



## NEBRASKA LAW ENFORCEMENT TRAINING CENTER GENERAL RULES AND PROCEDURES SPECIALIZED CLASSES OR USE OF FACILITY



Welcome to the Nebraska Law Enforcement Training Center. We hope your stay will be productive and enjoyable. We ask that you familiarize yourself with the following standards and rules of the Center. Please contact any Center staff member if you need assistance or have questions.

**Failure to follow the rules listed below may result in your separation from training.**

**CHECK-IN:** Please check in at the reception desk at the Center when you arrive. Normal office hours are 7:00 a.m. to 5:00 p.m. Monday-Friday. Dorm room keys will be placed in the NLETC lockbox in the entry way on Sundays and holidays and after 3:00 p.m. Monday-Friday. See the information in your acceptance letter or contact the Training Center for more information. **To enhance student, staff and facility security, a photo ID policy has been placed in effect at Training Center. All non-uniformed persons at the Training Center must display a photo ID (agency or other photo id).** Dorm and gun locker keys are to be turned into the reception desk when checking out of the Center.

**PARKING:** If you are attending training, please park in the **South parking lot** if you are staying overnight or in the **Northeast parking lot** if you are commuting.

**FIREARMS:** Law Enforcement officers who are armed must wear a badge and/or photo ID to ensure they are identifiable. Firearms Safety rules must be observed.

**EMERGENCIES:** Seek staff assistance if you are suffering from a serious illness or injury.

**In case of a fire alarm, the student assembly area is the south parking lot. All staff and students must leave the Center at the closest exit and report to the south lot.**

**Tornado shelters are located in the locker rooms by the gym on the main level towards the back of the main classroom facility or where directed by staff. In the event of a tornado warning, report immediately to the shelter.**

**CONDUCT:** Alcoholic beverages are not allowed in any area of the Training Center. Any person found to be exhibiting symptoms of impairment from intoxication due to alcohol or drugs, such as being disruptive, abusive, passed out, or any other behavior which impairs another person's ability to focus on training may be separated from training.

**No tobacco product use is permitted in this facility, including chewing tobacco.** You may smoke outside of the building in the posted areas. Dispose of material in the provided receptacles. The City of Grand Island has passed a workplace smoking ban that took place June 1, 2008. The Training Center is inside the city limits of Grand Island. The law applies to bars and restaurants in town as well. The smoking area at the Training Center for day users of classrooms is the interior courtyard with doors from the first-floor student lounge. For overnight guests with a room key, the smoking area is the southwest courtyard between the dormitory wings (open end faces the gun range). Smoking is not permitted anywhere on the gun range. Smokers must move or take steps to prevent smoke from entering any open window of the dormitories. Smoking is not permitted at any entrance. Receptacles are in place to properly dispose of smoking materials when entering the building from parking lots. E-cigarettes are not permitted in any state building.

You are expected to conduct yourself in a respectful manner while at the Center. Racial, ethnic, sexual, religious, or other harassment will not be tolerated. Vulgar language and disruptive behavior are not acceptable at any time. This type of behavior should be reported to a staff member, an instructor, Deputy Director, or the Director.

**DRESS CODE:** Persons attending classes or meetings at the Training Center shall follow the dress code in order to provide a positive image for law enforcement. Department uniforms buttoned or pull-over shirts with collars, sweaters, blouses, dress, or casual slacks are all suitable attire for class, meetings, and the cafeteria. Casual slacks are "Docker" or similar style slacks. Denim jeans are permitted as long as they are clean and in good repair. "Tactical" or training cargo style pants are permitted.

**T-shirts, pullover shirts without collars, sweatshirts, shorts, or articles of clothing with printing or screening that contains offensive language or pictures are not permitted.**

Casual attire is permitted after 5:00 p.m. Gym clothes and tank tops are to be worn only when going to and from and participating in a physical exercise activity. Swimsuits shall be worn only in the locker rooms and training tank. Casual attire does not include being shirtless or barefoot in the Training Center. Shorts are not permitted on the firearms range.

Hats or baseball caps are not to be worn in the classroom or meeting rooms.

**FOOD SERVICE:** Meals are served at 7:00 a.m. for breakfast, 11:30 a.m. for lunch, and 5:00 p.m. for dinner. You can purchase drinks and food in the cafeteria during breaks. There are vending machines in the facility. Food may be delivered to the Center between the hours of 7:00 p.m. and 8:00 p.m. All deliveries must be made to the **front lobby area**.

**CLASSES:** Classes begin at 8:00 a.m. unless otherwise instructed. Roll is taken and attendance is required at all classes unless you have an excused absence. You are not allowed to miss more than 10% of a class unless special consideration has been granted. A score of seventy percent is passing for graded classes. **No disruptions from cell phones will be permitted in the classroom.**

**QUIET HOURS:** All dorm area lounges are closed at 11:00 p.m. Quiet activity may be continued in the main student lounge or the gym area.

**DORM ROOMS:** Lock your door, close the windows, turn off the heat or air, and turn off the lights when you are leaving your dorm room. **Checkout time is 8:00 a.m. on the last day of your stay.** Doors should not be propped open if you are not present. Problems with room maintenance should be reported to the front office. Emergency situations should be reported immediately to a staff member.

Facility security is everyone's responsibility. Report any suspicious activity or persons to the front desk. Normally secured exterior doors should never be propped open without a person of responsibility in immediate proximity (such as an instructor with a class) and doors found open should be closed and secured. **The facility is monitored by a security camera system.**

Linens may be picked up near the South dorm entrance on arrival at the Center. Linens are to be removed and returned to the soiled linen hampers prior to checking out of the Center.

You are responsible for the cleanliness of your room since maid service is not provided. Vacuums and cleaning supplies are available in the dorm areas for cleaning. Food and beverages should not be consumed in the dorm rooms to help keep them clean. A cleaning fee may be assessed to the agency if the dorm room is left in an unacceptable condition as per the housekeeping staff.

**Personal cooking appliances and televisions are not permitted in the dorm rooms. Radios are permitted but are to be turned off at 11:00 p.m.**

**EXERCISE:** The gymnasium and exercise equipment rooms are open for use at all times unless otherwise noted. After 11:00 p.m. noise should be kept to a minimum. Non-marking gym shoes are required in these rooms.

**TATTOO POLICY:** Any attire, tattoo, body art or piercing that would be considered degrading with regard to race, ethnicity, religion, gender, sexual orientation, handicap, or disability is in violation of the Training Center's non-discrimination/harassment policy.