

Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION
NUMBER 50-23

July 26, 1996

PROCEDURES FOR BILLING STUDENT CANCELLATIONS AND FAILURES TO SHOW AT TRAINING PROGRAMS

PURPOSE: Billing procedure to address cancellations and failure to show at training programs.

- (1) **SCOPE:** Applicable to all staff.
- (2) **GENERAL:** The NLETC is utilizing a significant number of contractual instructors to present advanced and specialized training. Agencies, associations, and persons who make reservations to attend training and/or use dormitory rooms are expected to fulfill the reservations or provide adequate notice of cancellation. Failure to provide adequate notice of cancellations results in denying other law enforcement agencies and officers the opportunity to attend and creates a fiscal loss to the Center.
- (3) **POLICY:** Agencies and/or people who make reservations with the NLETC to attend specialized or advanced classes where a tuition fee is being charged are expected to attend the class or provide proper notice of cancellation.
- (4) **PROCEDURE:**
 - (A) Agencies and/or persons must complete the proper registration form to attend advanced and/or specialized classes sponsored by the NLETC. The registration form, when accepted at the Center, serves as a reservation for a place in the class and if indicated, a dormitory room at the Center.
 - i. Agencies and/or persons attending advanced and/or specialized training sponsored by the Center, when a tuition fee is being charged, are required to provide a minimum of three days notice to a NLETC staff member of a cancellation from the class.
 - ii. The Training Center will offer the canceled position to the next person on a waiting list and will continue in order on the list to attempt to fill the vacancy in the class.
 - iii. Agencies and/or persons who do not provide proper notice of cancellation

and fail to appear for the class shall be billed the tuition cost of the class by the Center.

- iv. Agencies and/or persons making reservations for dormitory rooms must provide a minimum of 12 hours notice to a NLETC staff member of a cancellation.
 - v. Agencies and/or persons who do not provide proper notice of cancellations of dormitory reservations shall be billed one night's dormitory room costs.
- (B) Agencies and/or persons who do not pay tuition costs for failure to provide proper notice of cancellation shall be classified as not in good standing and will not be allowed to enroll in NLETC sponsored classes until such costs are paid.
- (C) The Director of the NLETC may make allowances to the above for unexpected or emergency situations which were not within the control of the agency or person making the reservation.

ALLEN L. CURTIS
Executive Director

Division: Training Center