

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

DATE: December 14, 2018

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 14th 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 Reid
Sheriff Alan Cloninger
Mr. Marc Nichols
Sheriff John Ingram
Sheriff Ed McMahan
Sheriff Ricky Oliver
Sheriff Alan Jones
Sheriff David Mahoney
Ms. Tracy McPherson
Mr. Jamie Markham

MEMBERS ABSENT

Sheriff Steve Bizzell
Sheriff Alan Norman

STAFF

- Diane Konopka - Director, Sheriffs’ Standards Division
- Sirena Jones - Deputy Director Sheriffs’ Standards Division
- Judy Marchetti - Admin. Ass’t Sheriffs’ Standards Division
- Marie Evitt - Legal Counsel – NC Department of Justice

Sheriff Cloninger welcomed everyone to the December Sheriffs’ Commission meeting and thanked Sheriff Gerald Baker for hosting as well as providing the Commission Members’ dinner.

Sheriff Baker welcomed the Sheriffs’ Commission Members to Wake County and stated that he is excited about being a supportive partner to the Sheriffs’ Commission.

In the first order of business, Legal Counsel Marie Evitt 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 Marie Evitt 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
- Susan Gillis - NC Justice Academy
- Amanda Stephenson - NC Justice Academy
- Steven Combs - CJ Standards Director
- Richard Squires - CJ Standards Deputy Director
- Hannah Abreu - CJ Standards
- Sheriff Gerald Baker - Wake County Sheriff’s Office
- Jonathan Price - Wake County Sheriff’s Office
- Tim Fuss - Cape Fear Community College
- Chris Scott - Sheriffs’ Standards
- Jacalyn Shedd - Sheriffs’ Standards
- Jo Whitman - Sheriffs’ Standards

- Myra Frederick - Sheriffs' Standards
- Shena Evans - Sheriffs' Standards
- Jevanna Gibson - Sheriffs' Standards
- Emily Taylor - Sheriffs' Standards
- Michelle Andrews - Sheriffs' Standards
- Autumn Hanna - Sheriffs' Standards
- B. J. Barnes - Retired Guilford County Sheriff
- Jerry Monette - Retired Craven County Sheriff
- Hal Askins - Wake County Sheriffs' Office
- Peggy Schaefer - IADLEST

II. MINUTES OF OCTOBER MEETING

Sheriff Alan Cloninger

A **MOTION** was made by Sheriff David Mahoney to accept the minutes of the October 2018 meeting; Seconded by Mr. Marc Nichols. **MOTION CARRIED.**

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

A **MOTION** was made by Sheriff Ed McMahon to approve the list of Professional Certificates and Service Awards; Seconded by Mr. Marc Nichols. **MOTION CARRIED.**

A presentation of a plaque was made to retired Sheriff B. J. Barnes and retired Sheriff Jerry Monette for their years of service and dedication as members of the Sheriffs' Commission.

Sheriff Monette thanked everyone for their thoughtfulness and stated that being a member of the Sheriffs' Commission was a very rewarding part of his career as Sheriff.

Sheriff Barnes addressed the Sheriffs' Commission Members and stated that other than being Sheriff of Guilford County, being a member of the Sheriffs' Commission was the best job he ever had and he loved it. Sheriff Barnes reminded the Sheriffs' Commission Members that they are the "gate-keepers" that will help to protect the institution of Sheriff. Sheriff Barnes stated that he will continue working towards keeping the office of Sheriff strong.

Sheriffs' Standards Director Diane Konopka presented Sheriff Barnes and Sheriff Monette with flowers for their wives. Director Konopka stated that the flowers are a token of appreciation for the times they hosted Commission Meetings and all the times their families shared them with the Commission.

Sheriff Jody Greene of Columbus County, presented the Advanced Law Enforcement Professional Certificate to:

Jeremy Edison Barber, Advanced Law Enforcement Professional Certificate, Columbus County.

Clarence Bowen's wife, presented the Advanced Law Enforcement Professional Certificate to:

Clarence F. Bowen, Advanced Law Enforcement Professional Certificate, Granville County.

