

Proposed Rule Amendments

Instructions for Oral and Written Comments: The objection, reasons for the objection, and the clearly identified portion of the rule to which the objection pertains, must be submitted in writing to:

Trevor Allen
Department of Justice
Criminal Justice Standards Division
PO Drawer 149
Raleigh, NC 27602.

1 **12 NCAC 09B .0202 RESPONSIBILITIES OF THE SCHOOL DIRECTOR**

2 (a) In planning, developing, coordinating, and delivering each Commission-certified criminal justice training course, the
3 School Director shall:

- 4 (1) Formalize and schedule the course curriculum in accordance with the curriculum standards established
5 in this Subchapter;
- 6 (2) Select and schedule instructors who are certified by the Commission;
- 7 (3) Provide each instructor with a current Commission course outline and all necessary additional
8 information concerning the instructor's duties and responsibilities;
- 9 (4) Notify each instructor that he or she must comply with the Basic Law Enforcement Course
10 Management Guide and provide him or her access to the most current version of the Course
11 Management Guide;
- 12 (5) Review each instructor's lesson plans and other instructional materials for conformance to Commission
13 standards and to minimize repetition and duplication of subject matter;
- 14 (6) Arrange for the timely availability of appropriate audiovisual aids and materials, publications,
15 facilities, and equipment for training in all topic areas;
- 16 (7) Develop, adopt, reproduce, and distribute any supplemental rules, regulations, and requirements
17 determined by the school to be necessary or appropriate for:
- 18 (A) effective course delivery;
- 19 (B) establishing responsibilities and obligations of agencies or departments employing or
20 sponsoring course trainees; and
- 21 (C) regulating trainee participation and demeanor and ensuring trainee attendance and
22 maintaining performance records;
- 23 (8) If appropriate, recommend housing and dining facilities for trainees;
- 24 (9) Administer the course delivery in accordance with Commission procedures and standards, give
25 consideration to advisory guidelines issued by the Commission, and ensure that the training offered is
26 safe and effective;
- 27 (10) Maintain direct supervision, direction, and control over the performance of all persons to whom any
28 portion of the planning, development, presentation, or administration of a course has been delegated.
29 The comprehensive final examination shall be administered by the Criminal Justice Education and
30 Training Standards Commission; and
- 31 (11) Report the completion of each presentation of a Commission-certified criminal justice training course
32 to the Commission.

33 (b) In addition to Paragraph (a) of this Rule, in planning, developing, coordinating and delivering each Commission-
34 certified Basic Law Enforcement Training Course, the School Director shall:

- 35 (1) Deliver training in accordance with the most current version of the Basic Law Enforcement Training
36 Course Management Guide as published by the North Carolina Justice Academy;

- 1 (2) Schedule course presentation to include 12 hours of instruction each week during consecutive calendar
2 weeks, except that there may be as many as three one-week breaks until course requirements are
3 completed;
- 4 (3) Schedule only those instructors certified by the Commission to teach those high liability areas as
5 specified in Rule .0304(a) of this Subchapter as either the lead instructor or in any other capacity;
- 6 (4) With the exception of the First Responder, Physical Fitness, Explosives and Hazardous Materials, and
7 topical areas as outlined in Rule .0304(a) of this Subchapter, schedule one specialized certified
8 instructor certified by the Commission for each six trainees while actively engaged in a practical
9 performance exercise;
- 10 (5) Schedule one specialized certified instructor certified by the Commission for each eight trainees while
11 actively engaged in a practical performance exercise in the topical area "Subject Control Arrest
12 Techniques;"
- 13 (6) Not schedule any single individual to instruct more than 35 percent of the total hours of the curriculum
14 during any one delivery of the Basic Law Enforcement Training Course presentation;
- 15 (7) Not less than 15 days before commencing delivery of the Basic Law Enforcement Training Course,
16 submit to the Commission a Pre-Delivery Report of Training Course Presentation as set out in 12
17 NCAC 09C ~~.0214~~ .0211. The Pre-Delivery Report (Form F-10A) must indicate a requested date and
18 location for the administration of the state comprehensive exam, along and include with the following
19 attachments:
- 20 (A) a course schedule showing arrangement of topical presentations and proposed instructional.
21 assignments; and
- 22 (B) a copy of any rules, regulations, and requirements for the school. A copy of such rules shall
23 also be given to each trainee and to the executive officer of each trainee's employing or
24 sponsoring agency or department at the time the trainee enrolls in the course;
- 25 (8) Monitor, or designate an instructor certified by the Commission to monitor, a presentation of each
26 instructor once during each three year certification period in each topic taught by the instructor and
27 prepare a written evaluation on the instructor's performance and suitability for subsequent instructional
28 assignments. The observations shall be of sufficient duration to ensure that the instructor is using the
29 Instructional System Design model, and that the delivery is objective based, documented by and
30 consistent with a Commission-approved lesson plan. For each topic area, the School Director's
31 evaluation shall be based upon the course delivery observations, the instructor's use of the approved
32 lesson plan, and the results of the student evaluations of the instructor. For probationary instructors,
33 the evaluations conducted by another instructor shall be prepared on Commission forms and forwarded
34 to the Commission. Based on this evaluation, the School Director shall recommend approval or denial
35 of requests for General Instructor Certification. For all other instructors, these evaluations shall be
36 prepared on Commission forms in accordance with Commission standards as set out in this Chapter.
37 These evaluations shall be kept on file by the school for a period of three years and shall be made

1 available for inspection by a representative of the Commission upon request. In the event the
 2 evaluation of an instructor indicates that his or her performance was less than acceptable, the School
 3 Director shall forward a copy of the evaluation to the Commission. Any designated instructor certified
 4 by the Commission who is evaluating the instructional presentation of another instructor shall hold
 5 certification in the same instructional topic area as that for which the instructor is being evaluated;

6 (9) Administer or designate a staff person to administer appropriate tests during course delivery:

7 (A) to determine and record the level of trainee comprehension and retention of instructional
 8 subject- matter;

9 (B) to provide a basis for a final determination or recommendation regarding the minimum
 10 degree of knowledge and skill of each trainee to function as an inexperienced law
 11 enforcement officer; and

12 (C) to determine subject or topic areas of deficiency for the application of Rule .0405(a)(3) of
 13 this Subchapter; Subchapter; and

14 ~~(10) During a delivery of Basic Law Enforcement Training, make available to the Commission four hours~~
 15 ~~of scheduled class time and classroom facilities for the administration of a written examination to those~~
 16 ~~trainees who have satisfactorily completed all course work; and~~

17 ~~(11)(10) Not more than 10 days after receiving from the Commission's representative the Report of~~
 18 ~~Examination Scores, the conclusion of a school's offering of Basic Law Enforcement Training, submit~~
 19 to the Commission a Post-Delivery Report of Training Course Presentation (Form F-10B) which shall
 20 include:

21 (A) a "Student Course Completion" form for each individual enrolled on the day of orientation;
 22 and

23 (B) a "Certification and Test Score Release" form.

24 (c) In addition to Paragraph (a) of this Rule, in planning, developing, coordinating and delivering each Commission-
 25 certified "Criminal Justice Instructor Training Course" the School Director shall:

26 (1) Schedule course presentation to include 40 hours of instruction each week during consecutive calendar
 27 weeks until course requirements are completed;

28 (2) Schedule at least one evaluator for each six trainees, as follows:

29 (A) no evaluator shall be assigned more than six trainees during a course delivery;

30 (B) each evaluator, as well as the instructors, must have successfully completed a Commission-
 31 certified instructor training course or an equivalent instructor training course utilizing the
 32 Instructional Systems Design model, an international model with applications in education,
 33 military training, and private enterprise; and

34 (C) each instructor and evaluator must document successful participation in a program presented
 35 by the Justice Academy for purposes of familiarization and supplementation relevant to
 36 delivery of the instructor training course and trainee evaluation;

- 1 (3) Not fewer than 30 days before commencing delivery of the course, submit to the Commission a Pre-
 2 Delivery Report of Training Course Presentation Form F-10A(ITC) with the following attachments:
 3 (A) a course schedule showing arrangement of topical presentations and proposed instructional
 4 assignments;
 5 (B) the names and last four digits of the social security numbers of all instructors and evaluators;
 6 and
 7 (C) a copy of any rules, regulations, and requirements for the school; and
 8 (4) Not more than 10 days after course completion submit to the Commission a Post-Delivery Report
 9 [Form F-10B(ITC)] containing the following:
 10 (A) class enrollment roster;
 11 (B) a course schedule with designation of instructors and evaluators utilized in delivery;
 12 (C) scores recorded for each trainee on ~~both the 80 minute skill presentation and the final written~~
 13 ~~examination; presentation; and~~
 14 (D) designation of trainees who successfully completed the course in its entirety and whom the
 15 School Director finds to be competent to instruct.

