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## POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to provide basic training, DCSO orientation, and field training to pre-service deputies as well as in-service training and opportunities for advanced training (as resources allow) for existing deputies and non-sworn members.

## DEFINITIONS

Commander: For the purposes of this policy, a Commander refers to Bureau Captains within the Operations Corps, and the Administration Chief Deputy within the Administration Corps.

## PROCEDURES

### I. Training Function Administration

A. Responsibility for the administration of training is as follows:

1. The DCSO Training Division is responsible for:
  - a. Coordinating core DCSO training that is required for all DCSO sworn or non-sworn members (see Section VIII).
  - b. Coordinating recruit orientation training (see Section VI).
  - c. Administering the Field Training and Evaluation Program (see Section VI).  
(33.4.2 & 33.4.3)
  - d. Receiving and maintaining all DCSO training records, regardless of the type of training or who conducted the training.
2. Each Commander is responsible for:
  - a. Coordinating annual sworn in-service training for their respective bureau/function that reflects the positions held and functions performed within that bureau/function (see Section VIII). (33.5.1)
  - b. Ensuring that all non-sworn new hire employees receive training in accordance with DCSO policies and procedures (see Section VII).
  - c. Ensuring that promoted non-sworn employees receive training in accordance with DCSO policies and procedures (see Section V). (33.8.2)
  - d. Ensuring that newly transferred employees receive any necessary Bureau, Division, or assignment-specific training required.

- e. Coordinating with the Training Division to ensure that any members returning from long-term military deployments receive the appropriate refresher training and weapons qualifications (see the DCSO “Military Deployment and Reintegration” policy). (22.1.9)
  - f. Ensuring that all volunteers and interns assigned to their respective Bureau/Division receive necessary training. (45.3.2)
  - g. Submitting all required documentation of training to the Training Division.
3. Commanders of specialty units/divisions and those that use special purpose vehicles are responsible for:
- a. Coordinating specialized training (see Section IX and the “Special Purpose Vehicles” policy) (this includes ERU, FTO, NSU, SRU, SROs, Auxiliary Division Units, as well as all special purpose vehicles). (33.6.1)
  - b. Training dates for all auxiliary units will be approved by the respective Bureau Captain or Chief Deputy prior to being posted in PowerDMS.
  - c. Submitting all required documentation of training to the Training Division.
4. USB is responsible for:
- a. Coordinating Chaplain training. (45.3.2)
  - b. Coordinating Explorer training for the Explorers program. (45.3.2)
  - c. Submitting all required documentation of training to the Training Division.
5. The Administrative Services Lieutenant is responsible for:
- a. Coordinating training for newly promoted Sergeants and Lieutenants (see Section IV). (33.8.2)
  - b. Coordinating Level III conditional NCIC training and ensuring that all NCIC Level III certifications are up to date (see Section X).
  - c. Submitting all required documentation of training to the Training Division.
6. The Policy Coordinator is responsible for:
- a. Ensuring that all newly hired members will receive accreditation familiarization training within 30 days after their employment begins. Recruit deputies will be scheduled to attend during their orientation. (33.5.3a)
  - b. Ensuring that all DCSO members will receive familiarization training just prior to CALEA’s on-site assessment associated with each reaccreditation.
  - c. Providing appropriate training to other members assigned to the accreditation process if applicable. (33.5.4)
  - d. Submitting all required documentation of training to the Training Division.

7. The TOD Manager is responsible for:
    - a. Coordinating Criminal Justice Information (CJI) and cyber security training.
    - b. Ensuring that all CJI certifications are up to date.
    - c. Providing required training documentation to the Training Division.
  8. The Records Manager is responsible for:
    - a. Coordinating Level II conditional NCIC training.
    - b. Ensuring that all Level II NCIC certifications are up to date (see Section X).
    - c. Providing required training documentation to the Training Division.
  9. It is advisable to coordinate efforts with the Training Division to avoid un-necessary duplication of training.
- B. Training may be administered by the Training Division, adjunct instructors, specialty components, or outside sources as needed. All training will be administered in accordance with the policies and procedures of the DCSO and will comply with generally accepted training practices, methods and procedures associated with the training subject.
- C. All training courses, regardless of course type or format (this includes PowerDMS and shift brief training), conducted by the DCSO will be based on a current lesson plan on file with the Training Division (33.1.4).
1. Training that recurs on a monthly or more frequent basis can utilize one lesson plan that is to be approved and submitted by the start of the calendar year. However, the Learning Objectives and Performance Goals should reflect the range of training that will be provided throughout the year.
    - a. If substantive changes to training occur throughout the year, a new lesson plan will be submitted.
  2. Lesson Plans and training procedures will be approved as followed:
    - a. The Training Division Sergeant will approve the preparation/modification of lesson plans and training procedures for training conducted by the agency for all divisions except:
      - (1) The Forensic Services Division (FSD).
        - (a) The FSD Director or designee will be responsible for approving the preparation/modification of lesson plans and training procedures developed for the FSD.
        - (b) Approved lesson plans will be forwarded to the Training Division Sergeant or designee within a month of when the training was provided.
      - (2) Specialized units/training (e.g., K9 training).

