

Beaufort County Community College
Basic Law Enforcement Training
Handbook



BEAUFORT COUNTY COMMUNITY COLLEGE
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.

Academy Handbook Contents

LAW ENFORCEMENT CODE OF ETHICS	1
BCCC VISION, MISSION, AND STRATEGIC DIRECTIONS	2
ORGANIZATIONAL CHART	4
THE LAW ENFORCEMENT PROFESSION	5
BASIC LAW ENFORCEMENT TRAINING ACADEMY MISSION AND GOALS.....	6
BCCC BLET ACADEMY OUTCOME MEASURES	8
ASSOCIATE OF APPLIED SCIENCE DEGREE	9
BCCC BLET TOPICAL BLOCKS.....	11
RULES AND REGULATIONS	13
ADMISSION POLICY	15
GENERAL ACADEMY POLICIES	19
CRIMINAL BACKGROUND CHECK.....	19
PROGRESSIVE DISCIPLINARY ACTION POLICY	20
ESSENTIAL JOB FUNCTIONS.....	26
STATEMENT OF UNDERSTANDING	39
ACKNOWLEDGMENT OF ESSENTIAL JOB FUNCTIONS	41
BASIC LAW ENFORCEMENT TRAINING ACADEMY HANDBOOK	
ACKNOWLEDGMENT.....	43
POLICY FOR TEST AND TEST MAKE-UPS	45

LAW ENFORCEMENT CODE OF ETHICS

Purpose

To insure 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.

Code of Ethics

AS a LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; 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 men and women to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; 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 in both my personal and official life, I will be exemplary in obeying the laws of the land 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, 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

<https://www.post.ca.gov/commission-procedure-c-3-law-enforcement-code-of-ethics.aspx>

BEAUFORT COUNTY COMMUNITY COLLEGE

Vision, Mission, and Strategic Directions

Vision

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Mission Statement

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

Strategic Directions

Provide courses and support services for personal enrichment and lifelong learning centered around the community's civic, economic, and cultural needs.

Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved cadet populations.

Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.

Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.

Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.

Prepare cadets to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.

Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.

Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.

BEAUFORT COUNTY COMMUNITY COLLEGE Organizational Structure

The organizational chart on the next page is provided to assist the 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:

Larry Barnes

Building 10-B Room 103

940-6228

Email: larry.barnes@beaufortccc.edu

Qualified Assistant:

Todd Alligood

Building 10 Room 04

940-6444

Email: todd.alligood@beaufortccc.edu

Office Assistants:

