

Dear Prospective BLET Student:

Thank you for your interest in attending the upcoming Basic Law Enforcement Training (BLET) Academy here at Beaufort County Community College. The BLET program is accredited by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriffs' Commission. Anyone seeking to become a sworn officer with a law enforcement agency in North Carolina must take the course in its entirety and pass the state exam. The course consists of 36 different subject areas involving training for inexperienced law enforcement officers.

To register for BLET and begin a career in law enforcement, take the following steps:

Meet with BLET Coordinator.

- ✓ Fill out the enclosed F-3 application and have it Notarized
- ✓ Complete Reading Assessment test at BCCC. This will be coordinated with the BLET Director
- ✓ Obtain a medical examination by a medical doctor and complete enclosed medical forms, (F1 and F2).
- ✓ Copy of birth certificate in the US (i.e. - birth certificate).
- ✓ Copy of high school diploma or GED completion.
- ✓ Obtain a certified criminal history record check for all counties in which you have resided since becoming an adult. In the state of North Carolina, that would be age 16. If you have served in the military, you will need to request information from your appropriate branch of service as well as a copy of your DD-214. Also, prior military applicants will need a criminal record check for time served in the military.

edo.cjis.gov. **FBI record check if needed**

All certified criminal record checks must be original, certified documents with a raised seal to be accepted. No online computer checks will be accepted.

If you have resided in the states of New York or Florida, a statewide criminal record check is required. Please send for criminal record checks for New York and Florida at the following addresses or use the website to request your criminal record check.

New York State Division of Criminal Justice Services	Criminal Justice Information Services
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4 Tower Place Albany, New York 12203-3702 Phone (518) 485-7675 www.criminaljustice.ny.gov/ojis/recordreview.htm	P.O. Box 1489 Tallahassee, Florida 32302-1489 Phone (853) 410-8109 www.fdle.state.fl.us
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- ✓ Attend the first day of class, register, and pay all fees. Turn in all necessary, completed paperwork to the Director.
- ✓ Obtain a sponsorship from a law enforcement agency (the Director will explain this process), although this is not required, it will enable the student to save the cost of tuition. Form enclosed.
- ✓ Obtain a certified copy of your driving history. North Carolina's driving history can be obtained and printed by going to www.ncdot.gov/dmv/records.

I look forward to working with you to help attain your goal of certification as a law enforcement officer in the State of North Carolina. If you are interested in applying for financial aid to help you attend BLET here at Beaufort County Community College, please contact, Director of Financial Aid, at 252-940-6219. If you have any questions about the program or its requirements, please feel free to contact me by calling 252-940-6228 or visiting my office in Building 10B on the BCCC campus. You may also contact Cliff Hales at 252 940-6405.

Sincerely,

Todd Alligood

Todd Alligood, Chief (retired)
BLET Coordinator
Beaufort County Community College

You do not register for BLET the BLET Coordinator will register you prior to start date

Resources

Bldg. #9 (Student Services)

- a. Financial Aid Services.

Bldg. #1

- a. Business Office Upstairs.
- b. Scholarship Foundation.

Bldg. #5

- a. Bookstore

Bldg. #8 Continuing Education office-252 940-6375

Bldg. #10 B

- a. Administration office (BLET) - 940-6228

SPONSORSHIP

You should be sponsored by a law enforcement agency within North Carolina. To gain sponsorship follow this procedure. Sponsorship does not mean the agency will pay for your books or tuition. It does not mean they will hire you when you finish. It just means they have checked your criminal record and have found not anything on you.

1. Contact your local police department or sheriff's office and ask them to sponsor you.
2. If they do not agree, contact me immediately by email or by phone. Be prepared to tell me what department you called, who you talked with, their telephone number, and what reason they gave you for not sponsoring you. I will let you know how to proceed after that.
3. If they agree to sponsor you, make an appointment to receive the sponsorship.
4. When you go the appointment, dress professionally. I suggest a suit or coat and tie for males and a jacket, dress blouse and dress pants or skirt for females. As a minimum, you should be well dressed and not wear jeans or shorts.
5. Use the form in this packet to request sponsorship. If an agency head wishes to use his or her own letter or sponsorship form, that is okay.

High school diploma or copy of GED certificate

Provide a copy of your high school diploma or copy of certificate or a two-year or four-year degree of any college you have attended. Official transcripts are necessary for the Admissions Office only, not for BLET packet. **If you have completed a GED Program and do not have a Certificate, you need to fill out a transcript application and send it to the NC Community Colleges for a copy. Once received, return it to the Director of BLET prior to the start of the Academy.**

Proof of citizenship: Provide copy of birth certificate.

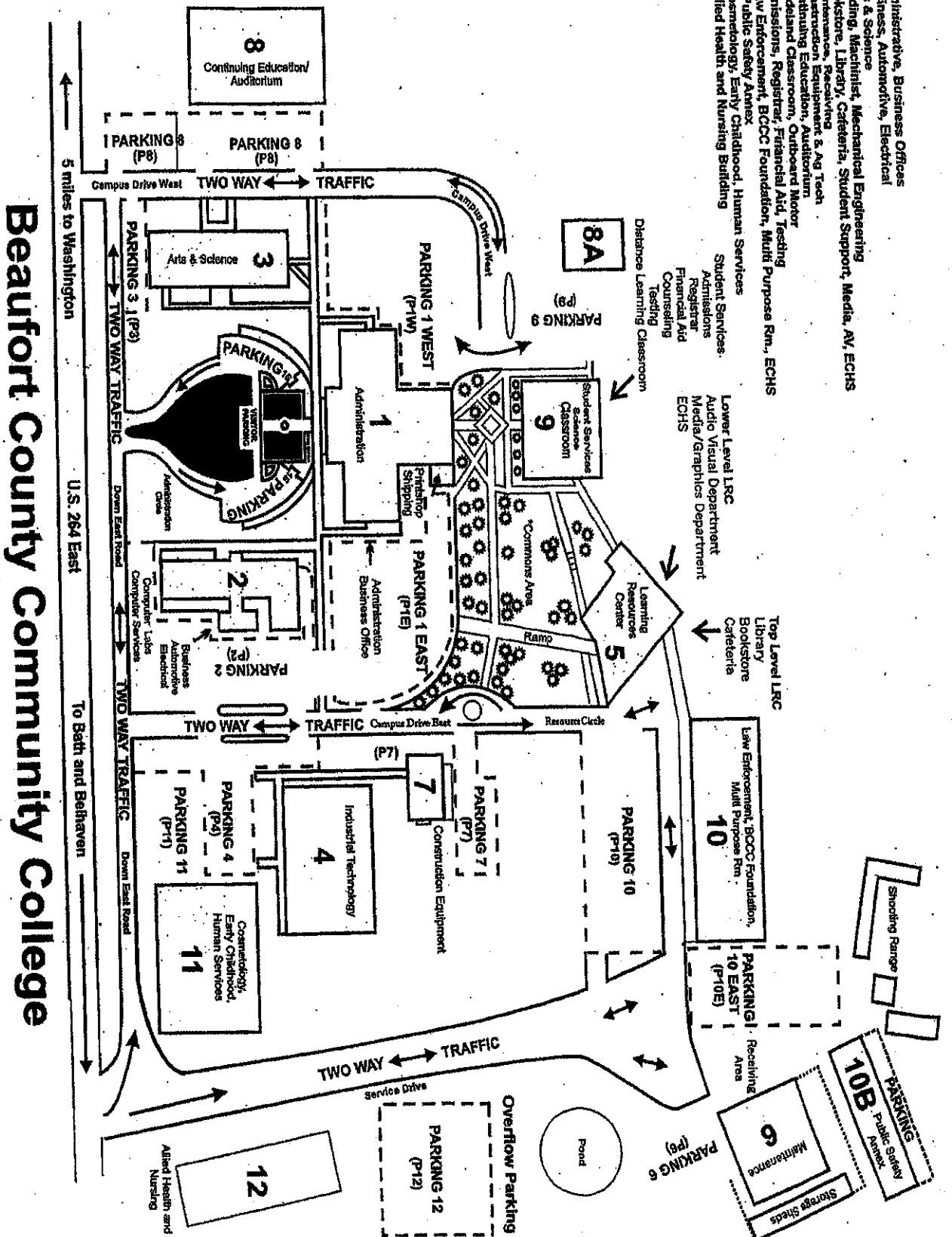
Proof of driver's license: Provide copy of current, valid driver's license.

Medical forms:

1. Read all of the medical/physical forms carefully.
2. Call your family doctor for an appointment. If you don't have a family doctor, any doctor, physician's assistant, or nurse practitioner will do. The local county health department may have a doctor for physicals.

3. Fill out the Medical History Statement (Form F-1) before seeing a physician. This form must be answered completely and honestly. Failure to answer all questions may lead to revocation of certification or dismissal from the BLET program.
4. Give the Medical History Statement and the Medical Examination Report (Form F-2), form to a physician, physician's assistant, or nurse practitioner.
5. By Federal Law, I must have your permission to keep any medical records or to release medical records to the Training and Standards Commission. This permission is given by your signature on the medical records.

1. Administrative, Business Offices
2. Business, Automotive, Electrical
3. Arts & Science
4. Welding, Machinist, Mechanical Engineering
5. Bookstore, Library, Cafeteria, Student Support, Media, AV, ECHS
6. Maintenance, Recycling
7. Construction Equipment & Ag Tech
8. Continuing Education, Auditorium
- 8A. Tideland Classroom, Outboard Motor
9. Admissions, Registrar, Financial Aid, Testing
10. Law Enforcement, BCCC Foundation, Multi Purpose Rm., ECHS
- 10B. Public Safety Annex
11. Cosmetology, Early Childhood, Human Services
12. Allied Health and Nursing Buildings



Beaufort County Community College

BLET CHECKLIST

- ☐ Birth Certificate (20 yrs old or older)
- ☐ Social Security Card
- ☐ High School Diploma or GED
- ☐ Reading Assessment
- ☐ Form F-3 Completed and Notarized
- ☐ Sponsorship Letter
- ☐ Valid NC driver's license
- ☐ Certified Criminal History Check
- ☐ Certified Driving Record
- ☐ F-1 Medical History Statement Completed by medical doctor
- ☐ F-2 Medical Examination Report Completed by medical doctor
- ☐ Signed releases for Scores/ Records/ College.
- ☐ Request for Accommodation
- ☐ DD 214 (Military Only)

I understand the minimum age for attending BCCC- BLET is 20 years old. My signature attests that I am 20 years old or older.

Signature of Applicant

Date

If an Applicant is younger than 20 years old, they will be evaluated for admission into the BCCC- BLET

Beaufort County Community College
Basic Law Enforcement Training
Handbook



Basic Law Enforcement Training Academy

The Basic Law Enforcement Training (BLET) Academy is approved by the North Carolina Community College System and accredited by the State of North Carolina Criminal Justice Training and Standards Commission.

In addition to the general policies and procedures of Beaufort County Community College (BCCC), which can be accessed under the Current Student tab at www.beaufortccc.edu, BLET cadets are expected to follow the policies and guidelines of the BLET academy, as presented in this handbook.

LAW ENFORCEMENT CODE OF ETHICS

Purpose

To ensure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others.

Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions.

With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service.