- (a) The unit/division commander or designee will be responsible for approving the preparation/modification of lesson plans and training procedures.
  - (b) Approved lesson plans will be forwarded to the Training Division Sergeant or designee within a month of when the training was provided.
- 3. Lesson plans will utilize a standard template/format approved by the Training Division Sergeant.
- 4. Lesson plans will include: (33.1.4)
  - a. A statement of performance and job related objectives (33.1.4a).
  - b. The content of training and specification of the appropriate instructional techniques (33.1.4b).
  - c. A list of resources used in the development of the curriculum (33.1.4c)
  - d. A list of resources required in the delivery of the program (33.1.4d)
  - e. A process for approval of lesson plans (33.1.4e)
  - f. Identification of any tests used in the training process (33.1.4f).
- D. All in-class and shift brief training activities must be documented on a training log (SF-152)
  - 1. Training logs will be returned to the Training Division immediately following completion of training.
- E. Training records for courses completed via PowerDMS are maintained in PowerDMS and include:
  - 1. Training logs.
  - 2. Record of the performance of individual attendees (i.e., test results, etc.).
- F. Every Bureau, Division, or Unit outside of the Training Division that is responsible for providing training will update the Training Division on the provision of training on a monthly basis by completing the DCSO Non-Training Division Training Log.
  - 1. This will enable the Training Division to manage the collection of all training records and to ensure that all training requirements have been met.
  - 2. The log will be maintained in the Google Drive and shared with those responsible for monthly updates.
  - 3. Below is a screenshot of the log:

CSB-DISTRICT				DCSO Non-EDD Training 2021											
Month/2021	Training Topic	Date	#Participants	#hours	Lesson Plan Y/N	LP Approved By	LP Received by EDD	Handouts Y/N	Sign in Log Complete	Method: Online/Lecture/Combo	Test Y/N	Min Score	Pass/Fail? Y/N		
January															
February															
March															
April															
May															
June															
July															
August															

## II. Training Instructors

- A. No instructor will train or instruct Deputies or others, on- or off-duty, without prior approval of the Training Division Sergeant, Commander, or specialty Commander that is responsible for training.
- B. Full-time instructors assigned to the Training Division will be selected in accordance with the DCSO “Specialized Assignments” policy.
- C. Members assigned to the Training Division as full-time instructors will complete an approved Instructor Development course. Instructor Development course curriculum will include instruction in: (33.3.1)
  - 1. Lesson Plan Development (33.3.1a).
  - 2. Performance Objective Development (33.3.1b).
  - 3. Instructional Techniques (33.3.1c).
  - 4. Testing and Evaluation Techniques (33.3.1d).
  - 5. Resource Availability and Use (33.3.1e).
- D. Adjunct instructors may be used on an as needed, part-time basis upon approval by the Training Division Sergeant or designee. The Training Division Sergeant or designee will review all potential adjunct instructors.
  - 1. Adjunct instructors must be certified and/or trained as needed on the subject matter that they will instruct. Adjunct instructors are encouraged to participate in an approved course for Instructor Development, however, it is not required. (4.3.3a)
- E. All range supervisors (both full-time and adjunct instructors) must be trained in emergency medical response (see the DCSO “Firearms” policy). (4.3.5f)

### III. Training Methods

- A. The instructor assigned to complete training will be responsible for determining the most suitable method to deliver training with the approval of the Training Division or the command of the Bureau, Division, or Unit responsible for coordinating the training.
- B. Training may be delivered in the following methods:
  - 1. Shift Briefing (Roll Call) Training (33.5.2)
    - a. Roll call training will be utilized as a method to convey information that is relevant to the day-to-day operations of a Division.
      - (1) Methods of instruction may include lectures, demonstrations, videos, online training, or handouts.
    - b. This training is intended to keep all members informed concerning current events and situations pertaining to their assigned duties, and will be scheduled as needed. The training is intended to be brief and concise.
    - c. Respective Division Lieutenants are responsible for ensuring that roll-call training is planned, delivered and evaluated.
    - d. Supervisory members will present most roll-call training however other members may be assigned the task of preparing and presenting roll-call training.
    - e. Roll call training will be documented and the documentation will be submitted in accordance with Section I of this policy.
  - 2. In-Class Training
    - a. In-class training will be documented and the documentation will be submitted in accordance with Section I of this policy.
  - 3. PowerDMS Training/Courses Module
    - a. Non-Training Division members assigned with conducting additional (non-Training Division) training may use PowerDMS for delivery of training, with the exception of demonstrating weapons proficiency.
      - (1) Members with training responsibilities may request PowerDMS access privileges and system training from the Policy Coordinator.
    - b. Members will complete assigned PowerDMS training by the due date indicated on the course.
    - c. Members who author and assign training via PowerDMS are responsible to ensure that the training is successfully completed by all assigned members.
    - d. If an associated test component is utilized in the course/training/test, the author is responsible for accessing the PowerDMS Reports function and audit the testing to ensure the testing is successfully completed by all assigned members.

- e. It is the responsibility of the course/test author to notify the supervisor of a member who does not complete the course and/or test.
- f. Members who fail courses and/or tests on PowerDMS are responsible for notifying their supervisor of having failed the course and retaking the test until obtaining a passing score.
  - (1) Supervisors may need to coordinate with the Training Division to allow the member to retake the test.
  - (2) If the member is unable to access the course and/or test or exceeds the maximum level of attempts, it is the member's responsibility to contact their supervisor or test author within three working days to coordinate re-gaining access.
  - (3) No PowerDMS user with administrative privileges other than the author may reset the test without either the author's or respective Chief Deputy's permission.
  - (4) Members who have marginal scoring will be considered for remedial training and re-testing.
    - (a) Remedial training and re-testing will be coordinated as needed with the affected member's immediate supervisor and chain-of-command and/or the Training Division.