IV. INFORMATIONAL REPORTS

***North Carolina Sheriffs' Association**

Eddie Caldwell

Mr. Eddie Caldwell of the Sheriffs' Association addressed the Sheriffs' Commission Members to provide them with updates relative to issues that the Commission deals with. Mr. Caldwell stated that he appreciates the opportunity to speak with the Sheriffs' Commission Members this morning. As you all know, there are now two (2) vacancies on the Sheriffs' Commission. The Sheriffs' Commission sent out emails to the two districts affected alerting them that ballots would be sent out. Ballots were sent out December 11th and are due back by December 19th. Once the ballots are tallied and results determined, the Sheriffs' Association will notify the Commission Chairman and Sheriffs' Standards Director.

The Legislative Session that started in November has ended. As far as the Sheriffs' Association can tell, there is no significant impact on the Sheriffs' or Criminal Justice system. The NC Sheriffs' Association Weekly Legislative Report is going out today.

Training for the state-wide misdemeanant confinement program has been completed. All 66 counties that receive inmates have completed this mandatory training.

The Sheriffs' Leadership Institute successfully completed week one (November 11th – 16th). There are 29 newly elected sheriffs, 12 midterm sheriffs. A total of 39 new sheriffs attended; two could not attend week one but will attend the next three (3) scheduled classes. Week two will be March 3rd – 8th, week three will be in September, and week four is scheduled for March 2020.

The Sheriffs' Association Spring Meeting is scheduled for April 13th – 17th and will be held at the Convention Center in Wilmington, NC. Room accommodations will be at the Embassy Suites Hotel. The format for the Spring Meeting will be different. The "Exhibit Hall" will be moved from the Summer Conference to the Spring Meeting. Due to this change, the Spring Meeting will begin on Saturday rather than Monday to accommodate the longer timeframe.

The Legislative Day training is completed. This training was held at five (5) locations across the state plus at the NC Association of Police Attorneys Conference. Sixty counties attended the Legislative Day training. The Sheriffs' Association will survey the 40 counties that did not attend the training as they did last year to find out if there is something that can be adjusted so Sheriffs will send personnel to participate.

The Sheriffs' Association Training Committee will meet January 30th. Sheriff Alan Jones and Sheriff Terry Johnson are the co-chairs of this Committee. If there is any training topic you would like to recommend, contact either Sheriff Alan Jones, Sheriff Terry Johnson or the NC Sheriffs' Association.

The last item that has a direct impact on the Sheriffs' Commission is the proposed rewrite of the jail rules. This process has been going on for over a year and the Sheriffs' Association just learned this week that they are moving forward with the changes made. Not all of the Sheriffs' concerns have been addressed and more changes are needed. If the Sheriffs' concerns are not addressed to satisfaction, the Sheriffs' Association will challenge at the Rules Review Commission and if not successful there; the Sheriffs' Association will challenge at the Legislature through the appeals process. An effective date on the jail rules changes will not be for another eight to twelve months.

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 Members with a summary of news and events (Attachment #1). The Sheriffs' Commission Members also received a draft agenda for SOG week in NC Justice Academy's Law Enforcement Leadership Academy (Attachment #2).

Renovations are set to begin on Residence Halls C in Salemburg, May 2019. Residence Hall B renovations will begin 2020.

The CCH "Red Book" was translated to Spanish and is now available for sale in the bookstore. One hundred copies sold immediately. The Telecommunicator Simulator will be unveiled at the Salemburg Campus at 1:00 pm, January 25th. All are welcome to that event.

The North Carolina Justice Academy was invited by the Legislature to present a request for an additional residence hall with 60 beds at the Edneyville Campus. This invitation is very encouraging.

Chairman Cloninger asked Mr. Allen about the progress for the School Resource Officer training. Mr. Allen responded that it is in process and on track.

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

***2020 In-Service Training Topics (Attachment #3, Tab 1)**

Amanda Stephenson

Director Konopka referred the Sheriffs' Commission Members to their Division Report, Tab 1 for the In-Service Training Topics. The Joint In-Service Committee approved the following topics. Ms. Stephenson presented the 2020 In-Service Law Enforcement Topics to the Sheriffs' Commission Members on Bill Dubois behalf. She then presented the 2020 Detention Topics. Susan Gillis presented the 2020 In-Service Telecommunicator Topics.