I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

<https://www.ncsbi.gov/Divisions/Professional-Standards/SBI-Internal-Affairs>

BEAUFORT COUNTY COMMUNITY COLLEGE Organizational Structure

The organizational chart on the next page is provided to assist the BLET cadet in understanding the chain of command in this organization. Cadets are encouraged to voice questions and concerns to the BLET Director.

Cadets may also seek out Student Services for support, counseling, and complaints. All appeal processes are administered by the Vice President of Student Services.

Course instructors will be identified on each course schedule.

BLET Faculty

BLET Academy Director: Todd Alligood

Building 10-B Room 103
940-6228

Email: Todd.alligood@beaufortccc.edu

Qualified Assistant: Cliff Hales
Building 10B Room 104

252 940-6405

Email: cliff.hales@beauofortccc.edu

Law Enforcement Administrative Assistant:

E-mail:

THE LAW ENFORCEMENT PROFESSION

A law enforcement officer is a professional who is certified by North Carolina Criminal Justice Training and Standards Commission. The academy is designed to provide the cadet the necessary basic knowledge and practical skills expected of an entry-level law enforcement officer. The law enforcement officer must have basic knowledge in the areas following areas:

- Laws of the state of North Carolina to include: Motor Vehicle Law, Elements of Criminal Law, Juvenile Law/Procedures, Arrest, Search, and Seizure/Constitutional Law.
- Patrol Duties to include: Techniques of Traffic Law Enforcement, Explosives & Hazardous material Emergencies, Traffic Crash Investigation, In-Custody Transportation, Crowd Management, and Patrol Techniques.
- Law Enforcement Communication to include: Dealing with Victims and the Public, Ethics, Individuals with Mental Illness, Crime Prevention, and Communication Skills.
- Investigation to include: Fingerprinting/Photographing Arrestee, Field Notetaking and Report Writing, Criminal Investigation, Interviews (Field and In Custody), Controlled Substances, and Human Trafficking.
- Sheriff Specific to include: Civil Process, Detention Duties, and Court Duties. And Practical Application to include First Responder, Firearms, Law Enforcement Driver Training, Physical Agility, and Subject Control Arrest Techniques.

BASIC LAW ENFORCEMENT TRAINING ACADEMY MISSION AND GOALS

Mission:

The mission of Beaufort County Community College's Basic Law Enforcement Training Academy is to prepare qualified, competent professionals entering the law enforcement profession by providing quality academic and practical education based on standards promoted by the North Carolina Criminal Justice Educational Training and Standards Commission.

Academy Goals/Outcome Measures

1. At least 70% of cadets entering the Basic Law Enforcement Training Academy will successfully complete the academy.
2. At least 75% of cadets taking the State of North Carolina Training and Standards State Exam will pass on their first attempt.
3. At least 70% of the cadets graduating from the Basic Law Enforcement Training academy will find employment or continue their education within one year of graduation.

Cadet Learning Outcomes

1. The Basic Law Enforcement cadet will obtain the knowledge and practical skills needed to perform the duties of an entry level law enforcement officer.
2. The Basic Law Enforcement cadet will demonstrate the ability to communicate effectively with others.
3. The Basic Law Enforcement cadet will successfully pass the Police Officers Physical Abilities Test (POPAT) and pass the North Carolina Criminal Justice Training and Standards State Exam on the first attempt.

Cadet Competencies

Upon graduation, the Basic Law Enforcement Training cadet will:

- Have the knowledge and understanding to meet entry level competencies in the specific cognitive learning areas:
 - a. Legal
 - b. Patrol Duties
 - c. Law Enforcement Communication
 - d. Investigation
 - e. Practical Skills
 - f. Sheriff Specific

- Demonstrate the necessary entry level skills to function in:
 - a. Police Officer Physical Abilities Test
 - b. Law Enforcement Drivers Training
 - c. First Responder/CPR
 - d. Subject Control/Arrest Techniques
 - e. Rapid Deployment
 - f. Explosives and Hazardous Materials Emergencies
 - g. In-Custody Transportation
 - h. Techniques of Traffic Law Enforcement
 - i. Traffic Crash Investigation
 - j. Patrol Techniques
 - k. Domestic Violence
 - l. Criminal Investigation
 - m. ABC Laws & Procedures
 - n. Firearms
- Exhibit the critical thinking skills needed to solve problems.

Agencies Offering Sponsorships

All students are required to acquire and maintain sponsorship or be dismissed from the academy.

Sponsorships can be obtained from any law enforcement agency within North Carolina. Sponsorships allow a cadet to be sponsored by the agency, and the cadet's tuition is waived through the college for Basic Law Enforcement Training only. A sponsorship does not mean the agency will pay for books, tuition, uniforms, or other costs incurred with the Basic Law Enforcement Training academy. It does not mean the agency will hire a cadet upon completion of the academy. Sponsorship simply indicates that an agency has checked and found no disqualifying criminal record for a cadet.

Agencies that approve Sponsorships for (BLET) include:

- Belhaven Police Department
- Beaufort County Sheriff's Office
- Chocowinity Police Department
- Hyde County Sheriff's Office
- Plymouth Police Department
- Robersonville Police Department
- Tyrrell County Sheriff's Office
- Washington County Sheriff's Office
- Washington Police Department
- North Carolina Highway Patrol (Local Recruiter)
- Beaufort County Community College Campus Police

Graduates of this academy are awarded a certificate of completion for Basic Law Enforcement Training. The granting of a certificate is not contingent upon a cadet's passing of the North Carolina Criminal Justice Training and Standards Commission certification exam. Cadets are eligible to take the North Carolina Criminal Justice Training and Standards Commission State Exam. Upon successful completion of the state exam a cadet becomes eligible to be certified as a law enforcement officer for up to a (1) year after completing the state exam.

The Basic Law Enforcement Training academy at Beaufort County Community College (BCCC) is accredited by the
North Carolina Criminal Justice Educational Training and Standards Commission,
PO Box 149,
Raleigh, North Carolina,
27602-0149.
Phone# (919)-661-5980.

EAUFORT COUNTY COMMUNITY COLLEGE
BASIC LAW ENFORCEMENT TRAINING ACADEMY

CADET
RULES AND REGULATIONS

BEAUFORT COUNTY COMMUNITY COLLEGE
Basic Law Enforcement Training Academy

Cadets enrolled in the Basic Law Enforcement Training (BLET) academy are governed by the (BLET) Rules and Regulations of Beaufort County Community College (BCCC), and the Policy and Procedures of Beaufort County Community College. BLET cadets must also follow additional cadet rules and regulations specific to the BLET academy. Each cadet should familiarize himself/herself with all rules and regulations of (BLET) and (BCCC).

The purpose of the Basic Law Enforcement Training Academy Handbook is to provide consistency and fairness in implementing the BLET academy rules, regulations, and BCCC policy and procedures.

Cadets will receive an orientation to the BLET academy during pre-orientation. Cadets will sign a statement attesting to their understanding and willingness to abide by the handbook within the BLET academy.

Cadets are governed by BCCC policies and procedures while on campus and in practical training exercises off campus.

In all matters related to the rules and regulations set forth in the BLET Academy Handbook, the cadet shall be afforded full rights and due process set forth in the Student Rights and Due Process Policy.

ADMISSION POLICY¹

1. General Admission

In addition to the requirements for general admission to Beaufort County Community College, the following apply to the BLET academy. Each cadet must meet the minimum standards established by the North Carolina Criminal Justice Education and Training Standards Commission.

- A. Completion of the composite test that includes reading, writing, and editing and meet the minimum score requirement for entry into the BLET academy.
- B. Be a citizen of the United States.
- C. Be at least 20 years of age. A trainee may be granted authorization for early enrollment with prior written approval from the Director of the Criminal Justice Training and Standards Commission as long as he/she turn 20 years of age prior to the date of the State Comprehensive Examination for the course.
- D. Be of good moral character pursuant to G.S. 17C-10.
- E. In accordance with 12NCAC09B.0111 of Minimum Standards for all Law Enforcement Officers, the trainee shall not have committed or been convicted of:
 - i. A felony.
 - ii. A crime for which the punishment could have been imprisonment for more than two years.
 - iii. A crime or unlawful act defined as a "Class B misdemeanor" within five years prior to the date of the application for employment (in this context "enrollment").
 - iv. Four or more crimes or unlawful acts as defined as "class B misdemeanors" regardless of the date of conviction.
 - v. Four or more crimes or unlawful acts as defined as "Class A misdemeanors" except the cadet may be employed (admitted) if the last conviction occurred more than two years prior to the date of application for employment.
- F. Submit to Director of BLET a copy of high school or GED diploma, or a copy of a two or four-year college diploma from an accredited school.
- G. Each cadet must provide true and accurate information concerning his/her background. Any information provided by the cadet during the interview or application process that is determined to be false or inaccurate will be grounds to deny entry into or dismissal from the BLET academy.

¹ The above rules and regulations are subject to change by the North Carolina Criminal Justice Education and Training Standards Commission and therefore are subject to revision by Beaufort County Community College in accordance with those changes.

- H. Each cadet must provide the BLET Director with copies of his/her certified criminal records check, driver's history, and driver's license.
 - i. If prior military service, a cadet must supply a copy of his/her DD214 and submit a request for a military criminal record check through the branch of service in which he/she served.
 - ii. A cadet must submit certified criminal record checks for any counties in North Carolina, and all states lived in since adulthood.
- I. Each cadet must provide the Director of BLET an original signed copy of a Medical Statement (F1) and Medical Examination (F2) completed by a physician, a nurse practitioner, or physician's assistant licensed in North Carolina.
- J. Prior to the beginning of the academy, each cadet must complete an interview in person and pick up a BLET packet from the BLET Director prior to the beginning of the academy.

***The BCCC/BLET Academy Statement of Understanding can be found in the appendix of this document.

2. Application Deadlines – Prior to Pre-orientation

In addition to the general application to the college, a separate application packet for the BLET academy is required. Completed Basic Law Enforcement application packets are accepted and reviewed by appointment on a first-come basis with the Basic Law Enforcement Training Director. All BLET application packets are to be submitted to the BLET Director prior to the pre-orientation meeting. Incomplete packets will not be accepted.

3. Training and Course Completion

- A. Cadets will be tested on each course block. An 80% score will be required for the trainee to obtain successful completion in that area. Comprehensive exams will also be administered throughout the training course and will follow the same guidelines.
- B. If a cadet fails to reach the 80% score on the initial testing, that cadet will get ONE retest to pass. The cadet must score a minimum of 80% percent to pass the retest. If the cadet fails the retest, they will receive a deficiency in that area and must attend the course block in its entirety in another BLET Academy.

- C. If a cadet fails a practical on the 1st attempt, the cadet will be given remedial training and a 2nd attempt. Any failure on a practical test is included with the written tests.
- D. A cadet is allowed four (4) test failures, written & practical. A total of five failures will result in immediate dismissal from BLET. If a cadet fails a test and consequently passes the test on retake, this will still count as one test failure.
- E. In addition to exams for individual instructional blocks, three comprehensive exams will be administered over the course of the program. Each comprehensive exam will include questions from all the blocks of instruction covered to that point. Students MUST score 70% or better on each comprehensive exam to progress in the academy. Students failing to meet the 70% grade will be immediately dismissed from the academy, regardless of their class standing. Students are only provided one attempt on each of the comprehensive exams.
- F. Cadets will have 10 class days to make up missed tests or to retake failed tests. Failure to meet this deadline will result in a grade of "O" for that test. Make-ups and retakes will be handled at the discretion of the Director as to time and location. Anyone who engages in or attempts to cheat on a test or retest will be dismissed by the director.
- G. Topical blocks require each student to perform and pass training standards requirements. Standardized ability tests must be satisfactorily completed by each trainee and checked off by a certified instructor for successful course completion.

