

MINUTES
OF
THE NORTH CAROLINA SHERIFFS'
EDUCATION AND TRAINING STANDARDS COMMISSION

DATE: December 13, 2019

TIME: 8:30 A.M.

SUBMITTED BY: Diane Konopka, Director Sheriffs' Standards Division

I. CALL TO ORDER

Chairman Sheriff Alan Cloninger

The North Carolina Sheriffs' Education and Training Standards Commission meeting was called to order by Chairman Cloninger on Friday, December 13th at 8:30 A.M. The Sheriffs' Commission Meeting was held at the Wake Technical Community College Public Safety Education Center, 321 Chapanoke Rd., Raleigh, NC.

Chairman Cloninger requested a roll call of Commission members. Judy Marchetti recorded the following:

MEMBERS PRESENT

Sheriff Dwayne Goodwin
Sheriff Jack Smith
Sheriff Landric Reid
Sheriff Ricky Oliver
Sheriff Alan Cloninger
Sheriff Alan Jones
Sheriff David Mahoney
Sheriff Ed McMahan
Sheriff Terry Johnson
Sheriff Doug Doughtie
Retired Sheriff David Smith
Mr. Marc Nichols
Ms. Tracy McPherson

MEMBERS ABSENT

Sheriff Steve Bizzell
Mr. Jamie Markham
Sheriff Alan Norman
Sheriff John Ingram

STAFF

- Diane Konopka - Director, Sheriffs’ Standards Division
- Sirena Jones - Deputy Director, Sheriffs’ Standards Division
- Judy Marchetti - Admin. Assistant, Sheriffs’ Standards Division
- Ameshia Cooper - Legal Counsel, NC Department of Justice

Sheriff Cloninger welcomed everyone to the December Sheriffs’ Commission meeting. Wake County Sheriff’s Office Major Teddy Patrick welcomed the North Carolina Sheriffs’ Commission Members and guests to Wake County and offered his services to help with anything needed.

In the first order of business, Legal Counsel Ameshia Cooper read the Ethics Reminder which states:

All members have a duty to avoid conflicts of interest and appearances of conflict. Commission members have an affirmative duty to fully disclose any conflict of interest or potential conflict of interest between the member’s service on the Commission and his or her private interests. One of the most basic rules is that members cannot knowingly use their position on the Commission in a manner that will result in a financial benefit to the person, a member of the person’s family, or a business with which he or she is associated. [N.C.G.S. 138A-31]. Commission members are also prohibited from accepting gifts from persons doing or seeking to do business with the Commission, persons engaging in activities that are regulated or controlled by the Commission, or persons having a financial interest that may be substantially affected by the member’s official duties.

Legal Counsel Ameshia Cooper asked whether any member had a known conflict or appearance of conflict with respect to any matters coming before the Commission at this time. Negative response.

VISITORS

- Trevor Allen - NC Justice Academy
- Laurie Austen - NC Justice Academy
- Amanda Stephenson - NC Justice Academy
- Jonathan Price - Wake County Sheriff’s Office
- Chris Scott - Sheriffs’ Standards
- Brenda Rivera - NC Attorney General’s Office
- Teddy Patrick - Wake County Sheriff’s Office
- Andrea Hyson - NC Community College System
- Steven Combs - CJ Standards Division Director
- Danny R. Thomas - Vance County Sheriff’s Office
- Merrily Cheek - NC Justice Academy

John Shelton	-	Vance County Sheriff's Office
Kim Gregory	-	Vance County Sheriff's Office
Weldon Bullock	-	Vance County Sheriff's Office
Janie Martin	-	Vance County Sheriff's Office
Seth Dearmin	-	DOJ Chief of Staff
Eddie Caldwell	-	NC Sheriffs' Association
Autumn Hanna	-	Sheriffs' Standards
Sheriff Gerald Baker	-	Wake County Sheriff's Office

II. MINUTES OF 09/2019 & 10/2019 MEETINGS

Sheriff Cloninger

A **MOTION** was made by Mr. Marc Nichols to accept the minutes of the September 2019 meeting; Seconded by Sheriff Dwayne Goodwin. **MOTION CARRIED.**

A **MOTION** was made by Sheriff Terry Johnson to accept the minutes of the October 2019 meeting; Seconded by Sheriff Landric Reid. **MOTION CARRIED.**

III. CERTIFICATES/AWARDS/RESOLUTIONS – (Attachment #1)

A **MOTION** was made by Sheriff David Mahoney to approve the list of Professional Certificates and Service Awards; Seconded by Sheriff Alan Jones. **MOTION CARRIED.**

Major Weldon Bullock presented the Advanced Law Enforcement Professional Certificate to:

Donny R. Thomas, Advanced Law Enforcement Professional Certificate, Vance County.

