

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

OPERATING INSTRUCTION
NUMBER 60-14

February 15, 1996

TRAINING OF JAIL PERSONNEL

PURPOSE: To prescribe criteria for evaluating and approving courses and to verify completion of training by jail personnel as required by the Nebraska Standards for Jail Facilities.

1. **REFERENCE:** Neb.Rev.Stat. 83-4,124 thru 83-4,134 Standards Chapter 2, Personnel, Nebraska Standards for Jail Facilities (Revised 7/14/94.)
2. **GENERAL:** State statute requires the Jail Standards Board to promulgate standards for the training of jail personnel. Chapter 2 Personnel, Standards for Jail Facilities, requires all jail personnel working in excess of 200 hours annually and who are responsible for the security and supervision of inmates shall receive at least 80 hours of initial training in specified areas. Standards, Chapter 2, also requires that **all** jail personnel in **all** facilities complete at least eighteen (18) hours of in-service training annually and complete new employee orientation as specified by Chapter 2-003.01 through 003.016.
3. **CURRICULUM:** The curriculum established by Chapter 2 for the training of jail personnel shall cover, at a minimum, the following topics: (a) correctional legal issues, inmate rights, officer rights and liability; (b) interpersonal communications, human relations, crisis intervention, inmate supervision and inmate discipline; (c) medical and mental health screening, medical problems, suicide prevention, psychological and behavioral aspects of incarceration, substance abuse and abnormal behavior; (d) use of force and self-defense; (e) responding to jail escapes, fires, fights, riots and hostage situations; (f) report writing; and (g) jail security and inmate classification.
4. **PROCEDURES:**
 - A. **Training provided by the Training Center.** The Law Enforcement Training Center, in consultation with the Jail Standards Division, shall develop and present courses to meet the training requirements of the Standards with the approval of the Jail Standards Board. The Director of the Training Center shall maintain records of completion of all training. A certificate verifying attendance and satisfactory completion shall be issued for all courses sponsored by the Law Enforcement Training Center.

- B. Training received from other sources.** Training received from other sources shall be approved by the Jail Standards Board on a case by case basis. Such courses will be evaluated by Training Center and Jail Standards staff and will include, at a minimum, the following criteria:
1. The curriculum shall include, at a minimum, the topics specified by the Standards;
 2. The course title, objectives, and curriculum outline shall be established and submitted in writing. The text and other materials shall be relevant to the course objectives and curriculum topics;
 3. Each instructor shall be qualified by practical and/or academic experience to teach the course;
 4. Written examinations shall be administered to assess learning and achievement of course objectives. The instructor shall provide written confirmation of demonstrated proficiency in skill areas. Satisfactory completion of a standardized test administered by the Law Enforcement Training Center may substitute for this requirement;
 5. Class roster and attendance records shall be maintained documenting the date and time of each course attended. This will be submitted along with the date of completion. A certificate or training record signed by the instructor(s) shall be maintained, attesting to satisfactory completion of the course.
- C. Verification and approval of training.** When a jail facility receives an evaluation to determine compliance with the Standards, the field representative conducting the evaluation will request a list of all facility employees, their date of hire, and a list of training received. The facility administrator shall, at the field representative's request, provide documentation to verify satisfactory completion of training for each employee.
1. A certificate issued for courses sponsored by the Law Enforcement Training Center shall be viewed as sufficient verification of training;

2. Each facility employee requesting approval of training received from other sources shall make available to Jail Standards staff and the Training Center all pertinent course materials and information identified in 4 (B) above. The Law Enforcement Training Center and Jail Standards staff will review the materials and recommend approval or non-approval of the training to the Jail Standards Board in their report.

Deborah Gilg, Chair
Jail Standards Board

Allen L. Curtis
Executive Director

Division: Jail Standards

Revised from Operating Instruction 39, July 30, 1982