16 (d) In addition to Paragraph (a) of this Rule, in planning, developing, coordinating and delivering each Commission-
 17 certified radar, radar and time-distance, time-distance, or lidar speed measurement operator training course or re-
 18 certification course, the School Director shall:

- 19 (1) select and schedule radar, time-distance, or lidar speed measurement instrument instructors who are
 20 certified by the Commission as instructors for the specific speed measurement instruments in which the
 21 trainees are to receive instruction;
 22 (A) provide to the instructor the Commission form(s) for motor skill examination on each trainee;
 23 (B) require the instructor to complete the motor skill examination form on each trainee indicating
 24 the level of proficiency obtained on each specific instrument; and
 25 (C) require each instructor to sign each individual form and submit the original to the School
 26 Director;
 27 (2) not fewer than 30 days before the scheduled starting date submit to the Director of the Standards
 28 Division a ~~Request for Training~~ Pre-Delivery Report of Speed Measuring Instrument Course
 29 Presentation [Form F-10A (SMI)] which shall contain a period of course delivery including the
 30 proposed starting date, course ~~location~~ location, requested date and location for the administration of
 31 the state exam and the number of trainees to be trained on each type of approved speed measurement
 32 instrument. The Director of the Standards Division shall review the request and notify the School
 33 Director if the request is approved or denied; and
 34 (3) upon completing delivery of the Commission-certified course, and not more than 10 days after
 35 ~~receiving from the Commission's representative the Report of Examination Scores, the conclusion of a~~
 36 school's offering of a certified radar, radar and time-distance, time-distance, or lidar speed
 37 measurement operator training course or re-certification course, the School Director shall notify the

1 Commission regarding the progress and achievements of each trainee by submitting a Post-Delivery
2 Report of Training Course ~~Presentation~~ Presentation [Form F-10B (SMI)]. This report shall include
3 the original motor-skill examination form(s) completed and signed by the certified instructor
4 responsible for administering the motor-skill examination to the respective trainee.

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6 *History Note: Authority G.S. 17C-6;*
7 *Eff. January 1, 1981;*
8 *Amended Eff. November 1, 1981;*
9 *Readopted w/change Eff. July 1, 1982;*
10 *Amended Eff. June 1, 2013; April 1, 2009; November 1, 2007; January 1, 2006; May 1, 2004; August*
11 *1, 2000; January 1, 1996; November 1, 1993; December 1, 1987; January 1, 1985.*

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1 **12 NCAC 09B .0205 BASIC LAW ENFORCEMENT TRAINING**

2 (a) The basic training course for law enforcement officers consists of instruction designed to provide the trainee
3 with the skills and knowledge to perform those tasks essential to function in law enforcement.

4 (b) The course entitled "Basic Law Enforcement Training" shall consist of a minimum of ~~620~~ 616 hours of
5 instruction and shall include the following identified topical areas and minimum instructional hours for each:

6	(1)	LEGAL UNIT	
7		(A) Motor Vehicle Laws	20 Hours
8		(B) Preparing for Court and Testifying in Court	12 Hours
9		(C) Elements of Criminal Law	24 Hours
10		(D) Juvenile Laws and Procedures	8 Hours
11		(E) Arrest, Search and Seizure/Constitutional Law	28 Hours
12		(F) ABC Laws and Procedures	4 Hours
13		UNIT TOTAL	96 Hours
14	(2)	PATROL DUTIES UNIT	
15		(A) Techniques of Traffic Law Enforcement	24 Hours
16		(B) Explosives and Hazardous Materials Emergencies	12 Hours
17		(C) Traffic Crash Investigation	20 Hours
18		(D) In-Custody Transportation	8 Hours
19		(E) Crowd Management	12 Hours
20		(F) Patrol Techniques	28 Hours
21		(G) Law Enforcement Communication and Information Systems	8 Hours
22		(H) Anti-Terrorism	4 Hours
23		(I) Rapid Deployment	8 Hours
24		UNIT TOTAL	124 Hours
25	(3)	LAW ENFORCEMENT COMMUNICATION UNIT	
26		(A) Responding to Victims and the Public	10 Hours
27		(B) Domestic Violence Response	12 Hours
28		(C) Ethics for Professional Law Enforcement	4 Hours
29		(D) Individuals with Mental Illness and Developmental Disabilities	8 Hours
30		(E) Crime Prevention Techniques	6 Hours
31		(F) Communication Skills for Law Enforcement Officers	8 Hours
32		UNIT TOTAL	48 Hours
33	(4)	INVESTIGATION UNIT	
34		(A) Fingerprinting and Photographing Arrestee	6 Hours
35		(B) Field Note-taking and Report Writing	12 Hours
36		(C) Criminal Investigation	34 Hours
37		(D) Interviews: Field and In-Custody	16 Hours

1	(E)	Controlled Substances	12 Hours
2	(F)	Human Trafficking	2 Hours
3		UNIT TOTAL	82 Hours
4	(5)	PRACTICAL APPLICATION UNIT	
5	(A)	First Responder	32 Hours
6	(B)	Firearms	48 Hours
7	(C)	Law Enforcement Driver Training	40 Hours
8	(D)	Physical Fitness (classroom instruction)	8 Hours
9	(E)	Fitness Assessment and Testing	12 Hours
10	(F)	Physical Exercise 1 hour daily, 3 days a week	34 Hours
11	(G)	Subject Control Arrest Techniques	40 Hours
12		UNIT TOTAL	214 Hours
13	(6)	SHERIFF-SPECIFIC UNIT	
14	(A)	Civil Process	24 Hours
15	(B)	Sheriffs' Responsibilities: Detention Duties	4 Hours
16	(C)	Sheriffs' Responsibilities: Court Duties	6 Hours
17		UNIT TOTAL	34 Hours
18	(7)	COURSE ORIENTATION	2 Hours
19	(8)	TESTING	20 16 Hours
20		TOTAL COURSE HOURS	620 616 Hours

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 22 (c) The "Basic Law Enforcement Training Manual" published by the North Carolina Justice Academy shall be used
 23 as the curriculum for this training course for law enforcement officers as administered by the Commission. Copies
 24 of this publication may be inspected at the office of the agency:

25 Criminal Justice Standards Division
 26 North Carolina Department of Justice
 27 1700 Tryon Park Drive
 28 Post Office Drawer 149
 29 Raleigh, North Carolina 27602

30 and may be obtained at a cost of eighty-seven dollars and ten cents (\$87.10) from the Academy at the following
 31 address:

32 North Carolina Justice Academy
 33 Post Office Drawer 99
 34 Salemburg, North Carolina 28385

35 (d) The "Basic Law Enforcement Training Course Management Guide" published by the North Carolina Justice
 36 Academy shall be used by school directors in planning, implementing and delivering basic training courses. Copies
 37 of this guide may be obtained from the Justice Academy.

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History Note: Authority G.S. 17C-6; 17C-10;
Eff. January 1, 1981;
Temporary Amendment Eff. December 14, 1983 for a period of 120 days to expire on April 12,
1984;
Amended Eff. February 1, 2014; July 1, 2011; July 1, 2009; January 1, 2006; August 1, 2002;
August 1, 2000; November 1, 1998; July 1, 1997; January 1, 1995; February 1, 1991; July 1,
1989.