4. Readmission

- A. Cadets who have withdrawn or been dismissed from the BLET academy due to academic or nonacademic reasons must re-apply through the Basic Law Enforcement Training Director to be considered for readmission.
- B. Cadets must complete a new BLET application packet for admission to attend the next scheduled academy and submit the application packet to the Basic Law Enforcement Director. Cadets must meet with the BLET Director by appointment to review the application packet prior to the start of the academy. Cadets cannot enroll in two BLET Academies at the same time, regardless of whether academies are being offered at the same or at different community colleges.

5. Special Considerations

- A. A cadet must have available transportation to all required training.
- B. The Fall BLET Academy is a Day academy begins in August through December and meets Monday through Friday, from 7:30 AM until 5:00 PM. including some Nights and Weekends. The Spring BLET Academy is a Night academy running January through August and meets Monday through Friday, 5:30 PM until 11:00 PM. including some days and weekends.

- C. For a cadet to obtain a reasonable accommodation for a particular course section, the cadet must first present the request to the BLET Director in writing **before the beginning of the course**. The BLET Director will then contact the Criminal Justice Standards Division to determine if the request is reasonable and if it will meet the requirements of the course in full. The BLET Director will make the final decision. The request must also be accompanied by any available documentation verifying the extent and range of the alleged disability.
- D. Each cadet must be aware that certain prior criminal conduct including charges, arrests, or convictions may prevent the cadet from obtaining certification as an officer. **A Certification Prerequisites Form** will assist the cadet in determining whether or not he/she may encounter difficulty in obtaining officer certification due to a criminal history. Failure to list charges, arrests, or convictions on the Commission's F-3 "Personal History Statement" or any other Commission form may result in Commission sanctions including denial or revocation of certification.

GENERAL ACADEMY POLICIES

1. Academic Progression/Graduation

- A. BLET cadets are expected to maintain a minimum passing score of 80% on each topical block test or re-test and a passing score on all practical tests as directed during the academy. Failure to maintain passing scores on all blocks of instruction required to graduate from the BLET academy will lead to dismissal.
- B. Cadets receiving a deficiency in any BLET topical block(s) will be allowed with the approval of the BLET Director to enroll in the next academy to repeat the topical block(s) in which the cadet has a deficiency to complete the mandated hours and test on the block again prior to taking the state BLET Exam. Cadets are allowed (2) deficiencies per academy. A cadet cannot be enrolled in two academies at the same time to repeat blocks of instruction where there is a deficiency to satisfy this requirement per North Carolina Educational Training and Standards Commission.

2. Insurance

All BLET cadets will be required to have liability insurance, paid in full each year, as a part of cadet fees. The cadet fees are to be paid on the day after the first day of the start of the academy. No cadet may participate in the Basic Law Enforcement Training academy without this protection. Cadets are urged to subscribe to accident insurance and must provide their own health insurance.

3. Criminal Background Check

BLET cadets are required to have criminal background checks completed and given to the BLET Director prior to entry into the BLET academy. Cadets are required to cover the cost for all criminal record checks. By applying for admission into the BLET academy, a cadet consents to a criminal background

check(s) as required by the North Carolina Educational Training and Standards Commission. Information obtained within the criminal background check will be kept with the cadets file a long with all other information and forms that are secured as required by the North Carolina Educational Training and Standards Commission. The BLET Director and North Carolina Training and Standards Commission are the only entities with access tour these files.

4. Progressive Disciplinary Action Policy

The BLET Director is committed to assisting cadets to be successful in the BLET academy in accordance with the rules/regulations and administrative code outlined by the North Carolina Educational Training and Standards Commission. Dependent on the seriousness and disruptive nature of the violation of rules and regulations the following actions will be taken.

A.: Warning

The BLET Director provides the cadet with a verbal warning or written feedback on his or her status. The BLET Director counsels the cadet regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to, utilization of peer study groups or assistance from the Qualified Assistant.

B. Academy Dismissal

If, at any time during the academy or after a warning given period, the cadet fails to meet any of conditions set or violates rules set forth by this academy the cadet will be dismissed from the academy.

5. Academy Withdrawal/Dismissal

- A. Personal withdrawal
- B. Academic dismissal:

During the BLET academy, a cadet will be dismissed after the 5th failure of a topical block to include tests, re-tests, practical exercises, and re-tests on practical exercises.

- C. Non-compliance with the BCCC Academic Dishonesty procedure.

6. Immediate Dismissal from the Basic Law Enforcement Academy

In addition to the BCCC's Catalog Campus Conduct Policy, cadets in the BLET academy will be immediately dismissed for any of the following reasons:

- A. Adjustment problems that seriously affect the well-being of other cadets, BLET Director, Qualified Assistant, and/or BLET instructors.
- B. Demonstration of conduct not in accordance with the ethical standards of the law enforcement profession including misconduct related to any classroom training, practical exercises on or off campus, cheating on tests, breaching confidentiality, and falsifying records.
- C. Failure to participate in topical block exercises or to follow directives given by the BLET Director, BLET Qualified Assistant, and/or BLET Instructors.
- D. Possession or use of any illegal substances (drugs) or alcohol while at the college or while participating in BLET training off campus. Any cadet who is found to possess or who appears under the influence of such drugs/alcoholic beverages in the classroom or in any BLET exercise will be evaluated for dismissal from the BLET academy.

7. Procedures for Exiting

- A. Drop/Add procedure – A cadet withdrawing from the academy must follow the BCCC Drop/Add/Withdrawal Procedure.
- B. Exit Interview – The cadet must meet with the BLET Director for the exit interview upon withdrawal or dismissal from the BLET academy.

8. Grading Policy

The minimum test score for all topical block test and re-test is 80% or better. All practical exercises and practical test will be graded as indicated on the appropriate forms for that block of instruction in accordance with the North Carolina Education Training and Standards Commission. The minimum test score allowed on the comprehensive exams is 70% or better.

9. Absence Policy

- A. Punctual attendance is expected for all scheduled classes, lectures, practical exercises, and test for each BLET topical block of instruction. **100% attendance is mandatory.**
- B. Cadets will be denied course participation by the BLET Director for unexcused absences from any portion of the course, up to dismissal. This type of behavior will not be tolerated.
- C. Excused absences cannot exceed 32 hours (5%) of the total class for the course delivery period.

- D. Excused absences should only be granted for serious reasons, i.e., death in family, severe weather, medical emergencies or natural disasters. All excused absences must be made up. Even when excused/unexcused time is made up, the 5% rule still applies. Any time missed beyond the 5% that has been made up will still be grounds for immediate dismissal.
- E. The BLET Director will monitor each cadet's progress on a daily basis. The BLET Director will terminate a cadet from course participation for unexcused absences at any time during the academy. This includes being habitually tardy or regularly leaving class early. This type of behavior will not be tolerated.

10. Ethics

- A. Confidentiality: Cadets are expected to keep all training and test confidential. Discussion of topical block training and practical exercises should take place only in the classroom or in conferences with the BLET Director, Qualified Assistant, and BLET Instructors.
- B. Accountability: Cadets are not allowed to take pictures, record lectures, release any pictures or videos of BLET Training, or post on Facebook or any other social media outlet without the BLET Director's permission.
- C. Integrity: Cadets are expected to be truthful at all times when communicating with the BLET Director, Qualified Assistant, and BLET instructors.

11. Dress Policy

The cadet must dress professionally in the uniform for the day.

- A. Uniforms must be approved by the BLET Director for all classes, and practical exercises.
- B. Shoes are to be clean and polished at all times during the academy.
- C. Personal hygiene must be practiced at all times.
- D. Hair must be neat, clean, and worn in a conservative style at all times.
- E. Male cadets should be clean-shaven at all times.
- F. Female cadets should wear make-up in moderation.
- G. Jewelry should be conservative. Large necklaces, rings, and earrings are unacceptable. Jewelry worn in nose, eyebrow, or tongue or other visibly pierced body parts is not acceptable.
- H. Fingernails should be short, clean, and well-manicured. Artificial nails are not allowed.
- I. A Beaufort County Community College cadet ID or issued ID must be worn at all times.

For non-compliance with the above policies regarding dress, the cadet will be dismissed by the BLET Director from the academy.

12. Chemical Exposure

Tear Gas and OC Pepper Spray Exposure

- A. During the Basic Law Enforcement Academy, cadets will be exposed to tear gas and Oleoresin Capsicum (OC Pepper Spray). Cadets with respiratory difficulties including asthma are not suitable candidates for this training and/or employment.
- B. During the physical examination with a medical professional, cadets will be assessed and evaluated to engage in training exercises using Tear Gas and OC Pepper Spray. A Release Form for exposure to Tear Gas and Oleoresin Capsicum (OC Pepper Spray) is attached to the F1 (Medical History Statement, and F2 Medical Examination Form.

13. Cadet Responsibilities

- A. Pay attention to the BLET Director, Qualified Assistant, and BLET Instructors. Read over the all BLET lesson plans before doing anything, and if questions arise.
- B. Attend all scheduled classes and practical exercises. NOTE: Cadets will be able to make up practical exercises in the BLET Academy if resources are available; if resources are not available, the cadet must wait until the next academy and enroll as a limited enrollee to make-up missed classes and practical exercises.
- C. Be present when the classes start. Cadets may miss important instructions if late.
- D. Turn in all classroom assignments promptly.

BEAUFORT COUNTY COMMUNITY COLLEGE Inclement Weather Policy

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning closing the College. When a decision is made in the early morning that the College will be closed for the day, it must be relayed quickly to all cadets, staff, and faculty. Announcements will be sent by the College Information Distribution Team via the website, Blackboard, phone, media, social media, Nixle/BCCC Alert, Alertus, email, and campus monitors. In order to accomplish this task efficiently and with maximum coverage, College officials ask everyone to cooperate by following the directions listed below:

1. Listen to one of the area radio stations:

WERO --	93.3 FM Washington
WRRF --	930 AM Washington
WWGN --	1320 AM Washington
WPNC --	1470 AM Plymouth
WKLX -	95.9 FM Plymouth
WKJA -	92 FM Belhaven

2. Watch one of the following television stations in the early morning or late evening for announcements concerning closing:

WITN -	TV Washington, Channel 7
WNCT -	TV Greenville, Channel 9
WCTI -	TV New Bern, Channel 12

3. Sign up for Nixle (BCCC's Text Messaging Service) by referencing Nixle/BCCC Alert and Alertus app on the BCCC website.
4. **DO NOT TELEPHONE** the National Weather Service, radio or television stations, newspaper offices, College officials, or College offices.
5. The decision to close the College or delay opening will be announced by 6:00 a.m. when possible. The decision to cancel evening classes will be made by 4:00 p.m. when possible.
6. Cancellation of the class is at the discretion of the instructor and Academy Director. Cadets will be notified regarding cancellations.
7. **The absence of any announcement means that the College will open as usual.**

When a decision is made to close the College, the primary concern is the safety and welfare of each cadet, faculty, and staff member. (BCCC Faculty/Staff Manual)

ESSENTIAL JOB FUNCTIONS

Minimum job performance functions for employment as an entry-level law enforcement officer are essential. Cadets must be able to perform, with or without reasonable accommodation, to participate successfully in the BLET academy, to graduate, and to obtain entry-level employment. Each cadet must attest they can employ the following skills.