#### **IV. Sworn Supervisors**

- A. Newly promoted sergeants and lieutenants will complete training approved by the Nebraska Police Standards Advisory Council from an outside academy in accordance with NSS §81-1414 within one year of such promotion (33.2.3 & 33.8.2).
  - 1. Sergeants will receive training to include the following (33.8.2):
    - a. Employee Assistance Program Overview. (22.1.7)
      - (1) This will include training on the program services, Supervisors' role and responsibility, and identification of employee behaviors that would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance.
    - b. Non-sworn Performance Appraisal-Non Supervisory. (35.1.1d)
    - c. Non-sworn Performance Appraisal-Supervisory. (35.1.1d)
    - d. Sworn Performance Appraisal. (35.1.1d)
    - e. Equal employment Opportunity/Diversity.
    - f. In-Car Camera and Body Worn Camera Supervisory Responsibilities. (41.3.8f)
    - g. National Incident-Based Reporting System (NIBRS) certification class.

- h. Supervisory training specific to the Sergeant's assigned role/position.
  - 2. Lieutenants will receive training to include the following (33.8.2):
    - a. Family Medical Leave Act.
    - b. Other types of advanced training designed to impart higher level supervisory and management skills to participants are available. Supervisors and Command Officers are encouraged to apply for these classes.
  - B. The Public Relations Coordinator, Captains, and Chief Deputies will receive training related to the Public Information function (see the DCSO "Media Relations" policy). (54.1.4)
  - C. The following National Incident Management (NIMS) training will be required by members at the following ranks within one year of their appointment to the position:
    - 1. Deputy – NIMS 100 & 700.
    - 2. Sergeant – NIMS 100, 200, 700, 800.
    - 3. Lieutenant – NIMS 100, 200, 300, 700, 800.
    - 4. Captain –NIMS 100, 200, 300, 400 700, 800.
    - 5. Chief Deputy – Same as Captain.
    - 6. Sheriff – Same as Captain.

## **V. Non-sworn Supervisors and Managers**

- A. Within one year of their appointment, non-sworn members who hold positions of supervisory responsibility will receive additional orientation and training in the areas of: (33.8.2)
  - 1. General Supervision.
  - 2. Non-sworn Performance Appraisals. (35.1.1d)
  - 3. Employee Assistance Program. (22.1.7)
    - a. This will include training on the program services, Supervisors' role and responsibility, and identification of employee behaviors that would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance.
  - 4. Equal Employment Opportunity/Diversity.
  - 5. Member Advisories.
  - 6. Report Writing.
  - 7. Budgeting Process.
  - 8. Family Medical Leave Act.



9. Supervisory training specific to the Supervisor's assigned role/position.
- B. In-house and outside training and education will be afforded to keep pace with the changing technology and processes utilized by the DCSO.
- C. Members assigned to the position of Policy Coordinator will receive specialized accreditation manager training within one year of being appointed. (33.5.4, 33.6.1)
  1. The Policy Coordinator will be responsible for providing appropriate training to other agency members assigned to the accreditation process (33.5.4).

## VI. Recruit Training

- A. Basic Training (33.4.1 & 33.4.2a)
  1. All DCSO deputies will successfully complete basic training at an outside academy that has been approved by the Nebraska Police Standards Advisory Council as directed by the DCSO before serving in any official capacity as a law enforcement officer, including being allowed to carry a weapon or be in a position to make an arrest (NRS §81-1414). (33.4.4 & 33.2.3)
    - a. Lateral recruits who have been certified as a law enforcement officer in another state will be required to successfully complete the Reciprocity Course required by the Nebraska Law Enforcement Training Center. (33.2.3)
  2. Recruits will be provided an orientation handbook at the time academy training begins. (33.4.2c)
- B. DCSO Recruit Orientation (33.2.4 & 33.4.2a)
  1. All recruit deputies will participate in the DCSO Orientation Program.
  2. The program is a comprehensive classroom and field program intended to expose the recruit deputy to DCSO policies and procedures, and to acquaint the Deputy with the facilities from which they will operate during their career.
  3. Instructors for this program are DCSO instructors, human resources members and Command Officers. Portions of this program may be taught prior to the recruits' academy training, although the majority of it is generally taught upon graduation from the academy.
  4. Topics covered during the classroom portion of this program include:
    - a. Accreditation familiarization. (33.5.3a)
    - b. Review of the DCSO "Pursuits" policy. (41.2.2m)
    - c. Temporary Detention (see the DCSO "Temporary Detention" policy). (71.2.1)
    - d. Deputy-Involved Incident Awareness training (see the DCSO "Use of Force – Deputy-Involved Incident Investigations" policy). (11.3.4f)

- e. Hazardous Materials training (see the DCSO “All Hazards – CBRNE Incidents” policy). (46.3.2)
  - f. Review of the DCSO “Use of Force,” “Use of Force – Reporting,” and “Use of Force – Deputy-Involved Incident Investigations” policies. (4.3.4)
  - g. Review of the DCSO “Firearms” policy including the safe and proper storage of authorized firearms. (4.3.1f)
  - h. Biased policing, including legal aspects and implicit bias (see the DCSO “Biased Policing” policy). (1.2.9b)
  - i. The DCSO All Hazards Plan, including the Incident Command System (see the DCSO “All Hazards Plan”). (46.1.9a)
  - j. Ethics (see the DCSO “Code of Conduct” policy). (1.1.2)
  - k. Mental Illness (see the DCSO “Behavioral Health Crisis Response” policy). (41.2.7d)
  - l. NARCAN (see the DCSO “Nalaxone (NARCAN) Use” policy).
  - m. Roadblocks/Forcible Stopping Techniques (see the DCSO “Pursuits” policy). (41.2.3c)
  - n. In-Car Video Training (see the DCSO “In-Car Video System” policy). (41.3.8f)
  - o. Body Worn Camera Training (see the DCSO “Body Worn Cameras” policy). (41.3.8f)
  - p. License Plate Reader Training (see the DCSO License Plate Readers” policy). (41.3.9c)
  - q. Workplace Harassment (see the DCSO “Workplace Harassment” policy). (26.1.3)
  - r. Limited English Proficiency (see the DCSO “Limited English Proficiency” policy).
5. Training Division members will ensure completion of this training for all new sworn members hired. This document will be permanently maintained in the member’s training file.