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

Ms. Gillis introduced Training Manager, Ms. Lori Austin to the Sheriffs' Commission Members. Ms. Austin addressed the Sheriffs' Commission Members and informed them with regard to the 2020 In-Service Topics timeline. Assignments have been given to the developers and they are already working on the Objectives this coming year. All materials and power-points will be available to the instructors in an on-line venue through the Justice Academy website. Ms. Austin stated that 2019 is the first year utilizing this format and Mr. Bill Dubois did a wonderful job compiling all of the lesson plans and migrating them onto the server. Ms. Austin stated that all of the Instructors will be able to log on and take their proficiency tests so they can teach the 2019 In-Service Topics. Anyone who has questions should contact Bill Dubois; and anyone who needs a CD with the training should request it via email.

A **MOTION** was made by Sheriff Alan Jones to approve the 2020 In-Service Training Topics for Law Enforcement, Detention, and Telecommunicator; Seconded by Mr. Marc Nichols. **MOTION CARRIED.**

***IADLEST – National Certification Program**

Peggy Schaeffer

Director Konopka referred the Sheriffs’ Commission Members to Tab 2 of their Division Report. Ms. Schaeffer presented the Sheriffs’ Commission Members with a slide show detailing the aspects of the National Certification Program.

Legal Counsel Marie Evitt asked how training is identified that might be out of date. Ms. Schaeffer responded that certification is good for two (2) years; it is not a one-time certification so any modifications or updates needed will be reflected.

Ms. Schaeffer addressed the Sheriffs’ Commission Members as well as the audience and stated that anyone interested in becoming a “reviewer” is welcome to do so. A recommendation and references are required. An on-line training program is provided. Once the on-line course is completed, you would work with Ms. Schaeffer assessing Rubrics. A contract must be signed so that if pay is received, you can’t be working on your agency’s time. All the information reviewed must be kept confidential and a confidentiality agreement must also be signed.

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

Chairman Cloninger directed the Sheriffs’ Commission Members to their handout regarding the proposed amendment to 12 NCAC 10B .2005 Minimum Training Requirements for choice topics [Attachment 4].

A **MOTION** was made by Sheriff Ed McMahon to amend 12 NCAC 10B .2005 Minimum Training Requirements and adopt paragraph B to allow choice topics; Seconded by Sheriff Ricky Oliver.
MOTION CARRIED.

V. OTHER REPORTS

***Probable Cause Committee**

Sheriff Mahoney

Sheriff David Mahoney reported that the Probable Cause Committee met December 13, 2018, and during that session, the Committee reviewed a total of 39 cases. In twenty-four (24) cases, Probable Cause was found, with six (6) of those cases resulting in a Consent Agreement to be executed at your next meeting. No Probable Cause was found in seven (7) cases, two (2) cases were postponed at the agency’s request, four (4) cases were closed pursuant to the Consolidated Probable Cause Policy, and two (2) cases the individuals were separated (or summary action was taken) prior to PC.

***CJ Fellows Program Update**

Sheriff Oliver

Sheriff Ricky Oliver addressed the Sheriffs' Commission Members and stated the he and Sheriff Ed McMahon have attended two (2) meetings which dealt with reviewing materials and applications. The Committee is working within the Legislative guidelines which is a two year funding program which is "forgivable." Students have five (5) years to repay the loan or work four (4) years with a law enforcement agency. The program will be available in "eligible" counties which have a population less than 75,000. Most of the forms have been approved, though some are going through legal review resulting in changes. The target timeframe to have the materials completed is January 2019. The target audience is high school students, so materials will be provided to high schools as well as website availability.

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

***Criminal Justice Commission**

Steven Combs

Mr. Combs addressed the Sheriffs' Commission Members and provided an update with regard to the NC Law Enforcement Accreditation Program. This program was presented to the CJ Commission Members at their November 2018 meeting as was unanimously approved. As a reminder, this program is very similar to a program like CALEA. Both the CJ Commission and the Sheriffs' Commission Members have provided positive feedback on this program. The NC Law Enforcement Accreditation Program is not in competition with CALEA. Many other States have a program similar to this one. Many agencies want to be a part of a program like this and meet a set of standards but many cannot afford a program such as CALEA.

Mr. Combs stated that they are now in need of a Program Manager and are in hopes that there will be funding in the budget for that position. Director Combs stated that he will keep the Sheriffs' Commission Members informed of any progress as they move forward.