Decision Making

- Exercise discretion (choice) in selecting appropriate enforcement action.
- Review facts of case to determine whether case is criminal or civil matter.
- Review statute of limitations to ensure proper enforcement action.
- Review facts of case to identify elements and ensure proper charges.
- Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.
- Receive and evaluate requests for law enforcement services.
- Conduct legal research into state and local laws, etc. to determine proper charges or practice.
- Warn or counsel offenders instead of arresting them.
- Recognize laws and limits on law enforcement powers crossing jurisdictional lines.
- Respond to mutual aid requests.

Ethics and Professionalism

- Exercise discretion (choice) in selecting appropriate enforcement action.
- Apply ethical standards while performing law enforcement duties.
- Recognize and report misconduct of other officers.

Enforcement Tactics/Use of Force

- Use force only as necessary and appropriate in apprehension of criminal suspects.
- Carry authorized firearm when off duty.
- Clean and inspect weapon.
- Carry "secondary" firearm on duty.
- Fire weapon in self-defense at attacking or dangerous animal.
- Use less lethal munitions, e.g. bean bag, rubber pellets, etc.
- Participate in firearms training.
- Discharge firearm from moving vehicle (not including training).
- Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
- Discharge firearm at person.
- Discharge firearm from protective cover position (not including training).
- Draw weapon to protect self or third party.
- Recognize disguised weapons, e.g. belt buckle, knife.
- Detain person at gunpoint
- Carry knife on duty.

- Unload various firearms (including seized firearms) safely.
- Clear malfunction of various firearms (not including training).
- Reload firearms under combat conditions (not including training).
- Fire weapon in dark environment while using flashlight (not including training).
- Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).
- Defend oneself from position on ground.
- Use fists to defend one's self.
- Use conductive energy weapon, e.g. taser, to control or subdue person.

Judicial Responsibilities

- Present evidence and testimony in legal and/or administrative proceedings, e.g. arraignment, Preliminary Hearing, Trial, Grand Jury, etc.
- Read/review case reports and notes to prepare for court testimony.
- Read/review warrants and affidavits to ensure completeness and accuracy.
- Confer with District Attorney's office prior to testimony regarding case.
- Confer with District Attorney's office regarding or to obtain warrant authorization from judge/magistrate.
- Read court and legal papers to determine meaning and proper law enforcement response, e.g. restraining and protection orders, etc.
- Obtain search warrant and/or make proper return.
- Obtain arrest warrant and/or make proper return.
- Maintain effective relations with court personnel/officials.
- Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.
- Confer with defense attorney to discuss a particular case.

Arrest and Detention

- Advise persons of constitutional (Miranda) rights.
- Apprehend and place juvenile offenders in custody.
- Arrest persons with a warrant.
- Arrest persons without a warrant.
- Conduct full search of arrested persons.
- Conduct frisk or pat down.
- Handcuff suspects or inmate/detainees.
- Issue citations for non-traffic offenses (e.g. local ordinances and state laws).
- Hold person under investigative detention.
- Handcuff resisting person.
- Handcuff passive person.
- Observe persons in custody to determine whether they are intoxicated or in medical distress, i.e. diabetic reaction, etc.
- Check arrested person making bail for outstanding warrants.
- Examine physical condition of person in custody to assess need for medical attention.

- Conduct strip search of arrested person or inmate according to law and agency procedure.
- Witness cavity search to preserve potential chain of evidence.
- Restrain unruly or violent individuals, removing them from public areas and arresting if necessary.
- Plan and organize service of high-risk Arrest Warrant.
- Request verification of warrants before execution.
- Take into custody person detained by citizen or merchant.
- Make arrest without warrant at scene of domestic violence.

Technical Knowledge

- Secure crime scene, i.e. establish security perimeter.
- Recognize and properly handle illegal and/or hazardous materials, e.g. drugs, chemicals, etc.
- Follow departmental procedure and state law to dispose of or release property or evidence no longer needed.
- Photograph and/or videotape crime or crash scene.
- Verify the identity of deceased persons.
- Look at and recognize vehicle placard and use appropriate resources, e.g. DOT Emergency Response Guide to identify hazardous material being transported.
- Take appropriate action to clean and decontaminate cell area, cruiser, etc.
- Identify/mark contaminated cell/cruiser with appropriate biohazard insignia.
- Follow agency policies or state statutes to impound and inventory vehicles.
- Contact hospital, lab, and/or physician to obtain blood or other chemical tests.
- Operate video camera and equipment to record actions of criminal motor vehicle suspects.
- Observe weather and road conditions to assess need for emergency equipment such as snowplows, sand trucks, etc.
- Look for and identify suspect vehicle by color and description.
- Conduct driving maneuver to physically force offending vehicle off roadway.
- Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- Operate computer keyboard and read screen to check for wants/warrants on persons through local, state, and NCIC computer systems.
- Check and update status of wants, warrants, and stolen property through local, State and NCIC computer systems.
- Confront, in a riot formation, groups of agitated people.
- Test doorknobs, windows, etc. to check physical security of buildings.
- Use special protective equipment and weapons to participate in high-risk entries.
- Use Fire-extinguishing equipment to put out fires.
- Smell and investigate unusual odors.
- Follow department and state rules of privacy and security to control access to departmental records.
- Describe persons to other officers (e.g. suspects, missing person).
- Observe and evaluate performance of others (e.g. probationary officers).

- Plan and execute search warrants.
- Prepare affidavit for search warrant.
- Plan/conduct of warrantless search.
- Request bystanders to assist in an apprehension.
- Search automobile under independent probable cause.
- Search automobile incident to arrest.
- Conduct search of premises or property without a warrant, in fresh or hot pursuit, with or without consent, incident to arrest, etc.
- Seize contraband, weapons, and/or stolen property from suspects.
- Fill out affidavits and reports to document citizen's complaint.
- Use chemical agents and other riot equipment, e.g. Pepper Fogger.
- Use protective equipment when involved with weapons training and/or qualification.
- Use computer terminal to exchange information with other agencies.
- Perform basic troubleshooting functions related to computer use.

Evidence Collection

- Examine evidence from crime scene to determine relevance.
- Use drug test kit to test evidence.
- Observe crime scene to determine need for processing by specialist, e.g. evidence technician.
- Locate and protect possible trace evidence.
- Fill out forms or tags to document chain of custody of evidence.
- Collect and package (bag and tag) evidence and/or lost and found property.
- Describe, in written form, the location of physical evidence at a crime scene.
- Fill out seized property inventory resulting from a search warrant.
- Prepare evidence for lab analysis, e.g. questioned documents, fingerprints, etc.

Interview and Interrogation

- Interrogate/interview suspects.
- Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.
- Interview complainants, witnesses, etc.
- Use basic listening skills while conducting interviews to ensure full understanding of person's words.
- Use digital or video tape recorder to record statement or confession.
- Conduct field interview of suspicious person.

Community Policing

- Advise crime victims of the procedures to pursue prosecution.
- Advise citizen on techniques to enhance personal safety.
- Advise businesses on ways to detect and respond to workplace violence.
- Perform directed (e.g. planned/structured) patrol assignments.
- Recognize, refer, and/or investigate hate crimes or State Civil Rights violations.

- Recognize refer and/or investigate potential harassment violations (sexual/racial).
- Enforce and explain passenger restraint laws.

Collision Investigation

- Search for, protect, and collect evidence at motor vehicle crash scene.
- Investigate motor vehicle crash to determine causes or factors contributing to a crash.
- Collect facts of motor vehicle crash to determine charges.
- Field sketch non-scale diagram of motor vehicle crash.
- Control traffic at scene of crash investigation.
- Identify, locate, and interview owners, witnesses, and others involved in motor vehicle crash.
- Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.
- Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle. Determine whether crash is reportable or non-reportable.
- Operate and read mobile data terminal (MDT) or laptop.
- Describe motor vehicle damage in motor vehicle crash to complete report.
- Assess need for and organize emergency assistance for motor vehicle crash (e.g. wrecker, ambulance, sand truck).
- Take measurements at motor vehicle crash scene (e.g. triangulation, baseline, coordinate and combination, etc.)

Emergency Response

- Administer cardio-pulmonary resuscitation (CPR) to adult.
- Administer mouth-to-mouth resuscitation.
- Apply basic first aid to control bleeding.
- Apply basic first aid to treat for abrasions.
- Apply basic first aid for amputations.
- Apply basic first aid to treat for animal bites.
- Apply basic first aid to treat for broken bones.
- Apply basic first aid to unresponsive/unconscious person.
- Apply basic first aid to treat for fire burns.
- Apply basic first aid to treat for chemical burns.
- Apply basic first aid to treat for convulsions.
- Apply basic first aid to treat for diabetic reaction.
- Apply basic first aid to treat for electric shock.
- Apply basic first aid to treat for eye injuries.
- Apply basic first aid to treat for frostbite.
- Apply basic first aid to treat for gunshot wounds.
- Apply basic first aid to treat for heart attack.
- Apply basic first aid to treat for OC/Pepper Spray.
- Apply basic first aid to treat for heat stroke/heat exhaustion, etc.

- Apply basic first aid to treat for lacerations.
- Apply basic first aid to treat for drug overdose.
- Apply basic first aid to treat for poisoning.
- Apply basic first aid to treat for stabbing or puncture wounds.
- Apply basic first aid to treat for seizure.
- Apply basic first aid to treat for shock.
- Apply basic first aid to treat for sprains and strains.
- Apply basic first aid to treat for stroke.
- Apply basic first aid for choking, e.g. Heimlich maneuver.
- Deliver a baby.
- Use airway pocket mask to help resuscitate person.
- Participate in evacuation of areas endangered by toxic gases, liquids, chemical hazards or other spilled materials.
- Participate in evacuation of buildings and surrounding areas in response to threat of explosion, e.g. bomb, natural gas, radiological, etc.
- Recognize signs of suicide risk in inmate/detainee or arrested person.
- Take mentally ill persons into protective custody for involuntary mental health evaluation.
- Conduct rescues of stranded persons during floods, ice storms, and other disasters.
- Talk with persons attempting to commit suicide to get them to stop their attempt.
- Use personal protective equipment, e.g. gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.
- Use personal protective equipment, e.g. protective suit, millennium mask, boots, etc. to prevent contact with Hazmat/WMD.
- Participate in search for escaped person(s).
- Participate in large-scale area search and rescue operations.
- Dispose of contaminated clothing, sharps, etc. according to standard practice.
- Administer CPR to a child or infant.
- Respond to and control scene involving barricaded subject.
- Conduct search of area or building to locate bomb or other explosive device.
- Confront barricaded subjects to force them to surrender.
- Respond to active shooter situations.
- Observe and report possible terrorist activity.
- Respond to and control critical incident, e.g. shooting, hazmat, terrorist event, natural disaster, etc.

Conflict Resolution/Management

- Use verbal de-escalation techniques to communicate with person.
- Use body language to project control and influence situation.
- Observe person's body language to assess attitude, intentions, etc.