#### C. Field Training and Evaluation Program

- 1. Upon completion of basic training and the orientation program, recruit deputies will complete the Field Training and Evaluation Program (FTO Program).
- 2. Recruit deputies will be assigned to the USB for an intense field training consisting of at least 160 hours, but generally 14 weeks, under the direct supervision of a Field Training Officer (FTO). (33.4.2a & 33.4.3a)
- 3. The FTO Program is designed to help the probationary deputy make the transition from the classroom environment of the academy to the practical application of skills in actual

on-duty situations. The curriculum of the FTO Program is designed to meet the following objectives: (33.4.2a)

- a. To produce a highly trained and positively motivated Deputy Sheriff capable of meeting or exceeding the standards of performance required by DCSO.
  - b. To provide equal and standardized training to all recruit deputies and to provide remedial training in those areas where deficiencies are identified.
  - c. To build on the foundation of training received at the academy. This will enable the recruit deputy to apply this training in a practical 'hands on' setting.
  - d. To improve the DCSO training process by providing on-the-job observation of each recruit's performance.
  - e. To establish an appraisal system, which is valid, and job related. To accomplish this, a standardized and systematic approach of evaluating and documenting a recruit deputy's performance has been implemented.
  - f. To establish career paths within the department by providing qualified deputies with additional training and opportunities to develop leadership skills.
  - g. To ultimately increase the overall efficiency and effectiveness of the DCSO by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.
4. FTO's serve as role models for probationary deputies in the development of the knowledge, skills, abilities and ethics needed to perform patrol duties and the practical application of their academy training.
  5. FTO Selection Process (33.4.3b)
    - a. FTOs will be selected in accordance with the DCSO "Specialized Assignments" policy.
    - b. In addition to the requirements listed in the DCSO "Specialized Assignments" policy, potential FTOs should meet the following minimum qualifications:
      - (1) Thorough knowledge of policies and procedures of the DCSO.
      - (2) Must be self-motivated and possess the ability to communicate course objectives and knowledge to recruits.
      - (3) Must be able to project and maintain the professional appearance of DCSO.
      - (4) No disciplinary actions in the preceding 12 months.
      - (5) No disciplinary actions in the preceding two years involving insubordination, neglect of duty or failure to perform, negligent vehicle accident, sustained citizen complaint, negligent firearms discharge, sick leave abuse, and/or suspension and/or demotion.

- c. All qualified applicants will be assessed by a selection board composed of three members, to include:
    - (1) One active FTO.
    - (2) The FTEP Administrator or Coordinator.
    - (3) FTO Instructor.
  - d. The selection board will forward its recommendation to the Administration Chief Deputy and Sheriff for approval.
  - e. The Sheriff or designee will make the final decision concerning FTO candidates. At the Sheriff's discretion, the selection board may be waived, and FTO selection may be made by the Sheriff or designee upon the recommendation of the Training Division Sergeant and a Patrol Division Command Officer.
6. Once selected and certified, FTO positions will be an on-going assignment. The Sheriff has final authority on determining who may be assigned and retained as an FTO. The assignment may be terminated under the following conditions:
- a. FTO request to be removed from active status.
  - b. Unacceptable ratings on DCSO performance evaluations.
  - c. Failure to project and maintain the professional appearance of DCSO.
  - d. Disciplinary actions, determined on a case-by-case basis.
7. Supervision of Field Training Officers (33.4.3c)
- a. The Training Division Sergeant is the FTO Coordinator and is responsible for the supervision of the FTO Program and FTO's. The Coordinator will possess certification as an FTO from an accredited training source.
8. Training and In-Service Training of FTOs (33.4.3e)
- a. After the initial FTO training, an FTO may attend periodic specialized training to remain current with their assigned training responsibilities.
  - b. This specialized training, along with in-service training, will be provided to properly prepare the FTO and keep them current with their training responsibilities.
  - c. Continued training will provide specific direction about the skills, knowledge, and abilities to be assessed, taught, and performed on the job.
9. Evaluation Techniques (33.4.2b, 33.4.3g)
- a. Standardized evaluation guidelines have been developed to ensure each FTO's rating of a recruit is equal and standard throughout the program.
  - b. The FTO Coordinator is responsible for maintaining current Guidelines for Evaluation.

