

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION  
NUMBER 50-21

April 17, 1998

## TRAINING CENTER TUITION REQUIREMENT

**PURPOSE:** Billing procedure to comply with State Statute § 81-1403 and 81-1428.

1. **GENERAL:** §81-1428. Law Enforcement Improvement Fund; created; purpose  
There is hereby created a Law Enforcement Improvement Fund which shall be maintained by the State Treasurer as a cash fund and from which there shall be appropriated such amounts as are available there from and as shall by the Legislature be considered appropriate for the improvement of law enforcement at the municipal and county levels.
2. **DEFINITION:** Nebraska law enforcement officers who qualify for tuition-free mandated training provided by the Training Center according to State Statute § 81-1428 are those officers employed by a Nebraska municipality or a county who have been administered an oath of office as a law enforcement officer in either a municipality or a county and those individuals employed as law enforcement trainees as defined by Title 79, Chapter 1, Section 004 15
3. **RESPONSIBILITIES:** The Director of the Training Center and the Chief of the Commission's Budget Division will maintain cost data as the basis for charges and ensure reimbursement to the Law Enforcement Improvement Fund for training of personnel other than Nebraska law enforcement officers as described under Definition.
4. **REIMBURSEMENT AMOUNT:** Effective July 1, 1998, the amount of tuition to be collected for the training of officers shall be calculated using the formula listed in section (5). The total amount of tuition will reflect the weekly cost of a course lasting more than one week and the daily cost for courses lasting less than one week. Tuition will be prorated when meals and lodging are not provided.
5. **COST BASIS:** The basis for computing costs will be based, in part, upon a tuition estimate prepared by the Director or his/her designee. The tuition estimate will be based upon the costs of operation divided by the student hours for mandated classes in order to calculate the cost per student hour. The tuition estimate for a particular course will be determined by multiplying the length of that course in hours by the cost per student hour.

6. **PROCEDURE:**

- A. All state or private agencies or individuals requesting training for an applicant(s) at the Training Center shall be advised of the requirement for the cost of training.
- B. All Nebraska law enforcement officers as described under Definition shall not be required to pay tuition unless the applicant(s) has previously been dismissed from Basic, Supervision, Management or Reserve Officer Training at the Training Center for academic or disciplinary reasons
- C. State agencies will be billed by a completed Intrastate Transaction Document, DAS-02-12(2-83), initiated by the Training Center. The Center will forward two (2) copies of the Intrastate Transaction Document to the Commission for the purpose of maintaining a suspense file on unpaid bills. The Center will also maintain copies of the Intrastate Transaction document.
- D. Municipal and county governments will be billed on the Nebraska Law Enforcement Training Center letterhead, identifying the agency, address, course title, date(s) of course, officer(s) attending, cost and total cost
- E. All other agencies or individuals required to pay for training shall make satisfactory arrangements for payments before admission to the Training Center.

7. **ANNUAL REVIEW:** In December of each year, the Director shall submit to the Council the tuition estimate for the upcoming fiscal year along with his/her recommendation based upon that estimate. Subject to review and approval of the Crime Commission, the Council may adopt, reject, or modify the Director's recommendation in order to set the tuition cost for each mandated course of training.



Allen L. Curtis  
Executive Director

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Division: Training Center  
Supersedes: OI No. 50-21 dated December 2, 1994