Sheriff Alan Cloninger presented the Advanced Law Enforcement Professional Certificate to:

Jonathan William Price, Advanced Law Enforcement Professional Certificate, Wake County

IV. INFORMATIONAL REPORTS

*North Carolina Sheriffs' Association

Eddie Caldwell

Mr. Eddie Caldwell of the North Carolina Sheriffs' Association addressed the Sheriffs' Commission members and provided an update with regard to training issues. The *Legislative Update* was held at five locations across the state and has been completed since the last Sheriffs' Commission Meeting in September. The Statewide *Misdemeanant Confinement Program* training has been completed at five locations across the state and all receiving counties attended this training.

The fall meeting in Asheville included great training sessions. The Sheriffs' Leadership Institute has completed the third week of training. The fourth week of the Sheriffs' Leadership Institute training will be held March 8th – 13th, 2020. Graduation will be held Friday, March 13, 2020, in Chapel Hill at the Friday Center. All Sheriffs are invited and encouraged to attend.

The Training Committee met on October 3rd and was chaired by Sheriff Johnson and Sheriff Reid. Training topics for the Sheriffs' Association were identified for 2020. The Sheriffs' Association is preparing training for the 2020 Sheriffs' Association Fall meeting.

The Sheriffs' Association Spring meeting will be held April 25th – 29th in Wilmington at the Embassy Suites and hosted by Sheriff McMahan. Mr. Caldwell stated that Sheriff McMahan and his staff do a tremendous job hosting this event.

The *Jail Administrators Institute for Leadership* (JAIL) is similar to the *Sheriffs' Leadership Institute*. A committee which includes a number of Sheriffs is working on the design of that training. The first week of JAIL training is schedule to begin in January or February of 2021.

The Executive Committee recently approved the creation of a *Chief Deputy Leadership Institute*. The Sheriffs' Association has already begun some work on that program. The Sheriffs' Association is looking at a four-year cycle in which the *Sheriffs' Leadership Institute*, the *Jail Administrators' Institute for Leadership* and the *Chief Deputy Leadership Institute* can meet at different times so they do not overlap.

Mr. Caldwell provided a status with regard to the Jail Rules. The implementation of approximately eight (8) rules was suspended due to objections voiced by Sheriffs. The Legislature will be back in session in April or May of 2020. The Sheriffs' Association is working to get a bill filed to strike the rules down or overturn them. The Sheriffs' Association will have 30 days after the Legislature reconvenes to try and get the rules either fixed or killed.

Chairman Cloninger asked the Commission Members if there were any questions. Negative response.

***North Carolina Justice Academy**

Trevor Allen

Mr. Trevor Allen addressed the Sheriffs' Commission members and thanked them for the opportunity to present the North Carolina Justice Academy updates. Mr. Allen provided the Sheriffs' Commission with a summary of news and events [**Attachment #1**].

Mr. Allen provided an update with regard to personnel:

Ms. Merrily Cheek accepted the In-Service Training Development Coordinator position September 23, 2019. This position was formerly held by Bill Dubois.

Mr. Jesse Kittrell accepted the CJ Training Coordinator 1 – *Specialized Physical Fitness and Subject Control/Arrest Techniques* School Director position on October 28th.

Ms. Daniele Zecher accepted the Quality Assurance position at the West Campus on November 4th. Ms. Tawnya Smith accepted the Instructional Support Services Manager position on November 18th. This position oversees the Library, Print, Bookstore, and Video Teams.

Interviews were conducted for the vacant Coordinator 1 – *Advanced Traffic Crash and Reconstruction* Instructor Developer for the Edneyville campus on November 20th and 21st. The position was not filled and will be re-posted.

Currently, there is a vacant position for the *Hate Crimes* Instructor/Developer position. Funding was awarded for this position via the Governor's Crime Commission.