Sheriff Cloninger asked the Sheriffs' Commission Members for a volunteer to join the Committee since Sheriff B. J. Barnes has retired. The next meeting is January 09, 2019. Sheriff Ingram will provide Director Combs with a contact name from his county. Sheriff Ed McMahon also offered to become a part of the Committee.

Director Combs addressed the issue of removing the Sheriffs' Unit from BLET for Agencies that run their own academy (eg. Police Departments and State Highway Patrol) and stated that the issue is on the agenda for the February 2019 CJ Commission Meeting. Mr. Combs stated that he will keep Director Konopka informed of the meeting time and date as well as which Committee will address that topic.

Director Combs addressed the issue of the new BLET exam and the associated test scores. Mr. Combs stated that there is a great deal of mis-information out there concerning this new BLET exam. Mr. Combs stated that he has sent an email to Director Konopka that includes an attachment to be sent to all North Carolina Sheriffs. The attachment lists every school, every student and their associated scores (pass, failure retest or fatal failure). A person that has failed two (2) units or less can retest. A person that has failed more than two (2) units is a “fatal failure” and must go back through BLET.

Director Combs stated that during the summer the test was reviewed and modifications made. Mr. Combs stated that he has seen emails between Chiefs stating that 17 questions were found to be bad on the exam. That information is not correct. One question was identified that had a typo and could lead a student to selecting a wrong answer. That specific question was caught extremely early in the process and no student has received a grade wherein they were not given credit for that question.

Mr. Combs stated that there is mis-information out there about the “pass/fail rate.” Director Combs provided the BLET exam statistics:

- 166 Students have taken the BLET exam
- 91 Students have passed
- 49 Students have failure retest
- 26 Students have fatal failure

After every exam, each student is provided a sheet of pink paper to express any concerns about the test. This paper is then submitted to the testing administrator. Director Combs stated that they have received very few of those sheets.

A new process has been put into place for when the test questions are developed. CJ uses subject matter experts who write the lesson plans to write the test questions. Once those questions are received from the Justice Academy, it is reviewed by Criminal Justice staff and Legal Counsel. Another step put in place is to bring the east and west campus School Directors in for a final review to ensure they are comfortable with how the question and answer is written.

Director Combs will keep the Sheriffs’ Standards Commission Members updated with regard to test scores on a weekly basis. Mr. Combs asked the Sheriffs’ Commission Members that if they hear anything with regard to the BLET test and scores to please contact him to discuss the issue.

Tracy McPherson addressed Director Combs and stated that she takes the BLET testing issue very seriously and thanked Director Combs for addressing the issue so quickly. Ms. McPherson stated that she has received phone calls and is aware that School Directors are talking with each other about the BLET test issue. Ms. McPherson feels that they may not know the venue or person to communicate with. Ms. McPherson stated that her administration is concerned about students’ success. The whole purpose of the program is to have people available to work.

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

***Raise the Age Issues**

Marie Evitt

Legal Counsel Marie Evitt addressed the Sheriffs' Commission Members and stated that her segment was less of a report and more of an inquiry for the Commission. Ms. Evitt asked the Sheriffs' Commission Members if they had any issues or concerns with regard to the "Raise The Age Issue".

Sheriff Cloninger stated that his concern is that once this is effective and the age is raised, does that mean no person under the age of 18 will ever come into a county jail. Sheriff Cloninger suggested that Legal Counsel contact Eddie Caldwell of the Sheriffs' Association.

Ms. Evitt asked the Sheriffs' Commission Members to please email her with any thoughts or concerns on this issue.

VI. DIVISION REPORT [Attachment #3]

Diane Konopka

Sheriffs' Standards Division Director Diane Konopka addressed the Sheriffs' Commission Members and informed them that the Division was fully staffed for a period of two (2) months. The Sheriffs' Standards Division is currently in the process of interviewing for the Processing Assistant position. The goal is to have the position filled by early 2019. The Division has been given permission to bring on a temporary part-time employee and hope to keep that person for approximately one (1) year. The Division currently has an intern from Wake Tech, Ms. Jacalyn Shedd, who works two (2) days a week. The interns prove to be very helpful in handling the workload.

