

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION

NUMBER #60-16

January 22, 1998

## CERTIFICATION OF INSTRUCTORS FOR APPROVED INITIAL TRAINING PROGRAMS

**PURPOSE:** To prescribe procedures governing the certification of initial training program instructors for local detention facilities.

- (1) **SCOPE:** Applicable to the Jail Standards Board and staff.
- (2) **REFERENCE:** Nebraska Minimum Jail Standards, Chapter 2, Training; Nebraska Juvenile Detention Facility Minimum Standards, Chapter 5, Training.
- (3) **POLICY:** The Jail Standards Board shall assume responsibility for certifying initial training program instructors in accordance with the requirements of the Nebraska Minimum Jail Standards and Nebraska Juvenile Detention Facility Minimum Standards.
- (4) **GENERAL:** The Jail Standards Board or their designee will:
  - (A) Ensure minimum requirements for instructors of initial training programs are published and distributed to the agencies concerned.
  - (B) Assure that all applications are processed in a consistent and timely manner.
  - (C) Act on all applications presented in a consistent and timely manner.
  - (D) Establish a process for renewal of instructor certification.
  - (E) Upon Board approval, furnish certificates to instructor applicants.
  - (F) Maintain records regarding the status of all applications.
- (5) **DEFINITION OF INSTRUCTORS:**

An instructor of an initial training program will be the person responsible for providing instruction in all areas mandated by either adult or juvenile standards. An instructor's qualifications may be general or professional in nature. General qualifications will be those relating to service in law enforcement. Professional qualifications will be those relating to specialized academic training. Qualification as an instructor may be based on either general

qualifications or professional qualifications, or a combination of the two.

(6) **PROCEDURES:**

- (A) **Certification of Instructors:** Certification of instructors will be issued by Jail Standards staff upon Jail Standards Board approval.
- (B) **Requests for Instructor Certification:** Instructors requesting certification must submit their request to Jail Standards staff on an approved Application for Initial Training Instructional Certification form which can be obtained from the Nebraska Crime Commission.
- (C) **General Instructor Qualifications:** Instructors will be certified on the basis of minimum qualifications in the areas of education, training, experience and background. The actual evaluation and selection of instructors will be the responsibility of the Jail Standards staff.
- (D) **Granting or Revocation of General or Professional Instructor Certification:** Instructor certification will be issued for a period of four years. At the end of a four-year period, certification may be renewed if the instructor has instructed in an initial training program during the period of the certification, and if his/her renewal certification is recommended by the director of the instructor's facility and by Jail Standards staff. The certification may be revoked, in writing, whenever in the opinion of the facility director and/or in the opinion of the Jail Standards staff the same should be revoked. Prior to denying the certification or revoking any certification, the certified holder may file a written appeal with the Jail Standards Board within 30 days of the date of revocation notice. The Jail Standards Board or the designee of the Board Chair, upon receipt of written notice of such appeal, will hold a hearing during the next regularly scheduled quarterly meeting. The appeal hearing will be held at the Nebraska Crime Commission Offices, 301 Centennial Mall South, Lincoln, Nebraska, unless otherwise designated by the Board Chair or designee.
- (E) **Waiver of Application Requirements for Instructor Certification:** The requirement for the submission of a formal application for instructional certification for instructors at an initial training program may be waived by the Board in instances involving guest instructors made available by other agencies. The final decision regarding the applicability of this provision to a proposed initial training program instructor rests with the Board.
- (F) **Responsibility for Insuring Instructional Excellence:** It is the continuing

responsibility of the Jail Standards Board and staff to assist in insuring that instructors are qualified to teach the initial training program and are supervised and observed on a regular basis to insure that instructional excellence is maintained.

- (G) **Endorsement of Application for Instructor Certification:** Applications for instructor certification will be endorsed by the Jail Standards staff and when applicable by the applicant's department head.

(7) **MINIMUM QUALIFICATIONS FOR CERTIFICATION OF INSTRUCTOR FOR APPROVED INITIAL TRAINING PROGRAMS:**

The following are minimum qualifications for certification as an instructor for an initial training program.

- (A) **Experience:** A minimum of five years corrections experience is required.

Or,

Must have at least three years of experience in the subject areas to be instructed.

Or,

This requirement may be modified by the Jail Standards staff with Board approval in exceptional cases reflecting alternative education or experience or a combination of both.

- (B) **Education:** Must have a minimum of high school graduation with a diploma or possess an equivalency certification which meets the minimum score required by the State of Nebraska as determined by the State Department of Education.

- (C) **Minimum Qualifications:** Must have successfully completed an approved Instructor Development course prior to certification.

- (D) **General Background**

While no background investigation is required, an instructor must be recommended by the director of their facility and by Jail Standards staff. In making such recommendation, the facility director shall consider the reputation, conduct, stability and ability of the person being recommended.

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Chair, Jail Standards Board

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Executive Director

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OPR: Jail Standards Board

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