1 12 NCAC 09B .0209 is proposed for amendment as follows:

2 **12 NCAC 09B .0209 CRIMINAL JUSTICE INSTRUCTOR TRAINING**

3 (a) The instructor training course required for general instructor certification shall consist of a minimum of ~~77~~ 75 hours
4 of instruction presented during a continuous period of not more than two weeks.

5 (b) Each instructor training course shall be designed to provide the trainee with the skills and knowledge to perform the
6 function of a criminal justice instructor.

7 (c) Each instructor training course shall include the following identified topic areas and minimum instructional hours for
8 each area:

9	(1)	Orientation/Self Assessment	3 Hours
10	(2)	Curriculum Development: ISD Model	3 Hours
11	(3)	Law Enforcement Instructor Liabilities	2 Hours
12		and Responsibilities	
13	(4)	Interpersonal Communication in Instruction	4 Hours
14	(5)	Lesson Plan Preparation: Professional Resources	2 Hours
15	(6)	Lesson Plan Preparation: Format and Objectives	6 Hours
16	(7)	Teaching Adults	4 Hours
17	(8)	Principles of Instruction: Demonstration Methods and	
18		Practical Exercise	6 Hours
19	(9)	Methods and Strategies of Instruction	4 Hours
20	(10)	The Evaluation Process	4 Hours
21	(11)	Principles of Instruction: Audio-Visual Aids	6 Hours
22	(12)	Student 10-Minute Talk and Video Critique	6 Hours
23	(13)	Student Performance:	
24		First 30-Minute Presentation	6 Hours
25		Second 30-Minute Presentation	6 Hours
26		Final 80-Minute Presentation and Review	12 Hours
27	(14)	Examination and Course Closing	3 Hours <u>1 Hour</u>

28 (d) The "~~Basic Instructor Training Manual~~" "Instructor Training" manual as published by the North Carolina Justice
29 Academy shall be ~~applied~~ used as the ~~basic~~ curriculum for delivery of ~~basic~~ instructor training courses. Copies of this
30 publication may be inspected at the agency:

31 Criminal Justice Standards Division
32 North Carolina Department of Justice
33 ~~114 West Edenton Street~~
34 ~~Old Education Building~~ 1700 Tryon Park Drive
35 Post Office Drawer 149
36 Raleigh, North Carolina 27602

37 and may be purchased from the Academy at the following address:

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North Carolina Justice Academy
Post Office Drawer 99
Salemberg, North Carolina 28385

History Note: Authority G.S. 17C-6;
Eff. January 1, 1981;
Amended Eff. December 1, 2009; August 1, 2005; November 1, 1998; January 1, 1995; March 1,
1990; July 1, 1989; January 1, 1985.

1 12 NCAC 09B .0226 is proposed for amendment with changes as follows:

2 **12 NCAC 09B .0226 SPECIALIZED FIREARMS INSTRUCTOR TRAINING**

3 (a) The instructor training course for specialized firearms instructor certification shall consist of a minimum of ~~83~~
4 81 hours of instruction presented during a continuous period of not more than two weeks.

5 (b) Each specialized firearms instructor training course shall be designed to provide the trainee with the skills and
6 knowledge to perform the function of a criminal justice firearms instructor in a Basic Law Enforcement Training
7 Course or a "~~Law Enforcement Officers' In-Service Firearms Training and Qualification Program~~", law enforcement
8 officer in-service firearms training program.

9 (c) Each applicant for specialized firearms instructor training shall:

- 10 (1) have completed the criminal justice general instructor training course; and
- 11 (2) present a written endorsement by either
 - 12 (A) a certified school director indicating the student will be utilized to instruct firearms in the
 - 13 Basic Law Enforcement Training Course; or
 - 14 (B) a department head, certified school director, or in-service training coordinator, indicating
 - 15 the student will be utilized to instruct firearms in a "~~Law Enforcement Officers'~~
 - 16 ~~In-Service Firearms Training and Qualification Program~~", law enforcement officer in-
 - 17 service firearms training program.

18 (d) Each specialized firearms instructor training course shall include the following identified topic areas and
19 minimum instructional hours for each area:

20	(1)	Orientation/Pretest	8 Hours
21	(2)	Range Operations	38 Hours
22	(3)	Civil Liability	4 Hours
23	(4)	Night Firing	2 Hours
24	(5)	Combat Shooting	8 Hours
25	(6)	Mental Conditioning	1 Hours
26	(7)	Shotgun Operation and Firing	4 Hours
27	(8)	Service Handgun - Operation and Use	5 Hours
28	(9)	Rifle - Operation and Maintenance	4 Hours
29	(10)	Service Handgun - Maintenance and Cleaning	2 Hours
30	(11)	Range Medical Emergencies	2 Hours
31	(12)	In-Service Firearms Requirements	2 Hours
32	(13)	BLET Lesson Plan Review/Post Test Review	3 Hours <u>1 Hour</u>

33 (e) The "Specialized Firearms Instructor Training Manual" ~~as~~ published by the North Carolina Justice Academy
34 shall be used as the ~~basic~~ curriculum for delivery of specialized firearms instructor training courses. Copies of this
35 publication may be inspected at the:

36 Criminal Justice Standards Division
 37 North Carolina Department of Justice
 38 1700 Tryon Park Drive

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Post Office Drawer 149
Raleigh, North Carolina 27610
North Carolina Justice Academy
Post Office Box 99
Salemberg, North Carolina 28385

and may be obtained at no cost to the student from the Academy at the following address:

(f) The Commission-certified school that is certified to offer the "Specialized Firearms Instructor Training" course is the North Carolina Justice Academy.

*History Note: Authority G.S. 17C-6;
Eff. May 1, 1986;
Amended Eff. February 1, 2013; August 1, 2006; August 1, 2000; November 1, 1998; August 1, 1995; February 1, 1991; March 1, 1990; July 1, 1989.*

1 12 NCAC 09B .0227 is proposed for amendment as follows:

2 **12 NCAC 09B .0227 SPECIALIZED DRIVER INSTRUCTOR TRAINING**

3 (a) The instructor training course required for specialized driver instructor certification shall consist of a minimum
4 of ~~35~~ 33 hours of instruction presented during a continuous period of not more than one week.

5 (b) Each specialized driver instructor training course shall be designed to provide the trainee with the skills and
6 knowledge to perform the function of a criminal justice driver instructor in a Basic Law Enforcement Training
7 Course or a "Law Enforcement Officers' Annual In-Service Training Program."

8 (c) Each applicant for specialized driver instructor training shall:

- 9 (1) have completed the criminal justice general instructor training course;
- 10 (2) present a written endorsement by either
 - 11 (A) a certified school director indicating the student will be utilized to instruct driving in
 - 12 Basic Law Enforcement Training Courses; or
 - 13 (B) a department head, certified school director, or in-service training coordinator, indicating
 - 14 the student will be utilized to instruct driver training in the "Law Enforcement Officer's
 - 15 Annual In-Service Training Program";
- 16 (3) possess a valid operator driver's license; and
- 17 (4) maintain a safe driving record where no more than four points have been assigned against the
- 18 driving record within the past three years.