Mr. Allen provided some current statistics:

On-Campus Courses: 371
On-Campus Students: 4,757
On-line Courses: 121
MIST: 136,748
GI Update: 6,453

LEO LODD (Line of Duty Death): 117
LEO Suicides: 212

The In-Service training course, *The Signs Within – Suicide Education and Awareness*, will be available in 2020.

Director Allen informed the Sheriffs' Commission Members of the new courses and events:

The Annual SWAT Competition was held early November in Salemburg. The Fort Bragg SORT team was the overall winner out of approximately eight (8) teams.

Renovations are underway at Residence Hall C, which is a three-story structure at the Salemburg campus. Residence Hall B is in the design phase.

The West Campus held a couple of additional ALERT courses in 2019 and plan to have more in 2020. Some of these courses will be Train-the-Trainer courses.

The NC Justice Academy has created a video in support of the new "Raise the Age" law and it has been sent out to both Commissions and to the Sheriffs' Association. There is a print version and job aide available with the School of Government. The video is available on the NC Justice Academy website, as well as, the School of Government's website.

Director Allen provided the Sheriffs' Commission members with Job Task Analysis information. A survey was conducted in support of identifying needs for a future curriculum. This process happens approximately every 10 years. The survey is complete with a participation rate of approximately 21%. Director Allen stated that he now needs feedback to create the framework for the creation of the BLET curriculum.

Director Allen asked the Sheriffs' Commission members to earmark March 06, 2020, for a Research Triangle International symposium. One of the topics during this symposium is "Work Place Resilience and Safety." The Justice Academy is collaborating with RTI (Research Triangle International) in Durham. The symposium will seat approximately 200 people and he would like to see a blend of people from both urban and rural areas. Mr. Allen will provide an agenda for the symposium to the Sheriffs and Chiefs in North Carolina.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

***NC DOJ Update**

Seth Dearmin

Chief of Staff Seth Dearmin addressed the Sheriffs' Commission members and stated that he has an update on two issues. The first issue is with regard to the *Survivor Act* and the testing of the sexual assault kits. Mr. Dearmin thanked the Sheriffs and all the agencies for the work being done to go through the backlog of kits to determine priority testing and for working with the State Crime Lab to move that testing forward. More than 200 CODIS (Combined DNA Index System) hits have been linked to individuals so far on these kits and we are on the way to solving sexual assault cases.

There have been a couple communications with regard to the Survivor Act law passed by the General Assembly, specifically about testing these kits. The law states that sexual assault kits collected prior to January 01, 2018, are to be reviewed by a multi-disciplinary team. This team could include members from Sheriffs' Offices, sexual assault nurses, members of the domestic violence community, or District Attorneys. The multi-disciplinary team will determine if the sexual assault kit should be moved forward for testing or not. If, after the review, the sexual assault kit is "unfounded;" a report must be provided to explain why it is "unfounded" and why it should not be tested.

For sexual assault kits collected after January 01, 2018, the law mandates that those kits be transported to an accredited lab for testing within 45 days - unless the victim does not wish to move forward with the criminal justice process. Those kits should be taken to the Law Enforcement /Public Safety Warehouse within the 45 day timeframe.

The Department of Justice and the Crime Lab are ready to help work through this process. Training will be provided in 2020 and will cover the multi-disciplinary team requirement.

The last piece of the law mandates that by March 18, 2020, all sexual assault kits that were considered by the multi-disciplinary team and determined a need for testing, be moved to the Crime Lab for testing.

The second issue Chief of Staff Dearmin addressed was the "Lethality Assessment Protocol." The Public Protection section within the Attorney General's Office and the Justice Academy under Director Trevor Allen's leadership have been working together to put together a training program for the "Lethality Assessment Protocol."

The "Lethality Assessment Protocol" is a domestic violence checklist for law enforcement to use when they are on the scene of a domestic violence incident to determine if a victim in that incident is at high risk of near fatal or fatal violence. If (after going through the checklist protocol) that is determined to be the case, the victim would be put in communication with local providers for immediate assistance. Data shows that this protocol has helped up to 90% of cases.

Beginning in 2020, training for the "Lethality Assessment Protocol" will begin across the state of North Carolina. A communication will be sent from the Attorney General's Office with more information on the "Lethality Assessment Protocol" and the training to come in 2020.

Chairman Cloninger asked the Commission Members if there were any questions. Negative response.