Criminal Investigations

- Conduct full investigations of various serious crimes.
- Study crime scene to identify modus operandi (M.O.) of perpetrator.
- Examine dead bodies visually to identify wounds and injuries.
- Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.
- Use state, local and NCIC criminal information systems to obtain crime/suspect related information.
- Use public records, e.g. motor vehicle, school, tax, police, etc. to locate missing or wanted persons.
- Select photographs to conduct photographic line-up.
- Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
- Conduct "drive-by" ID with victim or witness to identify a suspect.
- Organize and conduct "show-up" to identify suspect.
- Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.
- Talk with supervisor to determine if follow-up investigation is necessary.
- Review law enforcement records to determine whether recovered property is linked with a previous crime.
- Sketch crime scene.
- Conduct stationary surveillance of individuals, locations vehicles, etc.
- Conduct moving surveillance of individuals, vehicles, etc.
- Review records and pictures to identify suspects.
- Use identifying numbers (e.g. serial, product, etc.) and descriptions to trace stolen goods.

Patrol Operations

- Respond to crime-in-progress call.
- Serve as back-up officer at scene.
- Search for missing children.
- Conduct preliminary investigation (be first responder to) various felony and/or misdemeanor crimes.
- Be first responder to various non-criminal calls for service.
- Operate vehicle to transport inmate/detainees.
- Erect emergency traffic control signs/signals to divert traffic.
- Place barricades on roadway to protect or secure crime or crash scene.
- Operate law enforcement vehicle to escort hazardous materials.
- Control spectator/media access at scene of law enforcement action.
- Administer field sobriety tests, e.g. Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.
- Advise appropriate agency or traffic control/roadway repair needs.
- Select locations and position oneself to conduct selective traffic enforcement duties.
- Identify and advise vehicle owners to remove abandoned vehicles.

- Arrest/summons DWI suspects.
- Use speed enforcement devices to clock vehicle speed.
- Fill out DWI arrest and administrative reports.
- Execute stop of motor vehicle and approach and talk to operator and passengers.
- Use flashlight, illuminated baton or hand signals to direct traffic.
- Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.
- Follow suspect vehicle to observe traffic violations.
- Inspect driver's license to determine if valid or altered.
- Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.
- Perform DMV check on violator's vehicle while operating law enforcement vehicle.
- Conduct/execute high-risk vehicle stop.
- Establish and conduct a stationary roadblock.
- Watch occupants of stopped vehicle to identify unusual or suspicious actions.
- Operate intoxilyzer/breathalyzer to test blood alcohol content.
- Stand traffic control post at special functions, e.g. VIP visit, parade, etc.
- Observe moving vehicles to identify possible criminal activity, e.g. drug transportation.
- Use spoken radio codes to communicate verbally.
- Inventory and test assigned patrol equipment and vehicle, e.g. lights, siren, radio, computer, etc.
- Engage in high-speed pursuit in congested area.
- Engage in high-speed response in congested area.
- Engage in high-speed pursuit off road.
- Engage in high-speed response off road.
- Engage in high-speed pursuit on open road.
- Engage in high-speed response on open road.
- Operate law enforcement vehicle to escort emergency vehicles.
- Escort money, valuables, or people to provide security.
- Inspect law enforcement vehicle for weapons and contraband (i.e., before and after prisoner/detainee transport, shift change, etc.).
- Monitor (listen to) CB and/or other radio channels to hear assistance needed calls.
- Monitor (listen to) department radio communications to stay aware of law enforcement activity.
- Conduct low speed pursuit of motorist refusing to stop.
- Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
- Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
- Operate law enforcement vehicle in heavy rain.
- Operate law enforcement vehicle on dirt/gravel-covered road.

- Operate law enforcement vehicle on ice/snow-covered road.
- Operate law enforcement vehicle at night.
- Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.
- Perform law enforcement duties in all weather and temperatures.
- Patrol locations that are potentially physically hazardous (e.g. construction sites, prohibited areas, etc.).
- Track persons from scene (e.g. footprints in snow or mud).
- Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.
- Direct actions of law enforcement or public service personnel arriving to assist.
- Develop field contacts and intelligence sources.
- Guard person in custody outside detention facilities, e.g. court, medical facility, etc.
- Investigate suspicious vehicle.
- Locate and observe crowd agitators.
- Transport juveniles to home or detention facility as appropriate.
- Patrol schools and school property to provide security.
- Take control of publicly intoxicated/disruptive person.
- Search for person in darkened building or environment.
- Hold flashlight while performing various law enforcement duties.
- Use flashlight to defend one's self.
- Use illuminators to safeguard scene.
- Transport battered spouse/domestic partner to shelter.
- Accompany spouse/domestic partner to pick up belongings.
- Conduct sobriety checkpoint.
- Recognize and report indicators of an individual's illegal alien status.
- Recognize common, over the counter products that are used in production of Methamphetamines and other illegal drugs.
- Recognize standard and improvised laboratory equipment used in the production of Methamphetamines and other illegal drugs.
- Recognize and respond to a reported or discovered clandestine laboratory.
- Recognize and properly handle potential electronic evidence, e.g. computer files, cell phone, PDA, etc.
- Interact with and assist people with developmental disabilities.
- Interact with and assist people with cognitive disabilities.
- Interact with and assist people with physical disabilities.

Public Contact

- Recognize a person's culture and adjust manner of communication accordingly to ensure understanding.
- Speak to hostile groups to quiet them.
- Use voice and words to calm a situation, send message, etc.
- Control non-violent crowds.

- Speak confidently to project control, self-assurance, etc.
- Speak plainly/clearly to encourage understanding.
- Deliver emergency messages (e.g. injuries, death).
- Use and adjust language appropriate to listener.
- Maintain concentration while many people speak to you simultaneously.
- Maintain personal calm to prevent making situation worse.
- Talk with families of adult suspects or defendants to advise, inform, notify, etc.
- Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.
- Contact Mental Health resource (academy, facility, etc.) to obtain help for mentally ill person.
- Communicate with non-English speaking persons.
- Mediate civil disputes, e.g. landlord/tenant disputes.
- Communicate with deaf and/or mute persons.
- Talk with people on beat, patrol area, district, etc. to establish positive relationship.
- Offer alternatives to resolve conflict between disputants.
- Negotiate agreements to solve conflict.
- Advise battered spouse/domestic partner of rights.

Report Writing

- Write in-depth narrative reports containing complete sentences and paragraphs (e.g. investigative reports, supplemental/follow-up reports).
- Write reports consisting primarily of check-off boxes or fill-in blanks (e.g. incident report, accident report, etc.).
- Prepare arrest-related paperwork, e.g. Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Reports, Arrest Forms, Fingerprint cards, etc.
- Write down confessions or other statements from suspects, victims, and witnesses.
- Summarize in writing the statements of witnesses and complainants.
- Prepare written reports to record injuries to persons in custody.
- Review other officers' incident reports for completeness and accuracy.
- Fill out Field Intelligence/Interview Report.
- Write personal field notes to record actions, interviews, etc.

Reading and Comprehension

- Read and comprehend municipal/county/tribal codes and ordinances.
- Read and comprehend State Criminal Law.
- Read and comprehend Motor Vehicle Law.
- Read and comprehend departmental bulletins.
- Read and comprehend training manuals, e.g. handouts.
- Read and comprehend department rules and regulations, policies and procedures, and operations manuals.
- Read and comprehend textbooks on policing or legal matters.
- Read and comprehend articles in professional publications (IACP, FBI, etc.).

- Read and comprehend U.S. codes.
- Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.
- Read and comprehend Technical and Owner's Manuals for Assigned Equipment.
- Read and comprehend First Aid Manual.
- Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.
- Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.
- Read and comprehend judicial case law.
- Read and comprehend witnesses' affidavits, sworn statements and testimony.
- Read and comprehend U.S. Constitution.
- Read and comprehend the Constitution of the State of North Carolina.
- Read and comprehend North Carolina Law Enforcement Officers' Bulletins.
- Read and comprehend Law Enforcement Code of Ethics.
- Read and comprehend standard business/professional correspondence.
- Read and comprehend road signs, controls and markings.
- Read and comprehend Physician's Desk Reference.
- Read and comprehend DOT Emergency Response Guide.
- Read and comprehend standard desk reference books, e.g. dictionary, thesaurus, etc.

Technical/Work Related Equipment

- Automobile
- Straight Baton
- Binoculars
- Body armor (hidden vest, exterior vest)
- Alco-sensor
- Business directory
- Pepper spray
- Chemical agents
- Drug and Narcotic I.D. field kit
- Evidence processing kit (fingerprint, impressions)
- Video equipment
- Gasoline pump
- Blood-borne pathogen protection equipment
- First aid kit
- Road flares
- Flashlight
- Flexi-cuffs
- Gas mask (Bio-hazardous mask)
- Handcuffs
- Portable police radio (walkie-talkie)
- Illuminated traffic baton
- Photocopier (e.g. Xerox machine)

- Video recording equipment
- Fire extinguisher-agents
- Public address system
- Traffic cones
- Alley light
- Speed measurement instrument
- Semi-automatic gun
- Shotgun
- Cellular phone
- Spotlight
- Stationary computer terminal
- O.C. Products
- Law Enforcement vehicle radio equipment
- Fax
- Photographic equipment, e.g. 35mm
- Lights and sirens
- Rubber gloves
- Tape measure
- Barrier tape
- Ballistics body armor

Physical Abilities

- Perform strenuous physical activities in a series, e.g. sprint, run upstairs, wrestle, pull, carry, etc.
- Perform duties wearing full duty gear.
- Perform duties wearing body armor for extended periods of time.
- Push open a door with your shoulder.
- Kick open a door with your foot.
- Break up fights between two or more persons.
- Carry, by yourself, an immobile child.
- Carry, by yourself, an immobile adult.
- Carry, with someone else, an immobile child on a stretcher or other device.
- Carry, with someone else, an immobile adult on a stretcher or other device.
- Drag, by yourself, an immobile child.
- Drag, by yourself, an immobile adult.
- Drag, with someone else, an immobile child.
- Drag, with someone else, an immobile adult.
- Climb a ladder.
- Crawl under an obstruction.
- Jump down from a height.
- Climb over a fence.
- Jump/vault over a fence or other barrier.
- Climb through a window or other such opening.
- Work in a confined, closed-in area.

- Drag or push heavy objects other than a vehicle.
- Push a motor vehicle out of a lane of traffic with another person.
- Jump across ditch or other such obstacle.
- Lift while in a stationary position a heavy object or person.
- Perform duties while wearing heavy equipment other than gun belt.
- Subdue person resisting arrest.
- Jump over obstacles while running.
- Stand for more than 4 hours of work shift.
- Walk for more than 4 hours of work shift.
- Sit for more than 4 hours of work shift.
- Use body pressure points to control person.
- Catch a falling person to prevent his/her injury.
- Bend over/kneel to search under vehicle.
- Grip person tightly to prevent escape/control movement.
- Disarm violent armed suspect.
- Physically remove person from vehicle who is resisting arrest.
- Climb fire escapes.
- Climb stairs in multiple story buildings.
- Strike person with expandable baton.
- Strike animal with expandable baton.
- Extend arm to reach and search tight spaces.
- Use controlling technique to gain compliance.
- Use submission holds to control person.
- Twist at waist to direct traffic.
- Hold person upright to prevent their falling, e.g. drunk.
- Crawl to search under car/residence, etc.
- Support person while walking to prevent their falling.
- Bend/kneel to apply shackles, cuffs, etc.
- Use chemical/OC spray to control person(s).
- Change tire on law enforcement or citizen's vehicle.
- Continue functioning while under effects of OC spray/chemical agents.
- Use face mask to prevent contact with chemical agents.
- Perform physically demanding duties for extended periods of time without meal or comfort breaks.
- Recognize and differentiate among sounds from multiple, simultaneous direction

Ethical Standards: The cadet must:

- Demonstrate professional demeanor and behavior.
- Demonstrate honesty and integrity.
- Be willing to admit to mistakes and take responsibility for one's own actions.
- Perform in an ethical manner in dealing with BLET Director, Qualified Assistant, BLET instructors and fellow cadets.