Director Konopka informed the Sheriffs' Commission Members that we are continuing to work with DOJ Information Technology Group and the Criminal Justice Division towards updating and/or replacing our Training and Standards database. Research into the possibility of utilizing an outside agency is also being looked into. Currently, the financial resources are not available. There is a possibility that the Legislature may have some money to put towards such a project during their next session; and if so we would look to the Commission Members for their support of that project.

Director Konopka referred the Commission Members to Tab 3 of their Division Report for 2019 Rules changes. The Division moved forward with the filing of several permanent rules. These rules, with technical changes, were approved by the Rules Review Commission on November 15th, and will become effective January 01, 2019.

Director Konopka informed the Sheriffs' Commission Members that due to a technicality in the filing of the rules, your (newly amended) rule 12NCAC 10B.0302 will need to be refiled as a re-adoption to be effective 09/30/2019; and approval is needed to begin that process

A **MOTION** was made by Sheriff Ed McMahon to "re-adopt" rule 12NCAC 10B.0302; Seconded by Mr. Marc Nichols. **MOTION CARRIED.**

Director Konopka addressed the training for School Resource Officer rule 12 NCAC09B.0313. It has been suggested to have a working group consisting of representatives from both the Sheriffs' Standards Commission and the Criminal Justice Commission to draft additional language for that rule. Director Konopka stated that at the end of today's meeting members from CJ staff, Legal Counsel, and some Police Chiefs will be here to discuss that.

***Giglio Disclosure Update**

Director Konopka provided the Sheriffs' Commission Members with an update with regard to Giglio Disclosure. At the last two Sheriffs' Commission meetings the possibility of implementing a rule to require officers to make notification of Giglio actions has been discussed, as well as language to be added to the Personal History Statement to disclose such actions. The Sheriffs' Commission deferred making those changes pending further clarity regarding the process for how officers receive those notifications.

Director Konopka referred the Commission Members to Tab #4 of their Division Report [Attachment #3] to review a summarized Giglio provided by Criminal Justice Legal Counsel, Whitney Belich. The consensus was that the implications of a Giglio impairment in regards to an officer's credibility and character is very important. However, there remains no standard practice for notification of this action by a District Attorney or judicial official. This makes it difficult for the Commission(s) to enact and enforce a notification rule for Giglio actions.

Director Konopka state that it was suggested that Commission staff seek input from other states regarding their handling of Giglio disclosures. Director Konopka asked for the Sheriffs' Commission approval to work with CJ staff and survey other states. In the meantime, the Sheriffs' Standards staff will continue to investigate any notifications we do receive and, when warranted, present for consideration by the Probable Cause Committee. The Sheriffs' Commission Members granted Director Konopka permission to work with Criminal Justice staff to survey other states regarding their Giglio Impairment disclosures process.

Legal Counsel Marie Evitt referenced Tab 4 of the Division Report [Attachment #3] and summarized the "Giglio Impairment" issue and facilitated further discussion.

***DOCC and TCC Task Analysis**

Director Konopka addressed the Sheriffs' Commission Members with regard to the need for current Detention and Telecommunicator Task Analyses. The last Detention Task Analysis was done in 2003. The one and only Telecommunicator Task Analysis occurred in 1998. The CJ Commission is furthering the process of a new BLET Task Analysis, as that was last completed in 2008. Several Sheriffs represent your interest on the BLET Joint Task Analysis Committee.

Director Konopka informed the Sheriffs' Commission Members that four (4) potential vendors were asked to provide a "rough" estimate for this project. Three of the four vendors responded with estimates ranging from \$24,000 - \$70,000. Director Konopka stated that she has had a discussion with Chief Financial Officer, Matt Longobardi and since this would be a one-time expenditure, Ms. Konopka believes it may be possible to secure funding for this project. Director Konopka stated that she will report to the Sheriffs' Commission on any progress towards this goal.

***Basic Certificate Program**

Director Konopka addressed the Sheriffs' Commission Members and referenced the Basic Certificate Program discussion that took place at the last Sheriffs' Commission Meeting. Since that time, Director Konopka communicated with all 100 Sheriffs and posed four (4) questions:

1. Does your agency use the Basic Professional Certificate as a factor in awarding salary increases?
2. If yes, could you just as easily link the officer's General Certification with a salary increase?
3. Would you be opposed to ending the Basic Certificate Program? (Note: the Intermediate and Advanced Certificate Programs would not be changed.)
4. Any other concerns related to the Basic Certificate Program.