Sheriff Cloninger raised the issue of the budget currently not being passed and funding for the Criminal Justice Training and Standards Division being in limbo. Chief of Staff Dearmin stated

that letters and targeted phone communication to legislative representatives are important. Mr. Dearmin stated that the Attorney General’s Office would be happy to help with that effort.

A **MOTION** was made by Sheriff Terry Johnson to draft a letter in support of funding for the Criminal Justice Training and Standards Commission. Sheriff Terry Johnson has given permission for the use of his signature to represent the Sheriffs’ Training and Standards Commission in this effort; seconded by Sheriff Alan Jones. **MOTION CARRIED**

***Criminal Justice Commission**

Steven Combs

Director Steven Combs addressed the Sheriffs’ Commission Members and provided an update for the Job Task Analysis. Mr. Combs stated that after reading over the summary from the survey, issues that were of concern to the Sheriffs ranked very high on the survey.

Director Combs provided the Sheriffs’ Commission members with an update on the *Field Training Program*. He stated that the Field Training Advisory Group has determined that mandating a Field Training Program would not be in the best interest of our law enforcement agencies at this time. The group did decide to develop a “Best Practices” guide to assist agencies with their Field Training Programs. A survey was completed and Director Combs reported that the vast majority of law enforcement agencies do have a Field Training Program in place. Mr. Richard Baric with the NC Justice Academy has completed the “Best Practices” guide and Director Combs will provide the guide to legal staff for their review. Sheriff Goodwin represented the Sheriffs’ Commission on the Advisory Group and has been a great deal of help.

Director Combs will bring the “Best Practices” guide before the Criminal Justice Commission in February to request their approval. Director Combs stated that he will then bring the guide before the Sheriffs’ Commission in March for approval.

Director Combs updated the Sheriffs’ Commission members on changes within the Criminal Justice Commission. Chief Hayworth is the current CJ Commission Chairman, Mr. Eddie Caldwell is the Vice Chairman of the CJ Commission; Gibsonville Chief Ron Parrish is the Chairman of the Probable Cause Committee; and Mr. Jeff Welty was the Chairman of Planning & Standards Committee and is now joining the Department of Justice, so he will no longer be a part of the CJ Commission. Ms. Leslie Dismukes was voted to Chair the Planning & Standards Committee. Ms. Stephanie Freeman remains as Chair of the Education & Training Committee.

Director Combs informed the Sheriffs’ Commission members of three (3) new CJ Commission Members. Chief David Hess of the Roxboro Police Department; Deputy Chief Estella Patterson of the Charlotte-Mecklenburg Police Department, Chief Probation/Parole Officer Stan Hicks.

Director Combs thanked the Sheriffs' Commission members for the opportunity to speak and asked if there were any questions.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

V. OTHER REPORTS

*Probable Cause Committee

Sheriff Mahoney

Sheriff David Mahoney reported that the Probable Cause Committee met December 12th, and during that session, the Committee reviewed a total of 41 cases. In seventeen (17) cases, Probable Cause was found, with four (4) of those cases resulting in Consent Agreements which were signed for your approval [Attachment #3], No Probable Cause was found in twelve (12) cases, two (2) cases were postponed until the March meeting, and ten (10) cases were closed pursuant to the Consolidated Probable Cause Policy.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

Sheriff Mahoney confirmed the Probable Cause Committee recommended approval of the Consent Agreements as presented [Attachment #3]; seconded by Sheriff Dwayne Goodwin.
MOTION CARRIED

*Community College Update

Tracy McPherson

Ms. Tracy McPherson addressed the Sheriffs' Commission members and stated that she had four (4) updates to provide. The first is a legislative update with regard to an Appropriations Act related to Community Colleges. A letter was received by the Community Colleges to inform them that they can now receive funding for providing educational classes to inmates. Educational classes other than specific skill classes will continue at no charge for the inmate.

Ms. McPherson provided a handout [Attachment #4] highlighting the NC Community College System Enrollment Data for Detention Officer and Sheriffs' Telecommunicator Certification Courses. The data sheet shows full years for 2015 – 2018. The data for 2019 is for one (1) semester.