BEAUFORT COUNTY COMMUNITY COLLEGE BASIC LAW ENFORCEMENT TRAINING

Policies, Rules, & Regulations

Rev. 9/2023

The following is a complete list of policies, rules, and regulations set up for Basic Law Enforcement Training at Beaufort County Community College. These policies, rules, and regulations are consistent with the North Carolina Criminal Justice Training and Standards Division and Beaufort County Community College. Any additional policies, rules, and regulations are covered in the Beaufort County Community College catalog and The Administrative Code published by the North Carolina Criminal Justice Training and Standards Commission.

ADMITTANCE

1. No one under the age of 20 years will be admitted into B.L.E.T. without prior permission from the Director of the Standards Division. The school will give priority admission to students already employed with a law enforcement agency or who have obtained a sponsorship prior to the first class meeting.
2. The school may not enroll any trainee after the initial class meeting under any circumstances.
3. All students will be required to schedule an interview with the School Director prior to being admitted into B.L.E.T.
4. All students must be sponsored by a law enforcement agency before registering for the academy. The sponsorship may be a fee-waived or employer sponsorship. If the sponsorship is revoked by the agency during the entirety of the BLET Academy the student will be immediately dismissed from the academy.
5. Acceptance into B.L.E.T. will be determined by the School Director and the North Carolina Criminal Justice Training and Standards Commission.
6. All prospective students must supply the School Director with a certified copy of their criminal record from every county they have resided since reaching adulthood. These must be supplied prior to enrollment in class.

ATTENDANCE

1. One hundred percent (100%) attendance is required for the entire course. Trainees may be excused on certain dates for emergencies only.
2. Trainees must contact the School Director or Qualified Assistant prior to the absence or in any event before the next class meeting.
3. ALL absences must be made up.
4. Failure to make-up course work will result in a deficiency in that area and trainees will not be allowed to take the state exam.
5. In the event the trainee has an unexcused absence, the trainee will receive a deficiency in that area and trainees will not be allowed to take the state exam.
6. In the event a student misses class or is tardy due to a work related event, the student must supply the School Director with a letter from their supervisor detailing the nature and circumstances of the absence or tardy no later than the beginning of the next scheduled class.
7. Failure to present such documentation will result in the student receiving an unexcused absence.

Revised 1/1/2023

8. Tardiness will not be tolerated. Excessive (more than 10 in a night academy or more than 5 in a day academy) may result in termination from the program.
9. If a trainee misses 5% of the total course hours for ANY reason (injury, sickness, pregnancy, work, etc.), excused or unexcused, that trainee will be dismissed from B.L.E.T. immediately.
10. Students should be on time to every class meeting. The School Director or his designee **WILL BE** notified if a trainee will be late.

UNIFORM AND APPEARANCE

1. Students are expected to dress in approved uniform of the day. Students must wear uniform to all class functions.
2. The uniform of the day for classroom work will consist of khaki pants, black shoes/ boots, black belt and school approved knit top with school logo.
3. The approved uniform of the day for Physical Training will consist of school approved shorts, T-shirt, sweatshirt and sweat pants as dictated by weather conditions.
4. During practical exercises the lead instructor can permit changes in the accepted uniform.
5. The school uniform is to be worn only in conjunction with school approved activities. It should never be worn in a situation that could be detrimental to the school or its positive public image.
6. No duty belts are to be worn off campus.
7. Facial hair such as a beard is prohibited unless allowed by the sponsoring agency (A letter is required by the agency head) or pre-existing medical condition (with documentation). A trimmed mustache is acceptable.
8. All students will be expected to dress according to the dress code established by the Director. Personal grooming should conform to the usual and accepted standards in law enforcement.
9. Personal hygiene must be maintained at all times.
10. Complete uniforms (vest, duty belt, black shoes/boots, college shirt, pants) will be worn to all class sessions unless directed otherwise prior to class. If you come to class without any item you will not be admitted to class until you are in complete uniform. Each of you has access to a locker on campus.
11. All students will wear their cover (hat) when outside the buildings and when in uniform. All covers will be removed when entering a building when in uniform.

TRAINING AND COURSE COMPLETION

1. Students will be tested on each course block. An 80% score will be required for the trainee to obtain successful completion in that area. Comprehensive exams will also be administered throughout the training course and will follow the same guidelines.
2. If a student fails to reach the 80% score on the initial testing, that student will get ONE retest to pass. The student must score a minimum of 80% percent to pass the retest. If the student fails the retest, they will receive a deficiency in that area and must attend the course block in its entirety in another BLET Academy.
3. If a student fails a practical on the 1st attempt, the student will be given remedial training and a 2nd attempt. Any failure on a practical test is included with the written tests.
4. A student is allowed four (4) test failures, written & practical. A total of five failures will result in immediate dismissal from BLET. If a student fails a test and consequently passes the test on retake, this will still count as one test failure.
5. Students will have 15 class days to make up missed tests or to retake failed tests. Failure to meet this deadline will result in a grade of "0" for that test. Make-ups and retakes will be handled at the

discretion of the Director as to time and location. **Anyone who engages in or attempts to cheat on a test or retest will be dismissed by the director.**

6. Topical blocks require each student to perform and pass training standards requirements. Standardized ability tests must be satisfactorily completed by each trainee and checked off by a certified instructor for successful course completion.

STUDENT CONDUCT AND BEHAVIOR

1. No profanity will be tolerated on campus with the exception of that which is deemed necessary by the instructor in role play.
2. No tobacco use whatsoever on campus.
3. There will be no eating or drinking in the classroom. This may be revised at the discretion of the school director.
4. Students should act in a professional manner at all times. Students should act as a representative of the college and their chosen profession at all times.
5. Any student who disrupts class, threatens other students, acts disrespectful to instructors, college personnel or classmates, make inappropriate comments or inappropriate or racist or sexist name calling, will be subject to immediate dismissal.
6. Disciplinary action will be the same for all trainees and there will be NO exceptions.
7. No firearms will be permitted on Beaufort County Community College property at any time unless you are given permission by an instructor for training purposes. **NO AMUNITION OR MAGAZINES SHOULD BE WITH THE WEAPON.** Failure to follow this rule will result in your immediate dismissal from B.L.E.T. and you may be charged criminally.
8. Students will treat all Beaufort County Community College staff with high levels of respect or you will be dismissed from training.
9. All policies, rules and regulations should be adhered to. Violation of the aforementioned rules, policies may constitute grounds for dismissal from the program. These rules may be amended at any time. Notification of such amendments will be provided to each student in writing.
10. **No cell phones in class.** Leave your cell phone in your car or your locker.
11. The class president is in charge of the class in the absence of the school director or Qualified Assistant. In the event the class president is not present, the class vice president will assume responsibility for directing the class. If there are problems with the directions given by the class president and/or vice president, class should be carried out in a professional manner and the issue should be addressed with the School Director or Qualified Assistant.
12. All school property, including the classroom, will be policed for trash, litter, and disarray. This can be assigned individually on a rotating basis.
13. Horseplay, bullying or inappropriate language will not be tolerated.
14. As stated in the rules passed at the beginning of the academy, all instructors will be shown respect. This means, for example, no trivial conversation during class, do not leave your seat unless given permission by the instructor and any other behavior that does not reflect positively on you or the class. Issues of student misbehavior in the class will be brought to the School Director's/Qualified Assistant's attention and appropriate disciplinary action will be taken up to and including dismissal from the program.
15. No cameras or recording devices allowed in classroom without permission of School Director.
16. All students will come immediately to their seats and be prepared for learning upon instructor's or director's entrance into the classroom, unless otherwise told.

17. All instructors will be addressed by their rank (present or last held if retired, or by Mr., Mrs., or Ms.

DISMISSAL/DISCIPLINARY ACTIONS

1. Alcohol abuse or illegal substance use is unacceptable behavior. Students suspected of being under the influence of an impairing substance faces dismissal.
2. Dismissal from the Academy can result from misconduct, unacceptable attitude, unexcused or excessive absences, or unsatisfactory testing at the discretion of the school director, the instructors, or the North Carolina Criminal Justice Training and Standards Commission.
3. All students are subject to physical discipline (i.e. push-ups, wall stands, sit ups, etc.) for tardiness or violation of any rules of conduct or any violation of academy rules, policies, and regulations.
4. Bad attitude will not be tolerated and can be grounds for dismissal. Your attitude will reflect your success in this program.

Graduates of this academy are awarded a certificate of completion for Basic Law Enforcement Training. The granting of a certificate is not contingent upon a cadet's passing of the North Carolina Criminal Justice Training and Standards Commission certification exam. Cadets are eligible to take the North Carolina Criminal Justice Training and Standards Commission State Exam. Upon successful completion of the state exam a cadet becomes eligible to be certified as a law enforcement officer for up to a (1) year after completing the state exam.

The Basic Law Enforcement Training academy at Beaufort County Community College (BCCC) is accredited by the

North Carolina Criminal Justice Educational Training and Standards Commission,

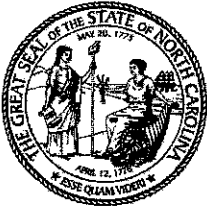
PO Box 149,

Raleigh, North Carolina,

27602-0149.

Phone# (919)-661-5980.

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
CRIMINAL JUSTICE STANDARDS DIVISION



Post Office Drawer 149, Raleigh, NC 27602
Telephone: (919) 661-5980
Fax (919) 779-8210

MEDICAL HISTORY STATEMENT

Form F-1
(Rev. 11-2022)

This information is for official use only and will not be released to unauthorized persons.
Payment for services rendered is the responsibility of the hiring agency or the individual.
The Criminal Justice Standards Division is NOT responsible for payment.
Mail form to hiring agency or individual
DO NOT mail form to Criminal Justice Standards Division

Instructions:

To be completed by applicant for a certifiable position prior to the physical examination and presented to the examining qualified medical professional (Physician, Physician's Assistant, or Nurse Practitioner licensed to practice medicine in North Carolina), or Physician and/or Surgeon authorized to practice medicine in accordance with the rules and regulations of the U.S. Armed Forces, at the time of examination [12 NCAC 9B .0104(a)]. All questions must be answered completely and accurately. The original or a copy must be retained in personnel files by the appointing agency.

Date: _____

Name: _____ Date of Birth: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Last 4 Digits of SSN: _____

Current Medications

Prescription Medications: (Include pain relievers, birth control pills, etc.)

Over the Counter Medications: (Include all cold allergy, headache, vitamins, supplements, herbal remedies, etc.)

Allergies

Drug Allergies: (Include your reaction to the medication)

All Other Allergies: food, insects, seasons, animals, materials, etc. (Include reaction)

Males Only:

- ☐ 17. Prostate problems such as enlargement or prostatitis?
☐ 18. Genital problems such as epididymitis or testicular injury?