- c. A review of the current Guidelines for Evaluation will be included in FTO in-service training. (33.4.3g)
- 10. Daily Observation (33.4.2b)
  - a. Recruits are evaluated on a daily basis by their FTO's in the following five groups and 31 categories:
    - (1) Appearance
      - (a) General appearance.
    - (2) Attitude
      - (a) Acceptance of feedback.
      - (b) Attitude toward police work.
    - (3) Knowledge
      - (a) Knowledge of DCSO Policies and Procedures.
      - (b) Knowledge of Criminal Statutes.
      - (c) Knowledge of Civil Matters.
      - (d) Knowledge of Traffic Statutes.
      - (e) Knowledge of Criminal Procedure.
    - (4) Performance
      - (a) Driving Skill (Normal Conditions).
      - (b) Driving Skill (Under Stress).
      - (c) Orientation/Response Time to Calls.
      - (d) Routine Forms, Accuracy and Completeness.
      - (e) Report Forms, Organization/Details.
      - (f) Report Writing Grammar/Spelling/ Neatness.
      - (g) Report Writing, Appropriate Time Used.
      - (h) Field Performance, Non-Stress Conditions.
      - (i) Field Performance, Stress Conditions.
      - (j) Investigative Skill.
      - (k) Interview/Interrogation Skill.

- (l) Self-Initiated Field Activity.
    - (m) Officer Safety, General.
    - (n) Officer Safety, Suspects/Suspicious Persons/ Prisoners.
    - (o) Observation Skills.
    - (p) Control of Conflict, Voice and Physical Skills.
    - (q) Problem Solving/Decision Making.
    - (r) Radio, Appropriate Use of Procedures.
    - (s) Radio, Listens and Comprehends.
    - (t) Radio, Articulation of Transmissions.
  - (5) Relationships
    - (a) With Citizens in General.
    - (b) With Ethnic/Cultural/Social Groups Other Than Own.
    - (c) With Other DCSO Members.
11. Standardized Evaluation Guidelines are behavioral anchors that provide a definition of standards of performances within the range of “Unacceptable” to “Acceptable” to “Superior.” These standards are applied to the performance of all recruits regardless of their experience level or other incidental factors. (33.4.2b)
- a. By the end of the FTEP, each recruit must have achieved at least an “Acceptable” rating in each of the various categories.
  - b. These ratings are documented on the Daily Observation Report (DOR) OSF-60.
12. Written Exam (33.4.2b)
- a. Each recruit is required to pass a 180-question “Phase IV Exam” that will be administered in PowerDMS.
  - b. The exam is given as a pre-test before the recruit enters the FTEP, and taken again by the recruit in the final days of Phase IV of the FTEP.
  - c. The recruit must achieve a passing score on the exam, including a score of 100% in the Deadly Force and Pursuit Policy sections.
13. Task List (33.4.2b)
- a. The Task List is used to ensure that the recruit deputy discusses and shows competence in performing (if the occasion arises) various law enforcement duties.

- b. Recruits will be trained on evidence collection procedures regardless of whether the occasion arises. (83.2.1c)
- 14. Reporting Responsibilities of FTO's (33.4.3h)
  - a. Each recruit's progress through the FTO Program is documented on a daily basis using a DOR, completed by the FTO. These daily evaluations represent valuable feedback to gauge the effectiveness of the DCSO training program.
  - b. The DORs serve three purposes:
    - (1) To inform the recruit of their performance level at a particular point in time.
    - (2) To identify training needs.
    - (3) To document training efforts.
  - c. The DOR will be completed at the end of the FTO/Recruit's shift and turned in to the FTO Coordinator, unless that day's circumstances do not allow the time for the DOR to be completed properly and reviewed by the recruit. In these circumstances, the DOR may be completed the next working day.
- 15. Rotation of Recruit Field Assignments (33.4.3f)
  - a. The Field Training and Evaluation Program are structured so that the Recruit Deputy normally works their way through four 'phases.' Every attempt will be made to have the Recruit Deputy change patrol teams from phase to phase until they have worked each of the teams.
  - b. Recruits with recent prior law enforcement experience may utilize an altered duration of phases.
- 16. In exigent circumstances, where FTOs are not available for all Recruit Deputies, Recruit Deputies may be assigned to CSB under supervision until they are able to begin their FTO period in USB.
  - a. No Recruit Deputy will be assigned to solo law enforcement work nor be assigned outside of CSB until they have successfully completed the FTO Program.

## **VII. New Non-Sworn Member Training**

- A. DCSO non-sworn members often deal directly with the public, and the member's professionalism and competence will leave a lasting impression with the citizens of Douglas County.
- B. Non-sworn members will be trained to meet the requirements of certain job responsibilities as identified by a job description.
  - 1. Non-sworn members will be certified in required areas including Crime Scene Investigation, CJIS/NCIC III, Title Inspection and Professional Civil Process Server certification as applicable.

- C. New non-sworn members will receive information/training on the following via the “New Employee” training course in PowerDMS and in-person training:
1. In addition to certification requirements, each new member will receive training in the software utilized by the DCSO. (33.6.1a)
  2. New non-sworn members will be advised of the DCSO purpose, role in county government, its goals, policies and procedures (see the DCSO “Organizational Structure” policy and training on locating policies and procedures in PowerDMS). (33.7.1a)
  3. Information regarding DCSO working conditions and regulations and labor contracts (see the DCSO “Code of Conduct” policy). (33.7.1b)
    - a. New DCSO non-sworn members will receive a copy of their job description and applicable labor contract.
  4. The responsibilities and rights of DCSO non-sworn members (see the DCSO “Organizational Structure,” “Code of Conduct,” and “Disciplinary Systems” policies as well as applicable bargaining agreements, and the DC Civil Service Rules). (33.7.1c)
    - a. Non-sworn members will receive The *Douglas County Civil Service Commission Member Handbook* when hired, and are responsible for making themselves familiar with the contents.
  5. Accreditation familiarization training within 30 days after their employment begins. (33.5.3a)
  6. Workplace Harassment (see the DCSO “Workplace Harassment” policy). (26.1.3)
  7. Bias in Public Safety, to include legal issues, implicit bias, and reporting requirements (see the DCSO “Bias in Public Safety” policy). (1.2.9)
  8. PowerDMS Training.
  9. Special Purpose Vehicle training, if applicable (see the DCSO “Special Purpose Vehicles” policy). (41.1.3)
  10. Behavioral Health Crisis Response (see the DCSO “Behavioral Health Crisis Response” policy). (41.2.7)
  11. Training and travel procedures.
  12. Infectious Exposure Control, if applicable (see the DCSO “Infectious Exposure Control” policy).
  13. NARCAN, if applicable (see the DCSO “Nalaxone (NARCAN) Use” policy).
  14. Limited English Proficiency (see the DCSO “Limited English Proficiency” policy).