19 (d) Each specialized driver instructor training course shall include the following identified topic areas and
20 instructional hours for each area:

21 (1) Orientation	1 Hours
22 (2) Lesson Plan Review (BLET)	4 Hours
23 (3) General Mechanical Knowledge	1 Hour
24 (4) Before - Operation Inspection	1 Hours
25 (5) Laws of Natural Force & Operating Characteristics	2 Hours
26 (6) Driver Practicum/Pre-Test	19 Hours
27 (7) Fundamentals of Professional Liability for Trainers	4 Hours
28 (8) Course Review/State Exam <u>Review</u>	3 Hours <u>1 Hour</u>

29 (e) The "Specialized Driver Instructor Training Manual" as published by the North Carolina Justice Academy shall
30 be used as the basic curriculum for delivery of specialized driver instructor training courses. Copies of this
31 publication may be inspected at the:

32 Criminal Justice Standards Division
33 North Carolina Department of Justice
34 1700 Tryon Park Drive
35 Post Office Drawer 149
36 Raleigh, North Carolina 27610

37 and may be obtained at no cost to the student from the Academy at the following address:

38 North Carolina Justice Academy

Post Office Box 99

Salemburg, North Carolina 28385

(f) Commission-certified schools that are certified to offer the "Specialized Driver Instructor Training" course are:
The North Carolina Justice Academy and The North Carolina State Highway Patrol.

History Note: Authority G.S. 17C-6;

Eff. May 1, 1986;

Amended Eff. February 1, 2013; August 1, 2006; February 1, 2006; August 1, 2000; November 1, 1998; August 1, 1995; February 1, 1991; March 1, 1990; July 1, 1989.

1 12 NCAC 09B .0232 is proposed for amendment as follows:

2 **12 NCAC 09B .0232 SPECIALIZED SUBJECT CONTROL ARREST TECHNIQUES INSTRUCTOR**
3 **TRAINING**

4 (a) The instructor training course required for specialized subject control arrest techniques instructor certification
5 shall consist of a minimum of ~~80~~ 78 hours of instruction presented during a continuous period of not more than two
6 weeks.

7 (b) Each specialized subject control arrest techniques instructor training course shall be designed to provide the
8 trainee with the skills and knowledge to perform the function of a criminal justice subject control arrest techniques
9 instructor in a Basic Law Enforcement Training Course or a "Law Enforcement Officers' Annual In-Service
10 Training Program."

11 (c) Each applicant for specialized subject control arrest techniques instructor training shall:

- 12 (1) have completed the criminal justice general instructor training course;
- 13 (2) present a letter from a licensed physician stating the applicant's physical fitness to participate in
14 the course; and
- 15 (3) present a written endorsement by either
 - 16 (A) a certified school director indicating the student will be utilized to instruct subject control
17 arrest techniques in Basic Law Enforcement Training Courses; or
 - 18 (B) a department head, certified school director, or in-service training coordinator indicating
19 the student will be utilized to instruct Subject Control Arrest Techniques for the "Law
20 Enforcement Officers' In-Service Training Program."

21 (d) Each specialized subject control arrest techniques instructor training course shall include the following
22 identified topic areas and minimum instructional hours for each area:

23	(1) Orientation	1 Hour
24	(2) Skills Pre-Test	1 Hour
25	(3) Student Instructional Practicum	3 Hours
26	(4) Practical Skills Evaluation	3 Hours
27	(5) Response to Injury	4 Hours
28	(6) Combat Conditioning	12 Hours
29	(7) Safety Guidelines/Rules	2 Hours
30	(8) Practical Skills Enhancement	4 Hours
31	(9) Subject Control/Arrest Techniques Practical Skills and Instructional Methods	44 Hours
32	(10) Fundamentals of Professional Liability For Law Enforcement Trainers	4 Hours
33	(11) State Comprehensive Examination/Course Closing	2 Hours
34	TOTAL	80 <u>78</u> Hours

35 (e) The "Specialized Subject Control Arrest Techniques Instructor Training Manual" as published by the North
36 Carolina Justice Academy shall be used as the basic curriculum for delivery of specialized subject control arrest
37 techniques instructor training courses. Copies of this publication may be inspected at the:

38 Criminal Justice Standards Division

1 North Carolina Department of Justice
2 1700 Tryon Park Drive
3 Post Office Drawer 149
4 Raleigh, North Carolina 27610

5 and may be obtained at no cost to the student from the Academy at the following address:

6 North Carolina Justice Academy
7 Post Office Box 99
8 Salemburg, North Carolina 28385

9 (f) The Commission-certified school that is certified to offer the "Specialized Subject Control Arrest Techniques
10 Instructor Training" course is the North Carolina Justice Academy.

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12 *History Note: Authority G.S. 17C-6;*

13 *Eff. February 1, 1987;*

14 *Amended Eff. February 1, 2013; December 1, 2009; August 1, 2006; August 1, 2000; November 1,*
15 *1998; August 1, 1995; March 1, 1990; July 1, 1989.*

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1 12 NCAC 09B .0233 is proposed for amendment as follows **with changes:**

2 **12 NCAC 09B .0233 SPECIALIZED PHYSICAL FITNESS INSTRUCTOR TRAINING**

3 (a) The instructor training course required for specialized physical fitness instructor certification shall consist of a
4 minimum of ~~60~~ 58 hours of instruction presented during a continuous period of not more than two weeks.

5 (b) Each specialized physical fitness instructor training course shall be designed to provide the trainee with the
6 skills and knowledge to perform the function of a criminal justice physical fitness instructor in a Basic Law
7 Enforcement Training Course or a "Law Enforcement Officers' Annual In-Service Training Program."

8 (c) Each applicant for specialized physical fitness training shall:

- 9 (1) qualify through one of the following three options:
 - 10 (A) have completed the criminal justice general instructor training course; or
 - 11 (B) hold a current and valid North Carolina Teacher's Certificate and hold ~~a minimum of~~ a
12 baccalaureate degree in physical education and be teaching in physical education topics;
 - 13 (C) be presently instructing physical education topics in a community college, college or
14 university and ~~hold a minimum of~~ **[possess]** a baccalaureate degree in physical education;
15 and

- 16 (2) present a written endorsement by either
 - 17 (A) a school director indicating the student will be utilized to instruct physical fitness in Basic
18 Law Enforcement Training Courses; or
 - 19 (B) a certified school director, or in-service training coordinator indicating the student will be
20 utilized to instruct physical fitness for the "Law Enforcement Officers' In-Service
21 Training Program";

22 (3) present a letter from a physician stating fitness to participate in the course.

23 (d) Each specialized physical fitness instructor training course shall include the following identified topic areas and
24 minimum instructional hours for each area:

25 (1) Orientation	5 Hours
26 (2) Lesson Plan Review	4 Hours
27 (3) Physical Fitness Assessments, Exercise Programs and Instructional Methods	31 Hours
28 (4) Injury Care and Prevention	4 Hours
29 (5) Nutrition	6 Hours
30 (6) Civil Liabilities for Trainers	2 Hours
31 (7) CVD Risk Factors	2 Hours
32 (8) Developing In-Service Wellness Programs and Validating Fitness Standards	4 Hours
33 (9) State Examination	2 Hours
34 TOTAL	60 <u>58</u> Hours

35 (e) The "Physical Fitness Instructor Training Manual" as published by the North Carolina Justice Academy shall be
36 used as the basic curriculum for delivery of specialized physical fitness instructor training courses. Copies of this
37 publication may be inspected at the:

38 Criminal Justice Standards Division

1 North Carolina Department of Justice
2 1700 Tryon Park Drive
3 Post Office Drawer 149
4 Raleigh, North Carolina 27610

5 and may be obtained at no cost to the student from the Academy at the following address:

6 North Carolina Justice Academy
7 Post Office Box 99
8 Salemburg, North Carolina 28385

9 (f) The Commission-certified school that is certified to offer the "Specialized Physical Fitness Instructor Training"
10 course is the North Carolina Justice Academy.