Ms. McPherson discussed the issue of compiling a list of the agreements regarding transfer credits between local community colleges and colleges and universities across the state. Ms. McPherson has done some research and found out that writing a letter to the institutions for that information may not reap the needed information. Ms. McPherson stated that the problem with doing these

assessments is that the agreements are unique between the community college and university; so the list would become obsolete very quickly. Ms. McPherson is working with Director Allen of the Justice Academy to try and post information on the Community College website and/or the Justice Academy website that provides a list of who is offering programs.

Ms. McPherson provided a staff update for Community Colleges. A new position has been created for a Criminal Justice Training Specialist. Ms. Andrea Hyson had filled that position, however, due to the travel requirements of the position, Andrea resigned and accepted a permanent position at Vance-Granville Community College. Ms. McPherson thanked Andrea for her service and wanted to let the Sheriffs' Standards Commission members know that the position will be posted again.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

Sheriff Gerald Baker addressed the Sheriffs' Commission members and welcomed everyone to Wake County.

*** North Carolina Justice Academy**

Amanda Stephenson

Ms. Amanda Stephenson addressed the Sheriffs' Commission Members and provided an update on the DOCC Revisions/Changes [Attachment #5, Tab #1]. The DOCC Advisory Group met on November 15, 2019, in Salemburg to review revisions that will become effective January 01, 2020.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

A **MOTION** was made by Mr. Marc Nichols to approve the curriculum changes effective January 01, 2020; seconded by Sheriff Terry Johnson. **MOTION CARRIED**

Ms. Stephenson informed the Sheriffs' Commission members that she worked with Mr. Richard Barrick at the Justice Academy with regard to the *Detention Field Training Program*. Mr. Baric is the Instructor/Developer for the *Field Training Officer (FTO)* course for law enforcement officers. Ms. Stephenson stated that their courses somewhat mirror one another, so any changes made to the FTO course for law enforcement officers are forwarded for her review. If the changes are not law enforcement specific and can be applied to the detention setting they are added to the *Detention Field Officer Training* course.

Chairman Cloninger asked the Commission Members if there were any questions. Negative response.

Ms. Merrily Cheek addressed the Sheriffs' Commission members to provide an update for the 2021 In-Service Training Topics [Attachment #5, Tab 2]. The proposed topics came from information collected in the field, communicated through evaluations, Acadis users, and committee members. Some fresh and interesting topics were put together for the 2021 In-Service Training. Ms. Cheek pointed out that there is a specific topic for *Mental Wellness: Building & Implementing a Plan for Improvement*.

Chairman Cloninger asked the Commission members if there were any questions. Negative response.

A **MOTION** was made by Sheriff Terry Johnson to approve the proposed 2021 In-Service Training Topics; seconded by Sheriff Dwayne Goodwin. **MOTION CARRIED**

VI. DIVISION REPORT [Attachment #5]

Diane Konopka

Sheriffs' Standards Division Director Diane Konopka addressed the Sheriffs' Commission members and provided an update on the Division Activities. Ms. Konopka informed the Sheriffs' Commission that Ms. Jo Whitman has taken a medical retirement. The Division is currently working to fill the Certification Specialist position and hopes to have it filled by the early part of 2020.

Director Konopka provided an update on the Database Project. The Sheriffs' Standards Division continues to work with the NC Justice Academy, CJ Standards Division and the Department of Health and Human Services to transition from the current TRACS database to the Envisage Technologies Acadis Readiness Suite. Ms. Konopka anticipates moving forward with this project in mid-January 2020. The migration process is expected to take approximately 12 months to be fully transitioned. Director Konopka thanked Director Trevor Allen and Dana Phillips for their help facilitating this project.

Director Konopka provided an update for In-Service Training Reporting. The Division has been working towards electronic reporting for a number of years. Division staff has been testing the electronic reporting of In-Service Training and the on-line portal for reporting 2019 In-Service Training appears to be working. The Sheriffs' Standards Division plans to push it out to all Sheriff's Offices and reporting telecommunicator agencies by the end of December 2019.

Director Konopka provided the Sheriffs' Commission members with statistics for Certified Justice Officers as of December 01, 2019. The breakdown is as follows:

Deputies – 15,552
Detention Officers – 10,479
Telecommunicators – 1,908

Director Konopka provided the Sheriffs' Commission Members with an update for the DOCC and TCC Job Task Analysis. Two (2) vendors submitted proposals in response to the Job Task Analysis project. These proposals are currently being evaluated. The hope is to move forward with one of those vendors, but if that is not feasible, we will re-post the Request for Proposal in early 2020.