D. Non-sworn Orientation

1. The Civil Service Commission provides each member with an orientation and may assign online training as needed.



- E. Non-sworn positions requiring an orientation and pre-service training include, but are not limited to, the following: (33.6.1, 33.7.2)
1. Administrative Coordinator.
  2. Civil Process Team Supervisor.
  3. Records Division Supervisor.
  4. CSI Field Supervisor.
  5. Forensic Services Division Director.
  6. Forensic Chemist I, II, & III.
  7. Latent Print Examiner I, II, & III.
  8. Crime Scene Investigator I, II, & III.
  9. Property & Evidence Division Manager.
  10. Property & Evidence Technician.
  11. Law Enforcement Technician I & II.
  12. Civil Process Server I & II.
  13. Policy Coordinator.
  14. Quality Assurance Specialist.
  15. Crime Analyst.
  16. Purchasing Coordinator.
  17. Grant Coordinator.
  18. Legislative Liaison Coordinator.
  19. Public Relations Coordinator.
  20. Imbedded Licensed Mental Health Professional.
  21. Technical Support Specialists.
  22. Entrance Screening Officers.
  23. Building Security Officers.
  24. Title Inspectors.

#### **VIII. In-Service and Continuing Education Requirements**

- A. All sworn members will complete annual in-service training/retraining consistent with the position held and functions performed (33.5.1) (see Section I). This training will ensure that DCSO sworn members are current with all required certifications.
- B. DCSO non-sworn members (permanent full and part-time members) will complete annual in-service training. (33.7.2)
- C. The following training will be provided during the in-service as follows: (33.5.1 & 33.7.2)
  - 1. Firearms (handgun) – Semi-annually (4.3.3)
    - a. Firearms training will include both qualification and training on DCSO's "Firearms" policy and the safe and proper storage of authorized firearms. (4.3.1f)
    - b. Provided for: All sworn members and ESOs.
    - c. Members will be required to certify on any handgun that they are authorized to carry (see the DCSO "Firearms" policy).
    - d. Coordinated by: Training Division.
  - 2. Taser Recertification – Annually (4.3.3)
    - a. Provided for: Sworn members, ESOs, and BSOs – Lieutenants and below and for Captains and above who choose to carry the Taser; ESOs and BSOs.
    - b. Coordinated as follows:
      - (1) The Training Division will coordinate Taser Recertification for all sworn members.
      - (2) The Public Security Division Lieutenant or designee will coordinate Taser Recertification for ESOs and BSOs. The Public Security Division Lieutenant or designee will notify the Training Division prior to the beginning of the calendar year of the anticipated training dates in order to optimize the use of training resources.
  - 3. Long Guns – Annually (4.3.3)
    - a. Provided for: All sworn members authorized to carry/use the various long guns (see the DCSO "Firearms" policy).
    - b. Coordinated by: Training Division.
  - 4. Stun Belt/Vest System – Annually (4.3.3)
    - a. Provided for: Sworn Court Services Division members.
    - b. The Court Services Division Lieutenant or designee will coordinate Stun Belt/Vest System training for Court Security Unit Deputies. The Court Services Division Lieutenant or designee will notify the Training Division prior to the beginning of the calendar year of the anticipated training dates in order to optimize the use of training resources.

5. The following less-lethal weapons and weaponless techniques – At least biennially (4.3.3):
- a. Baton/Impact Weapon.
    - (1) Provided for: Sworn members – Lieutenants and below and for Captains and above who choose to carry a Baton/Impact Weapon.
    - (2) Coordinated by: Training Division.
  - b. Oleoresin Capsicum (OC) Spray.
    - (1) Provided for: Sworn members, ESOs, and BSOs – Lieutenants and below and for Captains and above who choose to carry OC Spray; ESOs, and BSOs.
    - (2) Coordinated by: Training Division.
  - c. Weaponless Force.
    - (1) Provided for: Sworn members, ESOs, and BSOs – Lieutenants and below and for Captains and above who wish to be authorized to use such methods; ESOs, and BSOs.
    - (2) Coordinated as follows:
      - (a) The Training Division will coordinate Weaponless Force training for all sworn members.
      - (b) The Public Security Division Lieutenant or designee will coordinate Weaponless Force training for ESOs and BSOs. The Public Security Division Lieutenant or designee will notify the Training Division prior to the beginning of the calendar year of the anticipated training dates in order to optimize the use of training resources.
  - d. PepperBall Launcher.
    - (1) Provided for: All sworn members authorized to carry the PepperBall Launcher.
    - (2) Coordinated by: Training Division.
  - e. 40 mm Launcher.
    - (1) Provided for: All sworn members.
    - (2) Coordinated by: Training Division.
  - f. FN303 Launcher.
    - (1) Provided for: SRU members.
    - (2) Coordinated by: SRU.

