

TITLE 79 – LAW ENFORCEMENT - POLICE STANDARDS ADVISORY COUNCIL

CHAPTER 2 – LAW ENFORCEMENT EMPLOYMENT and OTHER RECORDS

001 Purpose – To establish procedures for employing law enforcement officers and to identify records that are required by statute or rule and regulation that are essential for the Council and Director to fulfill their responsibilities.

002 Scope – Applicable to all agencies, agency heads and individuals responsible for employing, hiring, appointing, or promoting or the separation of employment of law enforcement officers in the State.

003 References – Neb. Rev. Stat. §81-1403, §81-1406, §81-1412, §81-1414, and Title 79, Chapters 8, 11 and 17.

004 General - The chairperson of the village board, the mayor or city manager of a city, the chief of police, the county board or commission, the sheriff, state agency administrators, or any other person responsible for employing, hiring, appointing, promoting or the separation of employment of a law enforcement officer will comply with this Rule and Regulation.

005 Procedure – The following records regarding law enforcement officers will be reported to the Center.

005.01 Personnel Change in Status Report

The Personnel Change in Status Report must be completed and submitted to the Director by mail within seven (7) calendar days of the change in employment status of a law enforcement officer. Failure to do so constitutes neglect of duty. Examples of employment changes requiring the submission of a change in status form include, but are not limited to: Hiring, Separation of employment, Change in rank and Name change.

TITLE 79
CHAPTER 2

005.02 Application for Admission

Agencies hiring a person as a law enforcement officer, supervisor or manager, who has not received law enforcement certification in the State of Nebraska must immediately make application to obtain Nebraska certification. The application will be completed in accordance with Title 79, Chapter 8.

005.03 Nebraska Law Enforcement Code of Ethics

All persons receiving initial law enforcement certification in the State of Nebraska are required to sign and attest to the Law Enforcement Code of Ethics, as approved by the Council. The person will submit a signed and notarized Code of Ethics to the Director before being eligible to receive certification.

All certified law enforcement officers who have not previously signed a Code of Ethics must submit a signed and notarized Code of Ethics.

005.04 Firearms Handgun Qualification Report

All agency heads or administrators are required to submit to the Director a Handgun Firearms Qualification Report on all law enforcement officers or reserve officers employed by the agency on an annual basis.

Agency heads or administrators will submit the Handgun Firearms Qualification Report in accordance with Title 79, Chapter 11.

005.05 Continuing Education Report

All agency heads or administrators are required to submit to the Director a Continuing Education Report on all law enforcement officers employed by the agency in accordance with Title 79, Chapter 17.

TITLE 79
CHAPTER 2

005.06 Agency Report of Officer Misconduct

All agency heads or administrators that receive complaints of officer misconduct which constitute grounds for revocation or suspension of their law enforcement license or certification according to Neb. Rev §81-1403, are required to submit to the Director an Agency Report of Officer Misconduct.

005.07 Locked Status Agency Report

All agency heads or administrators are required to submit a report to the commission designee within 30 days of officers leaving employment based on the following reasons:

005.07A Termination,

005.07B Resignation or Retirement In-Lieu-of termination before initiation or completion of an internal affairs investigation into allegations that, if founded, could result in revocation,

005.07C Basis for such former officer's actions are potential grounds for revocation as outlined in Neb. Rev §81-1403.

006 Failure to submit required records and/or falsification of records constitutes a violation of State Statute and neglect of duty. Violations are subject to prosecution of law or sanctions by the Council.

007 Submission of employment documentation of law enforcement officers:

007.01 The person responsible for employing, hiring, or appointing a law enforcement officer will submit to the Director, verification that a thorough background investigation has been conducted according to Title 79 Ch. 8.

007.02 For each of the following hiring classifications, the following documentation will be submitted to the Director. All documentation must be submitted within seven (7) days unless otherwise specified.

TITLE 79
CHAPTER 2

007.02 For each of the following hiring classifications, the following documentation will be submitted to the Director. All documentation must be submitted within seven (7) days unless otherwise specified.

007.02A Nebraska Certified officers:

- 007.02A(1) Change in Status form
- 007.02A(2) Background verification
- 007.01A(3) Code of Ethics/Attestation Form

007.02B Law Enforcement Trainees:

- 007.02B(1) Change in Status form
- 007.02B(2) Background verification
- 007.02B(3) Application Packet must be submitted within 45 days

007.02C Noncertified Conditional Officers:

- 007.02C(1) Change in Status form
- 007.02C(2) Background verification
- 007.02C(3) Application Packet must be submitted within 21 days

007.02D Reciprocity Officers:

- 007.02D(1) Background verification
- 007.02D(2) Code of Ethics/Attestation Form

007.02E Other documentation, as determined by the Council or specified in state law may be required.

Effective Date: