

CRIMINAL INVESTIGATIONS BUREAU (CIB) - JOB SHADOW TRAINING PROGRAM

PREAMBLE:

The goals of the Criminal Investigations Bureau (CIB) Job Shadow Training Program are to: 1) provide OPD officers who are not currently assigned to CIB an inside view of how CIB investigators complete investigations; and 2) to increase collaboration between OPD Bureaus. Officers who participate in the CIB Job Shadow Training Program will become familiar with procedures for CIB follow-up investigations, including the use of various databases, suspect interview techniques, witness interview and assistance procedures, and more. The experience is intended not only to help the participants solidify their desire to work in CIB, but also to improve their abilities and techniques at crime scenes, as all officers will at times be the first to arrive at such scenes.

POLICY:

It is the policy of the Omaha Police Department (OPD) to provide selected officers the opportunity to participate in a Criminal Investigations Bureau (CIB) Job Shadow Training Program. The CIB Job Shadow Training Program will allow OPD officers who are not currently assigned to CIB to become familiar with CIB functions and will increase familiarization/collaboration between OPD Bureaus.

PROCEDURE:

I. General

- A. CIB Job Shadow Training shall not be scheduled for time periods when the Department's staffing demands are high (i.e. College World Series, VIP visit, etc.).
- B. Officers who are currently on the CIB list and those with three (3) or more years of service with OPD may receive preference for selection to participate in CIB Job Shadow Training.
- C. CIB Job Shadow Training will normally consist of four work shifts (Monday – Friday, non-holiday shifts only).
 - 1. Officers shall be scheduled for CIB Job Shadow Training on four days/shifts they are already scheduled to work, when feasible. However requesting officers should be aware CIB Job Shadow Training may not always be approved/scheduled to occur during their regularly scheduled work days/shifts.
- D. CIB Job Shadow Training will normally include one day of training in each of the following areas: Burglary, Auto Theft, Robbery, and Assault.
 - 1. If the participant expresses interest in a different CIB Unit/Squad, one day of training in that area may be substituted for one of these four areas, or if staffing and availability permit a fifth day of CIB Job Shadow Training may be permitted when feasible.
- E. CIB Units shall not host more than two CIB Job Shadow Training Program participants per shift.

NOTE: No CIB Job Shadow Training shall be permitted at the CIB off-site location.

II. Requests to Participate in the CIB Job Shadow Training Program

- A. Officers who wish to participate in the CIB Job Shadow Training Program shall send a request via email, with their chain of command copied, to the Criminal Investigations Section Captain.
 - 1. The email should include the following details:
 - a. The dates the officer would prefer to participate.

- b. The officer's current assignment (including the shift and card number, if applicable) and the length of time they have been employed with the Department.
 - c. Any specific Unit/Squad the officer is especially interested in Job Shadowing.
 - d. Whether or not the officer is currently on the CIB List.
 - e. Whether or not the officer has attended CIB School training in the past (and when).
 - 2. Requesting officers shall obtain their current supervisor's approval prior to submitting a request.
 - 3. Officers shall provide justification in their request memo if changing shifts and/or work days will be necessary to participate in the CIB Job Shadow Training Program.
- B. Officers may request to participate in CIB Job Shadow Training a maximum of twice per year.

III. CIB Job Shadow Training Program Documentation

- A. The CIB Job Shadow Training Program Checklist shall be completed to document each participant's areas of training, etc.
- B. The completed CIB Job Shadow Training Program Checklist shall be signed by the participant and hosting supervisors, and will be placed in the participating officer's Command File upon completion of the training.

REFERENCES:

I. Previous OPD Orders

- A. Previous General Orders include #38-20.

II. Accreditation Standards

- A. CALEA Accreditation standard 33.6.1 is relevant to this policy.