- (a) The SRU Commander or designee will notify the Training Division prior to the beginning of the calendar year of the anticipated training dates in order to optimize the use of training resources.
- g. Police Canines – Annually and Weekly (41.1.5c)
  - (1) Provided for: Canine Handlers
  - (2) Coordinated by: K9 Team Sergeant.
  - (3) Canine training will be conducted and documented in accordance with the DCSO “Canine Operations” policy.
- 6. Pursuit Policy Review/EVOC – Annually (41.2.2n and 41.2.3)
  - a. Provided for: All sworn members.
  - b. Coordinated by: Training Division.
- 7. Temporary Detention – at least every four years (71.2.1)
  - a. Provided for: All sworn members.
  - b. Coordinated by: Training Division.
- 8. Biased in Public Safety and Implicit Bias, to include legal aspects – Annually (1.2.9)
  - a. Provided for: All members.
    - (1) Sworn members are required to receive at least 2 hours of training per NSS §20-504, §23-1701.01, & §81-1414.07.
  - b. Coordinated by: Training Division.
- 9. Legal Updates – Annually (33.5.1)
  - a. Provided for: All sworn members and non-sworn members as needed.
  - b. Coordinated by: Training Division.
- 10. CPR/AED – Every two years
  - a. Provided for: Sworn members – Lieutenants and below.
  - b. Coordinated by: Training Division.
- 11. Ethics – Every two years (1.1.2)
  - a. Provided for: All members.
  - b. Coordinated by: Training Division.
- 12. Mental Illness – Annually (41.2.7)

- a. Provided for: All members.
  - b. Coordinated by: Training Division.
- 13. All Hazards Plan, to include the Incident Command System (ICS) – Annually (46.1.9a)
  - a. Provided for: All members.
  - b. Coordinated by: Training Division.
- 14. All Hazards – Tabletop or Full-Scale Exercise – Biennially (46.1.9b)
  - a. Training will consist of a tabletop(s) or full-scale exercise(s) to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.
  - b. Provided for: All affected members.
  - c. Coordinated as follows:
    - (1) The Training Division Sergeant will be responsible for coordinating this training with respective Commanders and ensuring that it is completed.
- 15. Use of Force policies review, including a review of all definitions, including the definition for "Reasonable Belief," "Serious Bodily Injury," and any other terms used to qualify the directives found in the policies – Annually (4.1.2 & 4.3.3)
  - a. Provided for: All sworn members as well as ESOs and BSOs.
  - b. Coordinated by: Training Division.
- 16. Workplace Harassment – Annually (26.1.3)
  - a. Provided for: All members.
  - b. Coordinated by: Training Division.
- 17. Hazmat Awareness – Biennially (46.3.2)
  - a. Provided for: All sworn members.
  - b. Coordinated by: Training Division.
- 18. In-Car Video Training for Users – at least every four years (41.3.8f)
  - a. Provided for: All Deputies.
  - b. Coordinated by: Training Division.
- 19. In-Car Video Training for Supervisors – at least every four years (41.3.8f)
  - a. Provided for: Sergeants and above.

- b. Coordinated by: Training Division.
- 20. Body Worn Camera Training for Users – at least every four years (41.3.8f)
  - a. Provided for: Deputies.
  - b. Coordinated by: Training Division.
- 21. Body Worn Camera Training for Supervisors – at least every four years (41.3.8f)
  - a. Provided for: Sergeants and above.
  - b. Coordinated by: Training Division.
- 22. Infectious Exposure Control – Biennially
  - a. Provided for: Members defined as Risk Level I and II in accordance with the DCSO “Infectious Exposure Control” policy.
  - b. Coordinated by: Training Division.
- 23. Deputy-Involved Incident Awareness – Annually (11.3.4)
  - a. Provided for: All Deputies.
  - b. Coordinated by: Training Division.
- 24. Deputy-Involved Incident Process – Annually (11.3.4)
  - a. Provided for: Sergeants and above.
  - b. Coordinated by: Training Division.
- 25. NARCAN – Biennially
  - a. Provided for: All sworn Deputies, FSD, PED, and Public Security Division members.
  - b. Coordinated by: Training Division.
- 26. Roadblocks/Forcible Stopping Techniques – Annually (41.2.3c)
  - a. Provided for: All sworn members.
  - b. Coordinated by: Training Division.
- 27. Court Holding Facility Operations, to include fire suppression and equipment – At least every two years. (73.5.1)
  - a. Provided for: All Court Security Unit Deputies.
  - b. Coordinated by: The Court Services Division Lieutenant.

28. Continuity of Operations Plan Exercise – At least once every four years (46.1.13)

- a. Provided for: All affected members.
- b. Coordinated by: Operations Chief Deputy or designee.

**NOTE:** Actual plan implementation may meet the requirement for the exercise of the plan if relevant debriefing and evaluation of plan effectiveness is applied.

29. In addition to the general in-service training listed above, each Commander is responsible for coordinating annual bureau-level sworn in-service training that specifically reflects the positions held and functions performed within their respective Bureau/Function. (33.5.1)

- a. Each Commander will notify the Training Division of their planned training topics and dates prior to the start of the calendar year to ensure the optimal management of training resources.

30. Additional training will be offered as needed for both sworn and non-sworn employees, and will be structured to motivate experienced members and to further the professionalization of DCSO.