11
12 *History Note: Authority G.S. 17C-6;*

13 *Eff. July 1, 1989;*

14 *Amended Eff. February 1, 2013; December 1, 2009; August 1, 2006; August 1, 2002; August 1,*
15 *2000; November 1, 1998; March 1, 1990; August 1, 1985.*

16

1 **12 NCAC 09B .0302 GENERAL INSTRUCTOR CERTIFICATION**

2 (a) General Instructor Certification issued after December 31, 1984 shall be limited to those topics which are not
3 expressly incorporated under the Specific Instructor Certification category. Individuals certified under the general
4 instructor category are not authorized to teach any of the subjects specified in Rule 09B .0304, entitled "Specific
5 Instructor Certification". To qualify for issuance of General Instructor Certification, an applicant shall demonstrate a
6 combination of education and experience in criminal justice and proficiency in the instructional process to the satisfaction
7 of the Commission. The applicant shall meet the following requirements for General Instructor Certification:

- 8 (1) Present documentary evidence showing that the applicant:
- 9 (A) is a high school graduate, or has passed the General Education Development Test (GED)
10 indicating high school equivalency, and
- 11 (B) has acquired four years of practical experience as a criminal justice officer or as an
12 administrator or specialist in a field directly related to the criminal justice system.
- 13 (2) Present evidence showing successful completion of a Commission-certified instructor training program
14 or an equivalent instructor training course utilizing the Instructional Systems Design model, an
15 international model with applications in education, military training, and private enterprise.
- 16 (3) Successfully pass the comprehensive written examination administered by the Commission, as required
17 in Rule 09B .0413(e) of this Subchapter.

18 (b) Applications for General Instructor Certification shall be submitted to the Standards Division within 60 days of the
19 date the applicant successfully ~~passed the state comprehensive examination administered at the conclusion of~~ completed
20 the Commission-certified instructor training program or an equivalent instructor training course utilizing the Instructional
21 Systems Design model, an international model with applications in education, military training, and private enterprise.

22 (c) Persons having completed a Commission-certified instructor training course or an equivalent instructor training
23 course utilizing the Instructional Systems Design model, an international model with applications in education, military
24 training, and private enterprise, and not having made application within 60 days of completion of the course shall
25 complete a subsequent Commission-certified instructor training course in its entirety.

26 (d) Applicants for Speed Measuring Instrument Instructor courses must possess full general instructor certification.

27

28 *History Note: Authority G.S. 17C-6.*

29 *Eff. January 1, 1981;*

30 *Amended Eff. January 1, 2006; May 1, 2004; August 1, 2000; July 1, 1991; December 1, 1987;*

31 *October 1, 1985; January 1, 1985.*

32

1 **12 NCAC 09B .0304 SPECIALIZED INSTRUCTOR CERTIFICATION**

2 (a) The Commission may issue a Specialized Instructor Certification to an applicant who has developed specific motor
3 skills and abilities by virtue of special training and demonstrated experience in one or more of the following topical areas:

- 4 (1) Subject Control Arrest Techniques;
- 5 (2) First Responder;
- 6 (3) Firearms;
- 7 (4) Law Enforcement Driver Training;
- 8 (5) Physical Fitness;
- 9 (6) Restraint, Control and Defense Techniques (Department of Public Safety, Division of Adult
10 Correction and Juvenile Justice);
- 11 (7) Medical Emergencies (Department of Public Safety, Division of Adult Correction and Juvenile
12 Justice); or
- 13 (8) Explosive and Hazardous Materials Emergencies

14 (b) To qualify for and maintain any Specialized Instructor Certification, an applicant must possess a valid CPR
15 Certification that includes cognitive and skills testing, through an organization whose curriculum meets the national
16 standards set forth by the International Guidelines Conference on Cardiopulmonary Resuscitation and Emergency
17 Cardiovascular Care.

18 (c) To qualify for Specialized Instructor Certification in the Subject Control Arrest Techniques, Firearms, Law
19 Enforcement Driver Training, Physical Fitness, and Explosive and Hazardous Materials Emergencies, an applicant must
20 achieve a minimum score of 75 percent on the comprehensive written exam, as specified in Rule 9B .0414 of this
21 Subchapter.

22 (c) To qualify for Specialized Instructor Certification in the Subject Control Arrest Techniques topical area, an applicant
23 must meet the following requirements:

- 24 (1) Hold General Instructor Certification, either probationary status or full general instructor status, as
25 specified in Rule .0303 of this Section;
- 26 (2) Successfully complete the pertinent Commission-approved specialized instructor ~~training course and~~
27 ~~achieve a minimum score of 75 percent on the Commission's comprehensive written examination;~~
28 course;
- 29 (3) Obtain the recommendation of a Commission-certified school director or in-service training
30 coordinator.

31 (d) To qualify for Specialized Instructor Certification in the First Responder topical area, an applicant must satisfy one of
32 the following two options:

- 33 (1) The first option is:
- 34 (A) hold CPR instructor certification through an organization whose curriculum meets the
35 national standards set forth by the International Guidelines Conference on Cardiopulmonary
36 Resuscitation and Emergency Cardiovascular Care;
- 37 (B) hold, or have held, basic Emergency Medical Technician certification;

- 1 (C) have successfully completed the Department of Transportation's 40 hour EMT Instructor
 2 Course or equivalent within the last three years or hold a North Carolina teaching certificate;
 3 and
 4 (D) obtain the recommendation of a Commission-certified school director or in-service training
 5 coordinator.

6 (2) The second option is:

- 7 (A) hold General Instructor Certification, either probationary status or full general instructor
 8 status, as specified in Rule .0303 of this Section;
 9 (B) hold CPR instructor certification through an organization whose curriculum meets the
 10 national standard;
 11 (C) hold, or have held, basic EMT certification; and
 12 (D) obtain the recommendation of a Commission-certified school director or in-service training
 13 coordinator.

14 (e) To qualify for Specialized Instructor Certification in the Firearms topical area, an applicant must meet the following
 15 requirements:

- 16 (1) Hold General Instructor Certification, either probationary status or full general instructor status, as
 17 specified in Rule .0303 of this Section;
 18 (2) Successfully complete the pertinent Commission-approved specialized instructor training ~~course and~~
 19 ~~achieve a minimum score of 75 percent on the Commission's comprehensive written examination;~~
 20 course; and
 21 (3) Obtain the recommendation of a Commission-certified school director or in-service training
 22 coordinator.

23 (f) To qualify for Specialized Instructor Certification in the Law Enforcement Driver Training topical area, an applicant
 24 must meet the following requirements:

- 25 (1) Hold General Instructor Certification, either probationary status or full general instructor status, as
 26 specified in Rule .0303 of this Section;
 27 (2) Successfully complete the pertinent Commission-approved specialized instructor training ~~course and~~
 28 ~~achieve a minimum score of 75 percent on the Commission's comprehensive written examination;~~
 29 course; and
 30 (3) Obtain the recommendation of a Commission-certified school director or in-service training
 31 coordinator.

32 (g) To qualify for Specialized Instructor Certification in the Physical Fitness topical area, an applicant shall become
 33 certified through one of the following two methods:

34 (1) The first method is:

- 35 (A) hold General Instructor Certification, either probationary status or full general instructor
 36 status, as specified in Rule .0303 of this Section;

