

TRAINING OPERATIONS

PREAMBLE:

Training is one of the most important responsibilities in any law enforcement agency. The Omaha Police Department (OPD) Training Unit is a State of Nebraska Certified Police Academy committed to delivering quality services to the community and developing its employees by providing valuable and appropriate continuing education and training programs.

POLICY:

It is the policy of the Omaha Police Department (OPD) to provide required training to basic and lateral recruit officers, in-service training and opportunities for advanced training (as resources allow) for OPD employees, and continuing education training to OPD employees and other area law enforcement agency employees.

DEFINITIONS:

In-Service Training: Any professional instruction or staff development effort intended to help employees maintain or enhance professional knowledge, skills, or abilities, or develop new professional knowledge, skills or abilities. Such efforts may take the form of in-person training or remote/online training.

PROCEDURE:

I. Training Unit Administration and General Guidelines

- A. The Training Unit is responsible for the following:
 - 1. Training basic and lateral recruit officers (OPD Training Academy).
 - 2. Field Training Officer (FTO) Program.
 - 3. In-Service Training (both sworn and non-sworn).
 - 4. State Firearms Qualifications and other required weapons training.
 - 5. Coordinating outside training.
- B. Full-time instructors assigned to the Training Unit shall attend a training course that includes instruction in the following areas.
 - 1. Lesson plan development.
 - 2. Performance objectives development.
 - 3. Instructional techniques.
 - 4. Testing and evaluation techniques.
 - 5. Resource availability and use.
- C. OPD employees may refer to the OPD Training Unit Manual for the Training Unit's specific administrative or operating procedures.
- D. All OPD Training Academy and in-service training conducted or sponsored by the OPD will be accompanied by a Training Course Lesson Plan (OPD Form 108).

1. Training Unit supervisors shall review and approve lesson plans, which shall include, at a minimum:
 - a. A statement of performance and job-related objectives.
 - b. An outline of the topics presented during training.
 - c. A description of the instructional techniques used.
 - d. Copies of any materials provided to students.
 - e. Identification of, and copies of, any tests administered.

NOTE: The Training Unit can provide additional assistance in completing lesson plans, if needed.

2. Employees who complete a Training Course Lesson Plan (OPD Form 108) will forward a copy of the lesson plan, along with copies of any support materials or examination information, to the appropriate Training Unit supervisor.
- E. These requirements do not preclude the use of guest lecturers who may make a worthwhile contribution to training.
1. Training Unit supervisors will evaluate qualifications of outside instructors.

II. OPD Training Academy

- A. The Training Unit Commander is responsible for the administration and operation of the OPD Training Academy to include:
1. The statement of the OPD Training Academy's goals and responsibilities.
 2. Organization and staffing.
 3. Administrative procedures.
 4. Operating procedures.
 5. Issuing an orientation handbook to all new recruit officers at the time Academy training begins.
- B. Provisions for the administration and operation of the OPD Training Academy may be outlined by Nebraska Law Enforcement Training Center (NLETC), Nebraska Revised Statutes, and/or the OPD Training Unit Manual.
- C. Recruit officers shall successfully complete the OPD Training Academy prior to being assigned to any position within the OPD that would allow the officer to carry a weapon or make an arrest.

NOTE: This does not apply to formal field training programs.

III. In-Service Training

- A. In-service training sessions will be offered each year over a variety of topics.
1. The Training Unit will be responsible for coordinating and publishing the annual in-service training schedule.

- B. All sworn OPD employees will receive annual instruction in the following areas.
1. Refresher course(s) on each of the following topics.
 - B. De-escalation.
 - C. Mental health.
 - D. Substance abuse.
 2. A minimum of two (2) hours of anti-bias and implicit bias training.
 3. Firearms training/qualification for all firearms approved for use on duty, to include duty handguns, secondary/backup handguns, shotguns, and rifles.
 4. Electronic Control Device (ECD) certification.
 5. Use of Force policies review to include definitions related to deadly force encounters.
 6. Officer Wellness training.
 7. Legal updates including (but not limited to) legislative changes, as well as First and Fourth Amendment issues.
 8. Vehicle pursuits policy review.
 9. ["Unlawful or Improper Bias"](#) policy review.
- C. Sworn employees will receive biennial proficiency training and instruction in the following areas.
1. Less-lethal weapons and weaponless control techniques in accordance with the OPD ["Response to Resistance – Special Techniques and Less-Lethal Weapons"](#) policy.
 - a. Less-lethal weapons include Pepperball launchers, OC spray, batons, and any other less-lethal weapon officers are authorized to use on duty.
 - b. Weaponless control techniques include the Carotid Restraint Control Hold (CRCH) and other weaponless arrest and control techniques officers are authorized to use on duty.
 2. Cardiopulmonary Resuscitation (CPR).
 3. Ethics refresher training.
- D. All non-sworn OPD employees shall receive the following in-service training.
1. Annual training on the ["Unlawful or Improper Bias"](#) policy.
 2. Biennial ethics refresher training.
- E. In-Service training may be accomplished through various methods including, but not limited to:
1. Classroom instruction.
 2. PowerDMS and PoliceOne, or other online methods.

