular meetings in order to facilitate the operation of the Training Center. These meetings will be scheduled as needed, but in no case shall meetings be held less than quarterly. All meetings will normally be conducted at the Training Center.

QUORUM: The statute prescribes that the Council shall consist of seven (7) members. In order to carry out its responsibilities as enumerated by the statute, four (4) members of the Council must be present at the meetings. Decisions by the Council shall be binding upon a finding by the majority.

CHAIRPERSON: The statute prescribes that the Council shall select a chairperson. The chairperson shall serve for a period of one (1) year from the time of election and shall have the following responsibilities:

preside over Council meetings;

attend Crime Commission meetings;

provide direction and guidance to the Training Center Director between Council meetings;

assign tasks to other Council members; and

act as spokesperson for the Council.

The position of chairperson shall be elected at the earliest Council meeting after January 1. In the event that the chairperson can no longer fulfill his/her responsibilities, the vice-chairperson will assume those responsibilities and duties.

VICE-CHAIRPERSON: While the statute does not provide for the position of vice-chairperson, the Council believes that the position would facilitate the Council as it carries out its responsibilities. The vice-chairperson shall perform the chairperson's duties during his/her absence or inability to perform those duties.

FUNDING: Funds for Council activities will be included in the Commission (Training Center) budget as justified by the Council. Administrative support will be provided by the Commission and Training Center, such as processing of expense vouchers, clerical support for minutes of meetings and related matters.

CONSULTATION: The statute requires the Training Center Director to "consult" with the Council on all matters pertaining to the Training Center. As a practical matter, the Council (chairperson) and the Training Center Director will conduct all things necessary to carry out the purpose of the Training Center; however, the Commission (Executive Director) and the Training Center Director will conduct activities pertaining to functional authority for the budget and personnel matters without reference to the Council. These activities include administration of personnel: e.g. hiring, directing activities, disciplining personnel, approving payrolls, management of equipment and physical facilities. These actions are to be reviewed at the Council's combined meeting of the Council, Executive Director and Training Center representatives.

ALLEN L. CURTIS
Executive Director

OPR: Training Center Director

DISTRIBUTION: Commission, Council and Training Center

This supersedes #OI 50-2 dated July 27, 1979