- 1 (B) successfully complete the pertinent Commission-approved specialized instructor training
 2 ~~course and achieve a minimum score of 75 percent on the Commission's comprehensive~~
 3 ~~written examination; course; and~~
- 4 (C) obtain the recommendation of a Commission-certified School Director.
- 5 (2) The second method is:
- 6 (A) successfully complete the pertinent Commission-approved specialized instructor training
 7 ~~course and achieve a minimum score of 75 percent on the Commission's comprehensive~~
 8 ~~written examination; course;~~
- 9 (B) obtain the recommendation of a Commission-certified School director or in-service training
 10 coordinator; and
- 11 (C) meet one of the following qualifications:
- 12 (i) hold a valid North Carolina Teacher's Certificate and hold a baccalaureate degree in
 13 physical education and be presently teaching in physical education topics; or
- 14 (ii) be presently instructing physical education topics in a community college, college
 15 or university and hold a baccalaureate degree in physical education.
- 16 (h) To qualify for Specialized Instructor Certification in the Department of Public Safety, Division of Adult Correction
 17 and Juvenile Justice Restraint, Control and Defense Techniques topical area, an applicant must meet the following
 18 requirements:
- 19 (1) Hold General Instructor Certification, either probationary status or full general instructor status, as
 20 specified in Rule .0303 of this Section;
- 21 (2) Successfully complete the pertinent Commission-approved specialized instructor training course; and
- 22 (3) Obtain the recommendation of a Commission-certified school director.
- 23 (i) To qualify for Specialized Instructor Certification in the Department of Public Safety, Division of Adult Correction
 24 and Juvenile Justice Medical Emergencies topical area, an applicant must meet the following requirements:
- 25 (1) Have successfully completed a Commission-certified basic instructor training course or an equivalent
 26 instructor training course utilizing the Instructional Systems Design model, an international model with
 27 applications in education, military training, and private ~~enterprise, within the 12-month period~~
 28 ~~preceding application; enterprise;~~
- 29 (2) Hold instructor certification in CPR and First Aid by fulfillment of ~~the American Red Cross Instructor~~
 30 ~~requirements; and an organization whose curriculum meets the national standard instructor~~
 31 ~~requirements; and~~
- 32 (3) Obtain the recommendation of a Commission-certified school director.
- 33 (j) To qualify for Specialized Instructor Certification in the Explosive and Hazardous Materials Emergencies topical
 34 area, an applicant must satisfy one of the following two options:
- 35 (1) The first option is:
- 36 (A) hold General Instructor Certification, either probationary status or full general instructor
 37 status, as specified in Rule .0303 of this Section;

- 1 (B) successfully complete the pertinent Commission-approved specialized instructor training
- 2 ~~course and achieve a minimum score of 75 percent on the Commission's comprehensive~~
- 3 ~~written examination; course; and~~
- 4 (C) obtain the recommendation of a Commission-certified school director or in-service training
- 5 coordinator.
- 6 (2) The second option is:
- 7 (A) have successfully completed the Fire Service Instructor Methodology Course or the
- 8 equivalent utilizing the Instructional Systems Design model, an international model with
- 9 applications in education, military training, and private enterprise;
- 10 (B) successfully complete the pertinent Commission-approved specialized instructor training
- 11 course; and
- 12 (C) obtain the recommendation of a Commission-certified school director or in-service training
- 13 coordinator.
- 14

15 *History Note: Authority G.S. 17C-6;*
16 *Eff. January 1, 1981;*
17 *Amended Eff. August 1, 2000; July 1, 1991; March 1, 1990; July 1, 1989; December 1, 1987;*
18 *Temporary Amendment Eff. January 1, 2001;*
19 *Amended Eff. June 1, 2013; April 1, 2009; August 1, 2006; January 1, 2006; December 1, 2004;*
20 *August 1, 2002.*
21

1 **SECTION .0400 - MINIMUM STANDARDS FOR COMPLETION OF TRAINING**

2

3 **12 NCAC 09B .0401 TIME REQUIREMENT FOR COMPLETION OF TRAINING**

4 (a) Each criminal justice officer, with the exception of law enforcement officers, holding probationary certification shall
5 satisfactorily complete a commission-accredited basic training course which includes training in the skills and knowledge
6 necessary to perform the duties of his office. The officer shall complete such course within one year from the date of his
7 original appointment as determined by the date of the probationary certification.

8 (b) Each law enforcement officer, except wildlife enforcement officers, shall have satisfactorily completed in its entirety the
9 accredited basic training course as prescribed in 12 NCAC 9B .0205(b) prior to obtaining probationary certification.

10 (c) Each wildlife enforcement officer shall have satisfactorily completed in its entirety the Basic Training -- Wildlife
11 Enforcement Officers' course stipulated in 12 NCAC 9B .0228(b) prior to obtaining probationary certification.

12 (d) If a trainee completes the basic training course prior to being employed as a law enforcement officer, the trainee shall be
13 duly appointed and sworn as a law enforcement officer within one year of ~~the completion of training~~ successfully passing the
14 comprehensive written exam for that basic training course to be recognized under these Rules. ~~This one year period shall~~
15 ~~begin with the successful completion of the State Comprehensive Examination.~~

16 (e) If local confinement personnel complete basic training prior to being employed by a facility in a position which requires
17 certification, such personnel shall be duly appointed to a local confinement facility position within one year of the completion
18 of training for that basic training course to be recognized under these Rules. This one year period shall begin with the
19 successful completion of the State Comprehensive Examination.

20

21 *History Note: Authority G.S. 17C-2; 17C-6; 17C-10;*

22 *Eff. January 1, 1981;*

23 *Amended Eff. January 1, 1995; March 1, 1992; July 1, 1989; June 1, 1986.*

24
25
26

1 **12 NCAC 09B .0406 COMPREHENSIVE WRITTEN EXAMINATION -- BASIC LAW ENFORCEMENT**
2 **TRAINING**

3 (a) ~~At~~ Within 60 days of the conclusion of a school's offering of the Basic Law Enforcement Training Course in its entirety,
4 the Commission shall administer a comprehensive written examination to each trainee who has satisfactorily completed all of
5 the required course work. A trainee shall not be administered the comprehensive written examination until such time as all of
6 the course work is completed.

7 (b) The examination shall be comprised of six units as specified in 12 NCAC 9B .0205(a). Each unit is designed to test the
8 trainees' proficiency in that unit.

9 (c) The Commission's representative shall submit to the school director within five days of the administration of the
10 examination a report of the results of the test for each trainee examined.

11 (d) A trainee shall have successfully completed the comprehensive written examination upon achieving a minimum of 70
12 percent correct answers on each of the six units as prescribed in 12 NCAC 9B .0406(b).

13 (e) A trainee who has fully participated in a scheduled delivery of an accredited training course and has demonstrated
14 satisfactory competence in each motor-skill or performance area of the course curriculum but has failed to achieve the
15 minimum score of 70 percent on no more than two units of the Commission's comprehensive written examination may request
16 the Director of the Standards Division to authorize a re-examination of the trainee in only those units for which he/she failed
17 to make a passing score of 70 percent:

18 (1) the trainee's request for re-examination shall be made in writing on the Commission's form and shall be
19 received by the Standards Division within 30 days of the examination.

20 (2) the trainee's request for re-examination shall include the favorable recommendation of the school director
21 who administered the course(s).

22 (3) a trainee shall have, within ~~90~~ 60 days of the original examination(s), only one opportunity for
23 re-examination and shall satisfactorily complete the subsequent unit examination in its entirety.

24 (4) the trainee will be assigned in writing by the Director of the Standards Division a place, time, and date for
25 re-examination.

26 (5) should the trainee on re-examination not achieve the prescribed minimum score on the examination, the
27 trainee may not be given successful course completion and shall enroll and successfully complete a
28 subsequent offering of the Basic Law Enforcement Training Course in its entirety.

29 (f) A trainee who fails to achieve a passing score of 70 percent on three or more of the units as prescribed in 12 NCAC 9B
30 .0406(b) shall not be given the opportunity for re-examination on those units; and shall enroll in and successfully complete a
31 subsequent offering of the Basic Law Enforcement Training Course in its entirety.

32
33 *History Note: Authority G.S. 17C-6; 17C-10;*

34 *Eff. January 1, 1981;*

35 *Amended Eff. August 1, 2000; July 1, 1989; July 1, 1985; January 1, 1983.*

1 **12 NCAC 09B .0408 COMPREHENSIVE WRITTEN EXAMINATION -- BASIC SMI**
2 **CERTIFICATION**

3 (a) ~~At Within 60 days of the conclusion of the classroom instruction portion of a school's offering of any speed~~
4 ~~measurement instrument operator course or re-certification course, an authorized representative of the Commission shall~~
5 ~~administer to all candidates for certification as operators a comprehensive written examination. the Commission shall~~
6 ~~administer a comprehensive written examination to each trainee who has satisfactorily completed all of the required~~
7 ~~course work.~~

8 (b) The examination shall be an objective test covering the topic areas contained in the certified course curriculum.

9 (c) The Commission's representative shall submit to the school director within five days of the administration of the
10 examination a report of the results of the test for each candidate for certification.