The BLET Job Task Analysis Survey concluded at the end of September with a 21% participation rate. On December 04, 2019, the Committee met with the vendor to review the Survey results and plan the next steps.

Director Konopka provided an update on the NCLEA Advisory Group. The goal of this program is to allow agencies to voluntarily comply with State standards for accreditation at a reasonable cost. A lot of time and work has gone into this project and there is overwhelming support for this endeavor. However, this project cannot move forward without a Project Manager. This project is "on hold" pending a favorable budget.

Director Konopka provided an update on the BLET Background/Records Check Advisory Group. The recommendations of this group were approved by the CJ Commission at their November meeting and CJ staff was authorized to move forward with the rule-making process to amend their rule 12NCAC 09B .0203 (Admission of Trainees), as well as adoption of Form F-25, Criminal Record and Conviction History for BLET. The rule amendment and the new form would allow an agency to complete a records check on a prospective officer, and if no criminal convictions are found, to use this form to report that finding to a school director who would be authorized to accept this form to satisfy the records check requirement [Attachment #6].

Director Konopka provided an update for the RAP-BACK program as presented at an earlier meeting by SBI Deputy General Counsel Joy Strickland. Ms. Strickland has drafted proposed legislative changes, as well as rules provisions for both Commissions. It is Ms. Konopka's understanding that this will be addressed by the legislature in the short session.

Director Konopka stated that the final revisions of the Sheriffs' Commission rules regarding Certification and Training for School Resource Officers (12NCAC 10B .0510) and Minimum Training Requirements (12NCAC 10B .2005) were approved by the Rules Review Commission on November 21st. These amended rules will become effective January 01, 2020. The form F-20 for School Resource Officer Certification will also become effective on that date. The updated rule and form will be provided to all sheriffs before the end of the year.

Director Konopka provided information with regard to the proposed update to the F-3 Form/Notification Rule. Director Konopka stated that there has been a lot of discussion among both Commissions regarding notification and investigation of issues of untruthfulness, primarily in regards to “Giglio.” Earlier this year the Sheriffs’ Commission members approved adding language to the Report of Separation (F-5 & F-5T) and had discussed the possibility of including related language to the Personal History Statement (F-3 form). At the last meeting, the Sheriffs’ Commission opted to defer further discussion and action to a later date.

The CJ Commission recently approved moving forward with the rule-making process requiring notification of such issues. [Attachment #5, page 3]. If approved, it will become effective July 01, 2020 for the CJ Commission.

A **MOTION** was made by Sheriff Dwayne Goodwin to table the Giglio rule issue until the March 2020 meeting; seconded by Sheriff Doug Doughtie. **MOTION CARRIED**

A **MOTION** was made by Sheriff David Mahoney to go into closed session; seconded by Mr. Marc Nichols. **MOTION CARRIED**

A **MOTION** was made by Sheriff Landric Reid to go into open session; seconded by Sheriff Jack Smith. **MOTION CARRIED**

A **MOTION** was made by Sheriff Ed McMahan to grant the Extension for Jeffrey Lee Eddins-Deputy Sheriff, Catawba County until January 30, 2020; seconded by Sheriff Jack Smith. **MOTION CARRIED.**

A **MOTION** was made by Sheriff David Mahoney to grant the Extension for Kimley Long Gregory-Deputy Sheriff, Vance County until the March 19, 2020 Sheriffs’ Commission Meeting to successfully complete the state exam any other skill assessments she has been medically released for; seconded by Sheriff Alan Jones. **MOTION CARRIED.**

A **MOTION** was made by Sheriff Jack Smith to allow an extension for Anthony Roderick Butler-Deputy Sheriff, Randolph County until January 15, 2020; seconded by Sheriff Dwayne Goodwin. **MOTION CARRIED.**

A **MOTION** was made by Sheriff Dwayne Goodwin to deny an extension for Harold Woodrow Green-Deputy Sheriff, Durham County; seconded by Sheriff Jack Smith. **MOTION CARRIED.**

VII. NEXT MEETING

March 19th & 20th – Chowan County

VIII. ADJOURNMENT

A **MOTION** was made at 11:30 a.m. by Sheriff Terry Johnson to adjourn the December 2019 Sheriffs' Commission meeting; Seconded by Sheriff David Mahoney. **MOTION CARRIED.**