D. The above list does not prevent the DCSO from providing training more frequently or adding additional training, within the limits of collective bargaining agreements, upon the approval of the Sheriff or Sheriff's designee.

E. Nebraska State Statute §81-1414.07 mandates that all Nebraska law enforcement officers receive at least 20 hours of continuing education (CE) annually.

- 1. The continuing education hours will be reported to the NLETC no later than December 31<sup>st</sup>.
- 2. A new deputy will not be required to meet the 20 hour minimum during the year they become fully certified through basic training.
- 3. Continuing education hours may be obtained through in-service training, courses offered through training academies, regional programs, college courses, and web-based programs (limited to 10 of the 20 hours).
- 4. Generally, the annual DCSO in-service training courses will meet all of the required 20 hours of CE.

F. The DCSO Training Division will be responsible for maintaining all documentation required by the NLETC. This will include annual 'pass/fail' handgun qualification reporting. Documentation will include:

- 1. Training subject matter.
- 2. Instructor name.
- 3. Attendee name.
- 4. Hours of training received.

5. Location of training.
  6. Any scores achieved.
- G. Waivers (medical, military deployment, etc.) may be requested through the NLETC for personnel not meeting the annual CE training requirements.

**IX. Specialized Training (33.6.1)**

- A. Specialized training will be provided for those assignments requiring training for specialized skills, knowledge, and abilities beyond those gained in basic training or other post-academy training. (33.6.1a)
- B. The purpose of specialized training is to provide: (33.6.1a)
1. Development and enhancement of the skills, knowledge and abilities particular to the specialization.
  2. Management, administration, supervision, personnel policies, and support services of the function.
  3. Supervised on-the-job training. (33.6.1c)
- C. Positions/assignments that require specialized training include, but are not limited to (33.6.1):
1. K-9 Team.
  2. Nautical Services Unit.
  3. Field Training Officer (FTO).
  4. Instructor Certifications.
  5. Polygraph Operator. (31.5.4)
  6. Accident Investigation Unit.
  7. Forensic Services Division.
  8. Emergency Response Unit (ERU), to include SWAT Team and Crisis Negotiator Team (CNT).
    - a. ERU members will engage in training and readiness exercises (33.6.2).
  9. Special Response Unit (SRU).
  10. School Resource Officer (SRO).
  11. Drug Recognition Expert (DRE).
  12. Fugitive Warrants Team Deputy (FWT).
  13. Backgrounds/Internal Affairs Investigator. (31.5.2)



14. Drone Unit.
  15. Motorcycle Unit.
  16. Recruiting Team (see the DCSO "Hiring" policy). (31.1.2)
- D. Specialized training and retraining requirements, if any, will be determined by the member's respective Division/Bureau command staff. (33.6.1b)

## **X. National Crime Information Center (NCIC) Training**

- A. NCIC is a computerized index of criminal justice information available to sworn and non-sworn DCSO members (i.e. – criminal record history information, fugitives, stolen properties, missing persons). The use of NCIC system will be restricted to those DCSO members with privileges and the training as listed below.
1. Level I – Full Certification - This training allows full access to NCIC and includes the ability to enter information into NCIC on behalf of the DCSO and check criminal histories.
    - a. Generally members from the Records Division and Fugitive Warrants Team will hold this certification
    - b. The initial training is completed by the State of Nebraska within six months of first terminal access while on the job training occurs.
    - c. Recertification is managed and completed by the State of Nebraska every two years.
  2. Level II – Conditional Certification - This training allows DCSO members to check criminal histories through NCIC.
    - a. Generally this certification will include members in the Front Desk Unit, LET's in Records and Courts, and members overseeing AFIS.
    - b. The initial training is completed by the State of Nebraska within six months of first terminal access while on the job training occurs.
    - c. Recertification is completed by a designated DCSO representative or State of Nebraska every two years.
  3. Level III – Conditional Certification - This training allows DCSO members to check license plate numbers and VIN's.
    - a. Generally this certification is held by all sworn members and non-sworn members within the Title Inspection Division.
    - b. The initial training and recertification can be completed by a designated DCSO representative or the State of Nebraska every two years.

## **XI. Career Development Training**

- A. FBI National Academy (FBINA)

1. The DCSO may elect to send members to an outside academy for specialized advanced training, including the FBI National Academy, as determined by the Sheriff.
2. Application for attendance will be conducted with approval of the Sheriff.
3. The attending member's supervisor is responsible for ensuring on-going relationship with the FBINA during member attendance.

## **XII. Volunteer and Intern Training (45.3.2)**

- A. Chaplains will receive training in accordance with the "Chaplain Program" policy.
- B. Volunteers and Interns will receive training in accordance with the "Internship and Volunteer Program" policy.
- C. Explorers will receive training annually at the start of the program.

## **REFERENCES**

### **I. Laws**

- A. Nebraska Revised Statutes: §20-504, §23-1701.01, and §81-1414.07.

### **II. Previous DCSO Orders**

- A. Previous DCSO General Orders include: #77-2023, #32-2023, #63-2022, #50-2021, #5-2021, #88-2020, #58-2020, #19-2019, #1-2018, #29-2017, #27-2016, #10-2014, #1-2013, and #32-2011.

### **III. Accreditation Standards**

- A. Applicable CALEA Accreditation Standards include: 1.1.2, 1.2.9, 4.3.3, Chapter 33, 41.2.2, 41.2.3, 41.2.7, 46.1.9, and 71.2.1.

### **IV. Review Schedule**

- A. Quadrennial.