11 (d) A trainee shall pass the operator training course as required in 12 NCAC 09B .0212, .0213, .0214, .0238, .0242, or
12 .0244 by achieving 70 percent correct answers.

13 (e) An operator seeking recertification shall pass the operator training recertification course as specified in 12 NCAC
14 09B .0220, .0221, .0222 .0240, .0243, or .0245 by achieving 75 percent correct answers.

15 (f) A trainee who has fully participated in a scheduled delivery of a certified training course and has demonstrated 100
16 percent competence in each motor-skill or performance area of the course curriculum but has failed to achieve the
17 prescribed score, as specified in Paragraph (d) of this Rule, on the Commission's comprehensive written examination may
18 request the Director of the Standards Division to authorize a re-examination of the trainee.

19 (g) The trainee's request for re-examination shall be made in writing on the Commission's form and shall be received by
20 the Standards Division within 30 days of the examination.

21 (h) The trainee's request for re-examination shall include the favorable recommendation of the school director who
22 administered the course.

23 (i) A trainee shall have, within ~~90~~ 60 days of the original examination, only one opportunity for re-examination and shall
24 satisfactorily complete the subsequent examination in its entirety.

25 (j) The trainee shall be notified by the Standards Division staff of a place, time, and date for re-examination.

26 (k) If the trainee fails to achieve the prescribed minimum score on the re-examination, the trainee may not be
27 recommended for certification and shall enroll and complete a subsequent course offering in its entirety before further
28 examination may be permitted.

29
30 *History Note: Authority G.S. 17C-6;*

31 *Eff. November 1, 1981;*

32 *Readopted Eff. July 1, 1982;*

33 *Amended Eff. November 1, 2007; May 1, 2004; April 1, 1999; December 1, 1987; October 1, 1983;*

34 *April 1, 1983.*
35

1 **12 NCAC 09B .0413 COMPREHENSIVE WRITTEN EXAM -- INSTRUCTOR TRAINING**

2 (a) An authorized representative of the Commission shall administer a comprehensive written examination to each trainee
3 who has satisfactorily completed the first 12 units of the "Criminal Justice Instructor Training Course" as described in the
4 "Basic Instructor Training Manual." This comprehensive written examination shall be administered within 60 days of the
5 successful completion of the first 12 units of the "Criminal Justice Instructor Training Course."

6 (b) The examination shall be an objective test consisting of multiple-choice, true-false, or similar questions covering the topic
7 areas contained in the accredited course curriculum.

8 (c) The Commission's representative shall submit to the school director within five days of the administration of the
9 examination a report of the results of the test for each trainee examined.

10 (d) A trainee shall successfully complete the comprehensive written examination if he/she achieves a minimum of 75 percent
11 correct answers.

12 (e) A trainee who has fully participated in a scheduled delivery of an accredited training course and has demonstrated
13 satisfactory competence in each performance area of the course curriculum, who has scored at least 65 percent but has failed
14 to achieve the minimum passing score of 75 percent on the Commission's comprehensive written examination, may request the
15 Director of the Standards Division to authorize a re-examination of the trainee.

16 (1) The trainee's request for re-examination shall be made in writing on the Commission's form and shall be
17 received by the Standards Division within 30 days of the examination.

18 (2) The trainee's request for re-examination shall include the favorable recommendation of the school director
19 who administered the course.

20 (3) A trainee shall have, within ~~90~~ 60 days of the original examination, only one opportunity for
21 re-examination and shall satisfactorily complete the subsequent examination in its entirety.

22 (4) The trainee will be assigned in writing by the Standards Division staff a place, time, and date for
23 re-examination.

24 (5) Should the trainee on re-examination not achieve the prescribed minimum score on the examination, the
25 trainee may not be given successful course completion and shall enroll and successfully complete a
26 subsequent offering of the instructor course in its entirety before further examination may be permitted.

27 (f) A trainee who fails to score at least 65 percent on the Commission's comprehensive written examination shall be
28 terminated from the course.

29

30 *History Note: Authority G.S. 17C-6; 17C-10;*

31 *Eff. February 1, 1987;*

32 *Amended Eff. January 1, 1995.*

33

34

35

1 **12 NCAC 09B .0414** **COMPREHENSIVE WRITTEN EXAM - SPECIALIZED INSTRUCTOR TRAINING**

2 (a) ~~At~~ Within 60 days of the conclusion of a school's offering of the "Specialized Firearms Instructor Training,"
3 "Specialized Driver Instructor Training," "Specialized Subject Control Arrest Techniques Instructor Training,"
4 "Specialized Physical Fitness Instructor Training," "Specialized Explosives and Hazardous Materials Instructor
5 Training," the "Radar Instructor Training," the "Criminal Justice Time-Distance/Speed Measurement Instrument
6 (TD/SMI) Instructor Training," the "LIDAR Instructor Training," the "Re-Certification Training for Radar Instructors,"
7 the "Re-Certification Training for TD/SMI Instructors," and the "Re-Certification Training for LIDAR Instructors"
8 courses, the Commission shall administer a comprehensive written examination to each trainee who has satisfactorily
9 completed all of the required course work. A trainee cannot be administered the comprehensive written examination until
10 such time as all of the required course work is completed.

11 (b) The examination shall be an objective test consisting of multiple-choice, true-false, or similar questions covering the
12 topic areas contained in the certified course curriculum.

13 (c) The Commission's representative shall submit to the school director within five days of the administration of the
14 examination a report of the results of the test for each trainee examined.

15 (d) A trainee shall successfully complete the comprehensive written examination if he or she achieves 75 percent correct
16 answers.

17 (e) A trainee who fails to achieve a minimum score of 75 percent on the Commission's comprehensive written
18 examination shall enroll and successfully complete a subsequent offering of the specialized instructor training course in
19 its entirety before further examination may be permitted.

20

21 *History Note:* *Authority G.S. 17C-6; 17C-10;*
22 *Eff. February 1, 1987;*
23 *Amended Eff. June 1, 2013; May 1, 2004; August 1, 2000; April 1, 1999; July 1, 1989.*

24

1 **12 NCAC 09B .0416 SATISFACTION OF MINIMUM TRAINING -- SMI INSTRUCTOR**

2 (a) To acquire successful completion of the "Speed Measurement Instrument (SMI) Instructor Training Courses," and
3 the "SMI Instructor Re-Certification Courses", the trainee shall:

4 (1) satisfactorily complete all required course work as specified in Rules .0210, .0211, .0218, .0219,
5 .0237, or .0239 of this Subchapter for the specific course in ~~attendance; and~~ attendance.

6 ~~(2) achieve a score of 75 percent correct answers on a Commission administered comprehensive written~~
7 ~~examination.~~

8 (b) If the trainee ~~passes the written examination but~~ fails to meet the minimum criteria on an area of motor-skills testing,
9 he/she shall be authorized one opportunity for a re-test. Such re-test must be at the recommendation of the school
10 director and a request must be made to the Standards Division within 30 days of the original testing. Re-examination
11 must be completed within 90 days of the original testing. Failure on the re-test requires enrollment in a subsequent SMI
12 operator course and an SMI instructor course.

13

14 *History Note: Authority G.S. 17C-6; 17C-10;*
15 *Eff. February 1, 1987;*
16 *Amended Eff. November 1, 2007; April 1, 1999.*

17

1 **12 NCAC 09C .0211 PRE-DELIVERY REPORT OF TRAINING COURSE PRESENTATION**

2 The Pre-delivery Report of Training Course Presentation, is a form on which the School Director notifies the Commission of
3 its intent to present the Basic Law Enforcement Training course. Information requested includes the number of hours;
4 delivery period; location; anticipated number of trainees; the requested date and location for the administration of the state
5 comprehensive exam; and a topical course schedule including proposed instructional assignments.