Jo Linda Cooper

Building 3 Room 108

940-6208

E-mail: Jolinda.Cooper@BeaufortCCC.edu

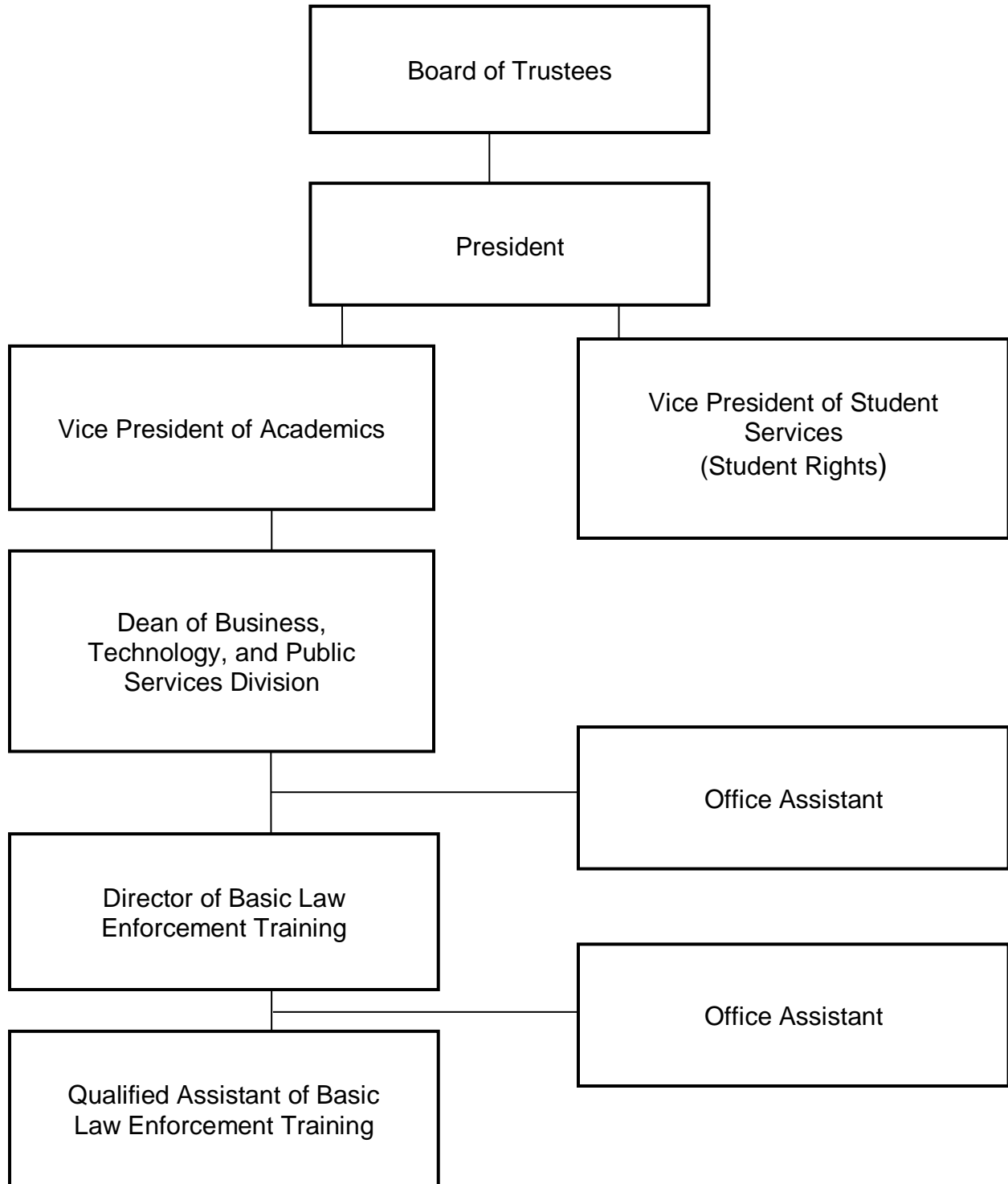
Leah Stevens

Building 2 Room 111F

940-6232

E-mail: Leah.Stevens@BeaufortCCC.edu

**BEAUFORT COUNTY COMMUNITY COLLEGE
Organizational Chart**



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:

1. 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
2. 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
3. Exhibit the critical thinking skills needed to solve problems.

BCCC BLET Academy Outcome Measures

BCCC BLET Academy Graduation Rate								
Class of:	2016		2017		2018		3-Year Avg.	
	# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate
Entered Academy	21		14		10		15	
Graduated	11	52%	7	50%	5	50%	7.7	50.7%

BCCC BLET Academy Graduate Certification Rates ²									
Class of:		2016		2017		2018		3-Year Avg.	
		# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate
BCCC Certification		11		14		10		11.7	
	1 st Attempt	9	82%	7	50%	5	82%	7	77.3%
	2 nd Attempt	2	18%	1	14%	NA	NA	1.5	9%

²Certification rates of those taking the examination within the first year of graduation. The number listed for the second attempt are the number of cadets who did not pass the exam on the first attempt but were eligible to attempt the test a second time.