Females Only:

- ☐ 19. Currently pregnant?
☐ 20. History of endometriosis, pelvic inflammatory disease, abnormal Pap smear, PMS or other problem with your menstrual cycle?

Immunizations

- ☐ 21. Have you ever had a positive TB test?
☐ 22. Have you received Hepatitis B vaccinations? Date Received: _____
☐ 23. When did you receive your last tetanus (lockjaw) immunization? _____

Occupational History

Have you ever been exposed to any of the following, whether at home, work, military or any other setting? [check all that apply]

- ☐ 24. Repetitive Loud Noises (Including guns, jet engines, loud machinery)?
☐ 25. Chemical exposure to skin or lungs?
☐ 26. Dusty conditions (sandblasting, grinding, mining or drilling of rock, coal, silica, asbestos)?

Check all YES answers:

- ☐ 27. Have you ever sustained an injury while at work that necessitated extended care by a health care provider?
☐ 28. Have you ever had a motor vehicle accident or other injury event causing back or neck pain?
☐ 29. Are you limited or unable to perform any physical activity because of muscle or joint discomfort?
☐ 30. Do you have any missing limbs or non-functional joints?
☐ 31. Do you have numbness, weakness, or pain in your upper extremities (including your hands)?
☐ 32. Have you ever been advised by a physician to avoid sitting or standing over a certain time?
☐ 33. Have you ever worked in the criminal justice field?
☐ 33a. If yes, have you ever missed more than three consecutive days of work for any medical or psychological problem?
☐ 34. Have you ever served in any of the armed forces?
☐ 34a. If yes, have you ever missed more than three consecutive days or service for any medical or psychological problem?
☐ 35. Do you have any medical condition that would prevent you from working extended shift periods, rotating shifts, or night shifts?
☐ 36. Do you have difficulty sitting for any extended period of time?
☐ 37. Have you ever been advised by a physician to avoid lifting above a certain weight limit?
☐ 38. Do you have any difficulty in properly holding, aiming or firing a handgun, rifle or shotgun?
☐ 39. Do you have any difficulty driving at high speeds in a motorized vehicle?
☐ 40. Have you ever had an automobile accident while driving over sixty (60) miles per hour?
☐ 41. Have you ever had any automobile accidents as a result of losing control of your vehicle?
☐ 42. Do you have any difficulty driving for three (3) consecutive hours without stopping?
☐ 43. Do you have any difficulty running for five (5) consecutive minutes without stopping?
☐ 44. Have you ever passed out, temporarily lost control of any part of your body, or had blackout spells (episodes you do not remember)?

(Continued on reverse side)

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
CRIMINAL JUSTICE STANDARDS DIVISION**

Post Office Drawer 149, Raleigh, NC 27602

Telephone: (919) 661-5980

Fax (919) 779-8210

MEDICAL EXAMINATION REPORT

Form F-2
(Rev. 11-2022)

**This information is for official use only and will not be released to unauthorized persons.
Payment for services rendered is the responsibility of the hiring agency or the individual.
The Criminal Justice Standards Division is NOT responsible for payment.
Mail form to hiring agency or individual
DO NOT mail form to Criminal Justice Standard Division**

Instructions:

To be completed by a qualified medical professional (Physician, Physician's Assistant, or Nurse Practitioner licensed to practice medicine in North Carolina, or Physician and/or Surgeon authorized to practice medicine in accordance with the rules and regulations of the U.S. Armed Forces, [12 NCAC 9B .0104(a)], following an actual physical examination. The original or a copy of this report must be retained in personnel files by the appointing agency.

Date: _____

Last 4 Digits SSN: _____

Name: _____ Date of Birth: _____
Last First Middle

Employing Agency: _____

Height: _____ Weight: _____

Vision

Visual Acuity: **If applicant wears glasses or contacts, test and record acuity with and without glasses**

Without glasses: R - 20 / _____ L - 20 / _____ Both - 20 / _____

With glasses: R - 20 / _____ L - 20 / _____ Both - 20 / _____

With contacts: R - 20 / _____ L - 20 / _____ Both - 20 / _____

How long have contacts been worn? _____

Color Perception: ☐ Normal ☐ Abnormal: _____

Peripheral Vision: ☐ Normal ☐ Abnormal: _____

Hearing

Hearing Acuity: ☐ Audiogram or ☐ 15' whispered conversation (check one)

Right ear: ☐ Normal ☐ Abnormal: _____

Left Ear: ☐ Normal ☐ Abnormal: _____

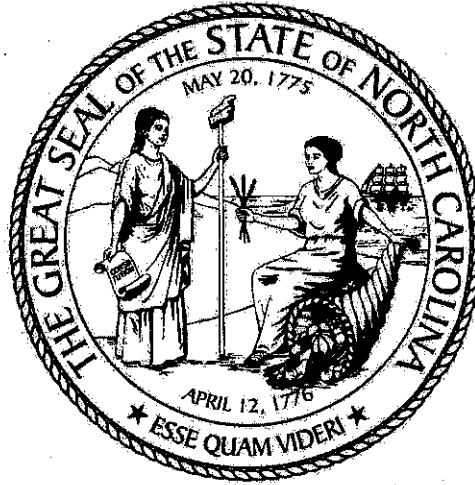
Tuberculosis Risk Questionnaire

- 1) Were you born outside the USA in one of the following parts of the world: Africa, Asia, Central America, South America or Eastern Europe? Yes ☐ No ☐
- 2) Have you traveled outside the USA and lived for more than one month in one of the following parts of the world: Africa, Asia Central America, South America or Eastern Europe? Yes ☐ No ☐
- 3) Do you have a compromised immune system such as from any of the following conditions: HIV/AIDS, organ or bone marrow transplantation, diabetes, immunosuppressive medicines (e.g. prednisone, Remicade), leukemia, lymphoma, cancer of the head or neck, gastrectomy or jejunal bypass, end-stage renal disease (on dialysis), or silicosis? Yes ☐ No ☐
- 4) Have you ever done one of the following: used crack cocaine, injected illegal drugs, worked or resided in jail or prison, worked or resided at a homeless shelter, or worked as a healthcare worker in direct contact with patients? Yes ☐ No ☐
- 5) Have you ever been exposed to anyone with infectious tuberculosis? Yes ☐ No ☐

Tuberculosis Symptom Questionnaire

Do you currently have any of the following symptoms?

- 1) Unexplained cough lasting more than 3 weeks Yes ☐ No ☐
- 2) Unexplained fever lasting more than 3 weeks Yes ☐ No ☐
- 3) Night sweats (sweating that leaves bedclothes and sheets wet) Yes ☐ No ☐
- 4) Shortness of breath Yes ☐ No ☐
- 5) Chest Pain Yes ☐ No ☐
- 6) Unintentional weight loss Yes ☐ No ☐
- 7) Unexplained fatigue (very tired for no reason) Yes ☐ No ☐



**NORTH CAROLINA CRIMINAL JUSTICE
EDUCATION AND TRAINING STANDARDS COMMISSION**

PERSONAL HISTORY STATEMENT

It is the determination of the Commission that these questions are necessary in order to fully and adequately evaluate applicants for law enforcement and criminal justice certification. These questions are designed to ascertain whether the applicant meets the minimum standards for certification and serve no other purpose.

NOTE: This form is not designed for use as an initial application for employment and must not be used for that purpose. Rather, the applicant for a CERTIFIED position should complete this form prior to beginning his/her background investigation. This form should only be completed by applicants for a Commission-certified position.

Applicant Name: _____

Agency Applied: _____

NOTE: Data solicited in this box will be used for Equal Employment statistical purposes only.

7. a. Ethnicity (Check One) ☐ Hispanic or Lantino ☐ Not Hispanic or Latino

b. Race (check all that apply)

☐ American Indian or Alaska Native ☐ Asian ☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American ☐ White
☐ Other _____

8. Sex ☐ Male ☐ Female

9. Have you previously submitted an application for employment with this agency?

☐ Yes ☐ No

Approximate Date: _____

EDUCATIONAL

10. Indicate below the schools you have attended. (Include incomplete courses)

Indicate the type of High School you attended:

☐ Traditional ☐ Home School
☐ Distance Learning ☐ Did not attend high school ☐ Other: _____

Name Address (City & State)	No. Full Yrs Work Completed	When Attended	Graduated (Yes/No)	Degree Awarded	Major Field
High Schools					
Universities or Colleges					
Extension or Correspondence Courses					

11. If you did not graduate from high school, have you passed the General Educational Development (GED) Test?

☐ Yes ☐ No

If yes, when and where did you complete the GED?

Applicant Name: _____

Agency Applied: _____

RESIDENCES

17. List every city/county in which you have lived since attaining the age of 16, with present address at top:

From Mo/Yr	To Mo/Yr	Address of Residence	City County State	Landlord

FINANCIAL

18. What income other than salary do you have at present?

19. List all businesses you currently own or have financial interest in (**do not list any stocks and bonds**):

20. Are you now supporting all children born to you, adopted by you and stepchildren?

☐ Yes ☐ No If not, give details:

21. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support? ☐ Yes ☐ No If yes, give name and details:

22. Have you ever been sued with a civil judgment being rendered against you? Please note this includes repossessions, evictions, executions, failure to pay child support, etc. (Do not include divorce)

☐ Yes ☐ No ☐ Not sure (explain) If yes, give details:

23. What is the total amount of all your debts at present? \$ _____

24. What is the average monthly total of all of your bills, payments, and current living expenses? \$ _____

Applicant Name: _____

Agency Applied: _____

27. Have you ever held a position in any capacity which required certification or licensure from any Commission, Board or Agency established to certify or license that position? (Note: List any such Commission, Board, or Agency, whether in or out of North Carolina.) ☐ Yes ☐ No

27a. If yes, was such certification or license ever suspended, revoked, or any sanctions taken against it by the issuing authority? ☐ Yes ☐ No

27b. If such certification or license was ever suspended, revoked, or any sanctions taken against it by the issuing authority, please list the agency's name taking the action against the certification or license, date of the action, reason for the action, and the period of time for the suspension, revocation, or sanction.

28. Have you ever been discharged, requested to resign, or allowed to resign in lieu of termination, from any position because of criminal or personal misconduct or rules violations?

☐ Yes ☐ No If yes, list organization name and give details:

29. Do you object to wearing a uniform? ☐ Yes ☐ No

30. Do you object to working nights? ☐ Yes ☐ No

31. Do you object to working rotating shifts? ☐ Yes ☐ No

32. Do you object to occasionally being away from home overnight and for other periods of time attending meetings, acquiring training and otherwise performing official duties? ☐ Yes ☐ No

33. List **ALL** jobs, positions or appointments you have held in the last ten years to include temporary, part-time, paid or not paid employment, active or inactive reserve, and internships. Put your present or most recent job first. List a **Reason for Leaving** for each job. Include military service in proper time sequence and temporary part-time jobs. If there are gaps in your employment please provide an explanation for each period of unemployment.