3. Training Bulletins.
 - a. The Training Unit will be primarily responsible for publishing OPD Training Bulletins to provide information on training procedures, policy, and legal updates, and other information as suggested by employees.
 - E. The Research and Planning Unit may publish Training Bulletins, as appropriate, to provide policy and legal updates and reviews.
 - b. Training Bulletins may be utilized by Precinct/Unit commanders to instruct OPD employees and address questions that arise regarding subject matter.
4. Roll call training (i.e., shift briefing).
- F. All officers who attend in-service training in person shall wear either the authorized uniform or approved civilian (court attire) clothing unless otherwise notified. The Training Unit Commander will be responsible for enforcing compliance with the dress code (See the OPD "[Dress Code](#)" policy for further details).

IV. On-Line Training Libraries

- A. The Training Unit will maintain a library of videos, links, and training bulletins that will be available to OPD employees via PowerDMS.
 1. Employees may forward potential training documents or links to potential training resources (i.e., videos, articles, etc.), to the Training Unit to be evaluated for inclusion in the library.
- B. PoliceOne is an additional online resource that provides access to a cache of nationally accredited training courses on a variety of topics relevant to the policing profession.

V. Training Attendance/Completion and Performance

- A. OPD employees will attend and complete required training.
 1. The names of employees who attend/complete training classes shall be documented.
 - a. When conducting classroom trainings, the assigned instructor, or designee, shall be responsible for documenting the names of attendees.
 - (1) Excused absences shall be approved by the employee's immediate supervisor and reported to the Training Unit.
 - (2) Unexcused absences shall be reported to the employee's immediate supervisor for proper disposition.
- B. The completion of training administered through PowerDMS will be tracked and monitored.
- C. Employees are expected to perform at minimal standards and maintain professional demeanor during OPD Training Academy and continuing education courses.
 1. If, at any time, an employee does not perform at these standards, the Training Unit Commander shall be notified in writing.

- a. The employee will be given the opportunity for remedial training to bring their performance level up to an acceptable level.
 - (1) Remedial training will be offered as soon as practical.
 - (2) If the employee does not attend or improve their performance, the employee's immediate supervisor will be notified.
 - b. The results of the remedial training will be forwarded to the employee's supervisor and to the Training Unit Commander.
- D. After successfully completing training courses, employees' records will be updated to reflect the acquired training.
- E. OPD employees will refer to the OPD "[Training Attendance](#)" policy for all procedures regarding the application, attendance, and documentation of outside training.

VI. Specialized Training

- A. Certain positions within the OPD require specialized training. Employees who are promoted or placed in specialized assignments shall receive training pertinent to their new responsibilities within thirty (30) days of the new assignment date.
 - 1. The immediate supervisor will be responsible for training in the following areas.
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
 - b. Management, administration, supervision, employee policies, and support services of the Section/Unit.
 - c. Performance standards of the assignment.
 - d. Agency policies and procedures and rules and regulations specifically related to the assignment.
 - e. Supervised on-the-job training.
- F. All newly appointed non-sworn employees will receive training in the following areas:
 - a. Orientation regarding the OPD's role, purpose, goals, policies, and procedures.
 - b. Working conditions and regulations.
 - c. Responsibilities and rights of employees.
 - d. Accreditation.
 - e. Supervised on-the-job training.

VII. Training Records

- A. The Training Unit shall maintain the following Training records for each training conducted or sponsored by the OPD.
 - 1. Approved lesson plans.

2. Training course contents, including handouts.
 3. Name of attendees and instructor's name.
 4. Performance of attendees (i.e., test results, if administered).
 5. Electronic training files.
 6. Other information/files as deemed necessary.
- B. OPD employees will refer to the OPD "[Training Attendance](#)" policy for procedures regarding the documentation of outside training.

VIII. Career Development

- A. All employees, upon promotion, will receive appropriate training applicable to their new duties.
1. Training will include on-the-job instruction by incumbent and/or designated employees.
 2. The OPD will also provide on-going management and leadership training as available and/or needed.
- B. OPD sworn supervisors will attend and successfully complete required supervision and management training at the Nebraska Law Enforcement Training Center and/or the Omaha Public Safety Training Center.
1. Per NRS [§81-1414](#), sworn officers must complete this training within one year of being promoted in rank.

REFERENCES:

I. Laws

- A. Nebraska Revised Statutes (NRS): [§81-1414](#);
- B. Nebraska Administrative Code: [Title 79, Ch. 1](#);

II. Previous OPD Orders

- A. Previous General Orders: #42-89, 44-89, 44-92, 50-99, 59-00, 56-02, 6-16, 61-17, and 65-21.

III. Accreditation Standards

- A. Relevant CALEA Accreditation standards: Chapter 33.

IV. Other

- A. PPM Monthly Updates: #9-2024.