BCCC BLET Academy Graduate Placement Rates ³								
Class of:	2016		2017		2018		3-Year Avg.	
	# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate	# of Cadets	Rate
BCCC Placement Rates	8	73%	7	50%	5	50%	7	58%

³Employment with a law enforcement agency.

BASIC LAW ENFORCEMENT TRAINING

Associate of Applied Science Degree

The Basic Law Enforcement Training (BLET) is designed to give cadets essential skills required for entry-level employment as a law enforcement officer with state, county, or municipal governments, or with private enterprise.

This academy utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws, investigative, patrol, in-custody, court procedures, emergency response, ethics, and community relations

Cadets must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission to receive a certificate.

The Basic Law Enforcement Training academy is 648 hours of classroom and practical exercises. Upon successful completion, the cadet can apply the Basic Law Enforcement Training toward an Associate of Applied Science Degree (AAS) in Criminal Justice. Total credit hours required for Certificate is 20 credit hours that can be used toward an AAS in Criminal Justice.

Agencies Offering Sponsorships

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:

- Aurora Police Department
- 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 648 hours of 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:

[North Carolina Criminal Justice Educational Training and Standards Commission,](#)
PO Box 149,
Raleigh, North Carolina,
27602-0149.
Phone# (919)-661-5980.

BCCC BLET Topical Blocks

TOPIC	HOURS
Course Orientation	2
Physical Fitness Training ¹	54
Ethics for Professional Law Enforcement	4
Arrest, Search & Seizure/ Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures & Information 8 Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	16
Subject Control/ Arrest Techniques	40
Juvenile Laws & Procedures	8
Fingerprinting & Photographing Arrestees	6
Responding to Victims & the Public	10
Firearms	48
Criminal Investigation	34
ABC Laws & Procedures	4
Motor Vehicle Law	20
Law Enforcement Driver Training	40
Crime Prevention Techniques	6
First Responder	32
Domestic Violence Response	16
Controlled Substances	16
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	8
Traffic Crash Investigation	24
Explosives and Hazardous Materials Emergencies	12
Individuals with Mental Illness or Developmental 8 Disabilities	24
Crowd Management	12
Preparing for Court & Testifying in Court	12
Patrol Techniques	28
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	24
Anti-Terrorism	4
Rapid Deployment	8
Human Trafficking	2
TESTING²	16
TOTAL³	648

¹ BCCC has added 3 hours more to NC's required 54 hours for a total of **57 hours**.

² BCCC has added 5 hours more to NC's required 16 hours for a total of **21 hours**.

³ BCCC has added 8 hours (listed above) to NC's required 640 for a total of **648 hours**.

**BEAUFORT 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 POLICY⁴

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 NCDAP composite test that includes reading, writing, and editing with a score of 136 or higher to meet the minimum 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.

⁴ 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 records 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), a Medical Examination (F2), and an OC Exposure form properly 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 15 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 night academy begins in August through April and meets Monday through Thursday, from 5:30 PM until 11:00 PM. including some Fridays and Weekends. The Spring BLET Academy is a day academy running January through May and meets Monday through Friday, 8:00 AM until 6:30 PM. including some 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. 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.
- C. 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 to 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.

A. Step 1: Warning

- i. 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. Step 2: Conference

- i. The cadet meets with the BLET Director in a formal conference to review his or her performance.
- ii. If at any time the cadet does not comply with all terms outlined in the conference, the cadet may be dismissed from the academy.

C. Step 3: Probation

- i. Probation is a trial period in which the cadet must improve or be dismissed from the BLET academy.
- ii. Probation may be implemented for:
 1. Failure to meet academy attendance policies or course objectives.
 2. Unethical or unprofessional behavior and/or unsafe practices.
 3. Refusal to participate, within reason, in a class or practical exercise. Failing to obey directives of the BLET Director, Qualified Assistant, or BLET Instructor.
 4. Unsafe or unprofessional practices that compromises fellow cadets or BLET staff safety.
 5. Behavior which compromises any law enforcement code of conduct.
 6. Failure to comply with all terms outlined in a conference report.