Applicant Name: _____

Agency Applied: _____

C. Title of present or last position _____

Employer Address and Phone Number _____

Name

Phone Number

Street

City

State

Zip Code

Date Employed _____ Starting Salary _____ Last Salary _____

Date Separated _____ Name/Title of Supervisor _____

☐ Full Time _____ Yrs _____ Mos

☐ Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

D. Title of present or last position _____

Employer Address and Phone Number _____

Name

Phone Number

Street

City

State

Zip Code

Date Employed _____ Starting Salary _____ Last Salary _____

Date Separated _____ Name/Title of Supervisor _____

☐ Full Time _____ Yrs _____ Mos

☐ Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

Applicant Name: _____

Agency Applied: _____

MILITARY SERVICE34. Were you ever in the U.S. Military Service or any other military organization? ☐ Yes ☐ NoWere you ever denied entrance into the military? ☐ Yes ☐ No If yes, why?

35. What is your service number? _____

36. What was the highest rank that you held? _____

37. What was the last rank that you held? _____

38. What was the date and location of your first enlistment or commission? Date: _____

39. List each tour of active duty where a DD-214 was issued:

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

40. List all duty stations: _____

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

41. Have you ever received any of the following types of discharge:

- Uncharacterized ☐ Yes ☐ No
 Honorable ☐ Yes ☐ No
 General (Under honorable conditions) ☐ Yes ☐ No
 Under other than honorable conditions ☐ Yes ☐ No
 Bad Conduct Discharge ☐ Yes ☐ No
 Dishonorable Discharge ☐ Yes ☐ No
 Dismissal ☐ Yes ☐ No

Applicant Name: _____ Agency Applied: _____

48. Have you ever purchased, possessed, manufactured, grown, delivered or sold any amount of illegal drugs or controlled substances for which you did not have a valid prescription? ☐ Yes ☐ No ☐ I don't know (explain below)

CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS

NOTE: Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes." You must list any and all criminal charges regardless of the date of offense and the disposition (to include dismissals, not guilty, nol pros, PJC, or any other disposition where you entered a plea of guilty). Juvenile charges or arrests should also be listed.

Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in event of accident. **Attached to this form is an additional list of North Carolina traffic offenses which must be listed.**

You must include any and all offenses and convictions regardless of whether or not the offenses/convictions were expunged pursuant to NCGS 15A-145.4 and 15A-145.5, 15A-145.6; 15A-145-8A, 15A-146, or expunged or sealed with a similar out-of-state law. If you list a charge(s), please attach certified and true copies of warrant(s) and judgment(s) for each offense, even if documentation and charges have previously been reported to this agency.

49. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (The term "charged" as used in this question includes being issued a criminal citation or summons).

☐ No-Applicant's Initials _____ ☐ Yes, please list below

1. Offense Charged: _____

☐ Misdemeanor ☐ Felony

Disposition Offense if different than original offense: _____

☐ Misdemeanor ☐ Felony

Date of Offense: _____ Disposition/Date _____ Court Docket # _____

County/State: _____ Probation ☐ No ☐ Yes

2. Offense Charged: _____

☐ Misdemeanor ☐ Felony

Disposition Offense if different than original offense: _____

☐ Misdemeanor ☐ Felony

Date of Offense: _____ Disposition/Date _____ Court Docket # _____

County/State: _____ Probation ☐ No ☐ Yes

Applicant Name: _____

Agency Applied: _____

50. Have you ever had a Domestic Violence Protection Order issued against you?

(Include both ex-parte Domestic Violence Protective Orders and those entered subsequent to a hearing.)

☐ Yes ☐ No

Date of Issuance: _____

County of Issuance: _____

Name of Plaintiff: _____

Date of expiration: _____

51. Under federal law you may be disqualified to receive or possess a firearm if you meet any of the following conditions:

(a) currently under Indictment or Information in any court for a crime punishable by imprisonment for a term exceeding one year.

(b) have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year. A person would not be ineligible under this criteria if the person has been pardoned for the crime or conviction, the crime or conviction has been expunged or set aside, or the person has had his/her civil rights restored, and under law where the conviction occurred the person is not prohibited from receiving or possessing any firearm.

(c) are a fugitive from justice.

(d) are an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance.

(e) have been adjudicated mentally defective or have been involuntarily committed to a mental institution.

(f) have been discharged from the Armed Forces under dishonorable conditions.

(g) are illegally in the United States.

(h) have renounced your citizenship, having previously been a citizen of the United States.

NOTE: A "crime punishable by imprisonment for a term exceeding one year" as discussed in (a) and (b) above is defined in federal law so as to exclude most misdemeanors in North Carolina.

If any of the above (a through h) apply, please note below and submit an explanation on a separate sheet of paper which accompanies this form. Your signature on the attestation found on page 15 of this document indicates you have read this section and understand each of the disqualifiers.

52. Have you been convicted of a misdemeanor under federal or state law which has, as an element, the use or attempted use of physical force or threatened use of a deadly weapon?

☐ Yes ☐ No ☐ I don't know (explain below) If so, did you commit the act(s) against a current or former spouse, parent, or guardian or against a person with whom you were or are cohabiting with or a person similarly situated to a spouse, parent, or guardian of the victim (Domestic Violence Offense)?

☐ Yes ☐ No

Offense Charged: _____

Law Enforcement Agency _____

Date: _____

Disposition _____

Applicant Name: _____

Agency Applied: _____

62. What are your feelings about the use of deadly force if it became necessary in the performance of official duties?

--

REFERENCES

63. Give the names of four responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other qualities.

Name	Address	Telephone
A.		
B.		
C.		
D.		

STATE OF NORTH CAROLINA

COUNTY OF _____

I hereby certify that each and every statement made on this form is true and complete and understand that any misstatement or omission of information will subject me to disqualification or dismissal. I also acknowledge that I have a continuing duty to update all information contained in this document. I will report to the employing agency and forward to the NC Criminal Justice Education and Training Standards Commission any additional information which occurs after the signing of this document.

This the _____ day of _____, 20 ____

(Applicant Signature in Full)

(Applicant Print Name in Full)

Subscribed and sworn before me,

this the _____ day of _____, 20 ____

Notary Public (Official Seal)

My Commission Expires: _____, 20 ____

LETTER OF SPONSORSHIP

CJC-3938 BLET

To: BCCC BLET SCHOOL DIRECTOR

Please admit the individual named below into the BCCC BLET Academy.

By requesting the admission of the individual, I am attesting to the fact that a background check was conducted and revealed nothing that would prohibit this individual from employed by a law enforcement agency. Furthermore, I attest that I am aware of nothing in this individual's character or reputation that would bring discredit upon my agency, law enforcement, or BCCC.

I further attest the below names individual is at least twenty (20) years of age or will be twenty (20) years of age prior to date of the BLET State Exam.

The below named individual and I are aware of the expenses associated with BLET Academy. Expenses will be paid by _____
(Individual or Agency)

Name of Cadet

Signature of Cadet

I attest I am a BLET sponsored student and I understand that this sponsorship does not guarantee or imply employment.

Agency Name

Signature of Agency Representative

Date

**Beaufort County Community College
Basic Law Enforcement Training
5337 Hwy 264 East
Washington, NC 27889
252-940-6228**

Release Agreement

Handbook/Policies/Rules and Regulations

I have received, read and understand the academic policies outlined in the Basic Law Enforcement Training Handbook and the Policies, Rules, and Regulations. (_____)
Initials

Records and Grades: grant permission to the BLET School Director to release my records and grades to my sponsoring agency. (_____)
Initials

Exposure:

I understand that during training in this class, I will be exposed to tear gas, mace, and oleoresin capsicum (OC Spray). (_____)
Initials

Liability:

I do by these presents, for myself and my heirs, assigns and representatives, forever release, give up, surrender and quitclaim any and all rights which I may have against Beaufort County Community College, including all of its instructors, volunteers, trainees, and other personnel to recover, from the institution, individuals, or agency, money, damages, or any other thing of value as a result of any accident, incident, or happening growing out of or in any way connected with said activities. (_____)
Initials

Cadet Name

Date

Cadet Signature

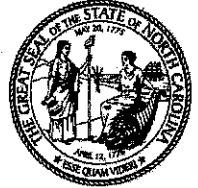
Received By: _____
BLET Representative

Date



NORTH CAROLINA DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE EDUCATION & TRAINING COMMISSION

Criminal Justice Standards Division



Request for Accommodation

I. Accommodation Policy

It is the policy of Beaufort County Community College (hereinafter the "school"), and the North Carolina Criminal Justice Education and Training Standards Commission to provide students needing accommodation every reasonable opportunity to participate in Commission sanctioned courses and to meet course requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission mandated course requirements will be reviewed by the Commission staff and medical personnel, which will assist the school in determining whether the proposed accommodation will reasonably allow the student to achieve credit from the Commission for course completion. The recommendation of the Commission staff will be based upon the student's demonstrated ability to fulfill the essential job functions of a law enforcement officer.

Evaluations and opinions rendered by the Commission staff and medical personnel are for the purpose of determining whether an applicant for certification as a law enforcement officer should receive credit for the Commission-mandated courses undertaken at the school. The school will similarly need the information requested to make a determination of whether the requested accommodation will allow the student to safely and fully comply with the course requirements.

II. Instructions

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course requirements or essential job functions, please complete this form, including as much information as you think will be helpful to the school and the Commission staff in making a determination, and submit it to your course instructor. The school will forward this form and any additional requests for accommodations of to the Commission staff for approval.

Because of the high risk of harm to the public and the officer, the essential job functions must be accomplished without deviating from the minimum standards. However, all requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can perform the essential job functions of a law enforcement officer.

III. Student Information

Name _____
Last First Middle
Last Four of SSN _____ Date of Birth _____ Phone # _____
MM/DD/YYYY

IV. School/Agency Information

Accredited School/Agency Name _____
School Director Name _____ Email _____

V. Reason for Accommodation

1. Please describe your reason for accommodation needs and how you think it may limit your course participation: The student shall submit signed documentation from a physician or other qualified professional no more than 3 years old confirming the need for the accommodation.

VI. Proposed Accommodation

2. Please provide the information requested below for each course requirement for which you believe you will require an accommodation. You should consult with your school director if you have any questions about course requirements or schedule testing dates. Course objectives will be provided to the student by the school director upon request. (If necessary, use additional pages.)

VII. Acknowledgment & Consent

I understand and acknowledge that the determination of whether these proposed accommodations meet the minimum standards of this course, as illustrated by the essential job functions, will be made after the Commission reviews the materials I submit. In order to assist the school and Commission staff in making its determination, I hereby consent to the release of information to the school and Commission staff all information contained on this form and any other information I have provided to the school concerning my request for accommodation.

☐

I **do not** request/require an accommodation.

Date _____

Student _____

Print Full Name

Student _____

Signature

NOTICE TO STUDENTS: THE COMMISSIONS' GUIDELINES STATE THAT REQUEST FOR REVIEW OF PROPOSED ACCOMMODATIONS MUST BE SUBMITTED TO THE COMMISSION NO LATER THAN THE SECOND DAY AFTER THE COURSE ORIENTATION BLOCK OF INSTRUCTION. THEREFORE, YOU SHOULD MAKE SURE THAT THIS FORM IS COMPLETED AND SUBMITTED TO THE SCHOOL DIRECTOR AS SOON AS POSSIBLE, SO THAT THE SCHOOL DIRECTOR CAN FORWARD IT TO THE COMMISSION STAFF IN A TIMELY MANNER.

Division Use (DO NOT WRITE IN THIS BOX)

Reviewed By _____

Received Date _____

Approved Date _____

State Exam Location _____ State Exam Date _____