6
7 *History Note: Authority G.S. 17C-6; 150B-11;*
8 *Eff. January 1, 1981;*
9 *Amended Eff. August 1, 2000.*
10

1 **12 NCAC 09C .0403 REPORTS OF TRAINING COURSE PRESENTATION AND COMPLETION**

2 (a) Each presentation of the "Basic Law Enforcement Training" course shall be reported to the Commission as follows:

3 (1) After acquiring accreditation for the course and before commencing each delivery of the course, the
4 school director shall notify the Commission of the school's intent to offer the training course by
5 submitting a Pre-delivery Report of Training Course Presentation; and

6 (2) Not more than 10 days ~~Upon after~~ completing delivery of the accredited course, ~~and not more than 10~~
7 ~~days after receiving from the Commission's representative the Report of Examination Scores, course,~~
8 the school director shall notify the Commission regarding the progress and achievement of each
9 enrolled trainee by submitting a Post-delivery Report of Training Course Presentation.

10 Note: Special arrangements shall be made between the Standards Division and the school director for the reporting of
11 law enforcement achievement in a Public Safety Officer course.

12 (b) Upon successful completion of a Commission-accredited training course by ~~state youth services~~ Juvenile Justice
13 Officer trainees, the director of the school conducting such course shall notify the Commission of the satisfactory
14 achievement of trainees by submitting a monthly Report of Training Course Completion.

15

16 *History Note: Authority G.S. 17C-6; 17C-10;*
17 *Eff. January 1, 1981;*
18 *Amended Eff. August 1, 2002; August 1, 2000; December 1, 1987.*

19

1 **12 NCAC 09G .0308 GENERAL INSTRUCTOR CERTIFICATION**

2 (a) General Instructor Certification after December 31, 1984 shall be limited to those topics which are not expressly
3 incorporated under the Specialized Instructor Certification category. Individuals certified under the general instructor
4 category are not authorized to teach any of the subjects specified in 12 NCAC 09G .0310, entitled "Specialized Instructor
5 Certification." To qualify for issuance of General Instructor Certification, an applicant shall demonstrate a combination
6 of education and experience in corrections and proficiency in the instructional process to the satisfaction of the
7 Commission. The applicant shall meet the following requirements for General Instructor Certification:

- 8 (1) Present documentary evidence showing that the applicant:
- 9 (A) is a high school graduate, or has passed the General Education Development Test (GED)
10 indicating high school equivalency;
- 11 (B) has acquired four years of practical experience as a criminal justice officer or as an
12 administrator or specialist in a field directly related to the criminal justice system.
- 13 (2) Present evidence showing successful completion of a Commission-certified instructor training program
14 or an equivalent instructor training course utilizing the Instructional Systems Design model, an
15 international model with applications in education, military training, and private enterprise.
- 16 (3) Successfully pass the comprehensive written examination administered by the Commission, within 60
17 days of completion of the Commission-certified instructor training program.

18 (b) Applications for General Instructor Certification shall be submitted to the Standards Division within 60 days of the
19 date the applicant successfully ~~passed the state comprehensive examination administered at the conclusion of the~~
20 completed the Commission-certified instructor training program or an equivalent instructor training course utilizing the
21 Instructional Systems Design model, an international model with applications in education, military training, and private
22 enterprise.

23 (c) Persons having completed a Commission-certified instructor training course or an equivalent instructor training
24 course utilizing the Instructional Systems Design model, an international model with applications in education, military
25 training, and private enterprise, and not having made application within 60 days of completion of the course shall
26 complete a subsequent Commission-certified instructor training course in its entirety.

27

28 *History Note: Authority G.S. 17C-6;*
29 *Temporary Adoption Eff. January 1, 2001;*
30 *Eff. August 1, 2002;*
31 *Amended Eff. January 1, 2006.*
32

1 **12 NCAC 09G .0314 COMPREHENSIVE WRITTEN EXAM - INSTRUCTOR TRAINING**

2 (a) An authorized representative of the ~~North Carolina Department of Correction~~ Standards Division shall administer a
3 comprehensive written examination to each trainee who has satisfactorily completed the first 12 units of the ~~Corrections~~
4 Instructor Training Course as described in the "~~Basic Instructor Training Manual.~~" "Instructor Training" manual.

5 (b) The examination shall be an objective test consisting of multiple-choice, true-false, or similar questions covering the
6 topic areas contained in the accredited course curriculum.

7 (c) A trainee shall successfully complete the comprehensive written examination if he/she achieves a minimum of 75
8 percent correct answers.

9 (d) A trainee who has fully participated in a scheduled delivery of an accredited training course and has demonstrated
10 satisfactory competence in each performance area of the course curriculum, who has scored at least 65 percent but has
11 failed to achieve the minimum passing score of 75 percent on the comprehensive written examination, may request the
12 Director of the Standards Division to authorize a re-examination of the trainee.

13 (1) The trainee's request for re-examination shall be made in writing on the Commission's form and shall
14 be received by the Standards Division within 30 days of the examination.

15 (2) The trainee's request for re-examination shall include the favorable recommendation of the School
16 Director who administered the course.

17 (3) A trainee shall have, within ~~90~~ 60 days of the original examination, only one opportunity for
18 re-examination and shall satisfactorily complete the subsequent examination in its entirety.

19 (4) The trainee will be assigned in writing by the Standards Division staff a place, time, and date for
20 re-examination.

21 (5) Should the trainee on re-examination not achieve the prescribed minimum score on the examination,
22 the trainee may not be given successful course completion and shall enroll and successfully complete a
23 subsequent offering of the instructor course in its entirety before further examination may be
24 permitted.

25 ~~(f)~~(e) A trainee who fails to score at least 65 percent on the comprehensive written examination shall be terminated from
26 the course.

27

28 *History Note: Authority G.S. 17C-6; 17C-10;*

29 *Temporary Adoption Eff. January 1, 2001;*

30 *Eff. August 1, 2002.*

31

1 **12 NCAC 09G .0414 INSTRUCTOR TRAINING**

2 (a) The instructor training course required for general instructor certification shall consist of a minimum of ~~80~~ 78 hours
3 of instruction presented during a continuous period of not more than two weeks.

4 (b) Each instructor training course shall be designed to provide the trainee with the skills and knowledge to perform the
5 function of a criminal justice instructor.

6 (c) Each instructor training course shall include, as a minimum, the following identified topic areas:

- 7 (1) Orientation and Pretest;
- 8 (2) Curriculum Development: ISD Model;
- 9 (3) Civil Liability for Law Enforcement Trainers;
- 10 (4) Interpersonal Communication in Instruction;
- 11 (5) Lesson Plan Preparation: Professional Resources;
- 12 (6) Lesson Plan Preparation: Format and Objectives;
- 13 (7) Teaching Adults;
- 14 (8) Principles of Instruction: Demonstration Methods and Practical Exercise;
- 15 (9) Methods and Strategies of Instruction;
- 16 (10) The Evaluation Process;
- 17 (11) Principles of Instruction: Audio-Visual Aids;
- 18 (12) Student 10-Minute Talk and Video ~~Critique~~; Critique; and
- 19 (13) Student Performance:

20 First 30-Minute Presentation;

21 Second 30-Minute Presentation;

22 Final 80-Minute ~~Presentation~~; and Presentation.

23 ~~(14) Examination.~~

24 (d) The "Basic Instructor Training Manual" as published by the North Carolina Justice Academy is to be applied as the
25 basic curriculum for delivery of basic instructor training courses. Copies of this publication may be inspected at the
26 agency:

27 Criminal Justice Standards Division
28 North Carolina Department of Justice
29 ~~114 West Edenton Street~~ 1700 Tryon Park Drive
30 ~~Old Education Building~~
31 Post Office Drawer 149
32 Raleigh, North Carolina 27602

33 and may be purchased at cost from the Academy at the following address:

34 North Carolina Justice Academy
35 Post Office Drawer 99
36 Salemburg, North Carolina 28385

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- 1 *History Note: Authority G.S. 17C-6;*
- 2 *Temporary Adoption Eff. January 1, 2001;*
- 3 *Eff. August 1, 2002.*
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