D. Step 4: Academy Dismissal

- i. If, at any time during the probation period, the cadet fails to meet any of the conditions of the probation conference, or if, at the end of the probation conference, the cadet has not met the criteria for satisfactory performance outlined in the probation conference, the cadet will be dismissed from the academy.
- ii. A cadet who is placed on probation for unsafe or unprofessional conduct will be dismissed from the academy for subsequent safety or professional conduct violations at any time during 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 each of the three 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. Visible tattoos must be covered.
- I. Fingernails should be short, clean, and well-manicured. Artificial nails are not allowed.
- J. 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](#) 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)

Appendix

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.

Appendix A.
Beaufort County Community College BLET Academy
Statement of Understanding

This statement must be signed by the cadet before admission into the Basic Law Enforcement Training academy.

Admission

The Basic Law Enforcement Training Academy's is approved by the North Carolina Educational Criminal Justice Training and Standards Commission, and the North Carolina Community College System.

Cadet Status

Cadets must be on time for all classes, practical exercises, and tests. Cadets must be able to adjust to schedule changes at any time during the academy due to instructor conflicts, inclement weather, and/or college closings.

Criminal Background Checks

All cadets are expected to incur the cost of any background check required for admission into the BLET Academy.

Confidentiality

Cadets are expected to keep all law enforcement information pertaining to the BLET academy training confidential. Discussion of any and all experiences should only take place with the BLET Director, Qualified Assistant, or instructors. No classes or practicals, will be recorded or posted to any media outlet.

HEALTH AND SAFETY

Physical Forms

Admission to the BLET Academy is dependent upon completion of all required medical and Tear Gas/OC Pepper Spray Release forms.

Signature

Date

Print Name

BCCC Representative

Date

ACKNOWLEDGMENT OF ESSENTIAL JOB FUNCTIONS

I have read the above policies and Essential Job Functions, have had the opportunity to ask questions, and understand them to the best of my ability. My signature below signifies that I believe I am capable of complying with academy policies and of successfully performing the Essential Job Functions of the Beaufort County Community College Basic Law Enforcement Training Academy with or without reasonable accommodation.

Signature

Date

Print Name

BCCC Representative

Date

**BASIC LAW ENFORCEMENT TRAINING ACADEMY HANDBOOK
ACKNOWLEDGMENT**

I have read and understand the academic policies outlined in the 2017 Basic Law Enforcement Training Handbook. I am willing to abide by the rules and regulations set forth by the BLET Academy, Beaufort County Community College, and the North Carolina Criminal Justice Education and Training Standards Commission. I understand that progression in the Basic Law Enforcement Training Academy is based on abiding by the standards set forth in this handbook and failure to abide by any standard can lead to academy probation or dismissal.

Signature

Date

Print Name

Basic Law Enforcement Training (BLET) Policy for Test and Test Make-ups

If a cadet fails a test, which includes written test (1st attempt) and any standardized ability test evaluation/Practical's test (1st attempt), that cadet will have one opportunity to retake the test. If the student fails the retake on either the written or practical, that cadet will be deficient in that block of instruction.

The cadet will need to make a score of at least 80 on their first written attempt or at least 80 on the retake, and pass standardized ability tests where required within the topical block to pass that block of instruction. Cadets are required to pass on the 1st attempt of any practical test included within the blocks of instruction.

If a cadet fails a practical test 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.

A cadet is allowed four (4) topical block test failures, written & practical. A fifth (5th) test failed 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.

Three comprehensive exams will be administered over the course of the program. Students MUST score 70% or better on each comprehensive exam to progress in the academy. Students failing to achieve 70% or better will be immediately dismissed from the academy, regardless of their class standing. Students failing to achieve 70% or better on a comprehensive exam will not be allowed to retake the exam.

Cadets 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 "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.**

Signature of Student

Date