Director Konopka heard from 43 Sheriffs or their representatives. Of those 43, 41 do not use the Basic Certificates for consideration in salary increases (or any other purpose), while two (2) indicated they do use the Basic Certificate as criteria for raises. Director Konopka reached out to both of these sheriff's offices to see if the General Certificate could be used for this purpose in lieu of the Basic Certificate. Both offices indicated that while they initially opposed the change, they believe that they could change their policy such that it would not be a problem.

A **MOTION** was made by Mr. Marc Nichols to eliminate the Basic Certificate Program rules; seconded by Sheriff Ricky Oliver. **MOTION CARRIED.**

Director Konopka provided the Sheriffs' Commission Members with a summary of the Planning Session that took place on December 13, 2019 after the Final Agency Decision meeting. The first item of discussion was to allow Sheriffs' Standards Staff discretion on items not answered on the medical forms (F1 & F2).

A **MOTION** was made by Sheriff Alan Jones to allow Sheriffs' Standards staff discretion while reviewing the medical forms (F1 & F2) with regard to questions not answered; seconded by Sheriff Jack Smith. **MOTION CARRIED.**

Director Konopka informed the Commission Members that they also discussed the lateral transfer process. It was decided that it was important to keep that application process as is. A full application packet will be required when an officer moves from one agency to another. The recommendation was that there would be no change.

Another item discussed during the Planning Session was that no more extension for BLET or TCC will be granted after January 01, 2019 unless they are already enrolled. The recommendation was to suspend immediately if the applicant has not completed training within the one (1) year probationary period; or if they are not enrolled in a class for basic training.

Director Konopka stated that she will be getting together with Legal Counsel, Marie Evitt to write a more specific policy and will present this to the full Sheriffs' Commission Meeting in March 2019.

The subject of active vs. inactive officers was brought up for discussion. This topic did have a lot of discussion. The recommendation was to maintain the current active and inactive status. Sheriff Standards staff will work to better educate Sheriffs with regard to process.

Another topic for discussion that has been a concern is when individuals appearing for a Probable Cause meeting or Final Agency Decision carry a weapon. The recommendation was to include language in their notification letter that weapons are not permissible for the subject whose case is being addressed.

A **MOTION** was made by Sheriff Alan Jones to include language for the Probable Cause and Final Agency Decision notification letters that states weapons are not permissible for the subject whose case is being addressed. A uniform is permissible; seconded by Sheriff Dwayne Goodwin. **MOTION CARRIED.**

A **MOTION** was made by Mr. Marc Nichols to enter into a closed session; seconded by Sheriff Dwayne Goodwin. **MOTION CARRIED.**

A **MOTION** was made by Sheriff John Ingram to enter into an open session; seconded by Sheriff Jack Smith. **MOTION CARRIED.**

A **MOTION** was made by Sheriff Ed McMahan to allow the Extensions for Elizabeth Ann Butler-Detention Officer, Randolph County and Lana Nadine Smith-Detention Officer, Randolph County; seconded by Sheriff Jack Smith. **MOTION CARRIED.**

A **MOTION** was made by Sheriff Ricky Oliver regarding a Military Waiver review to have Vermaine De'Vail Shelton complete 470 hours of BLET; seconded by Mr. Marc Nichols. **MOTION CARRIED**

A **MOTION** was made by Sheriff David Mahoney to approve all the Requests for Extensions previously approved by Chairman Alan Cloninger; seconded by Sheriff Alan Jones. **MOTION CARRIED**

Legal Counsel Marie Evitt facilitated the election for the Vice Chairman position on the Sheriffs' Standards Commission.

Sheriff McMahon nominated Sheriff Dwayne Goodwin; seconded by Sheriff Alan Jones.

Vice Chairman nominations were then closed. Sheriff Dwayne Goodwin was elected unanimously as the Sheriffs' Standards Commission Vice Chairman.

***Ethics Training**

Marie Evitt

Legal Counsel, Marie Evitt provided the Sheriffs' Standards Commission Members their Ethics Training which is required every two years by statute [Attachment #5].

Ms. Evitt asked the Commission Members if there were any questions. Negative response.

***Training for School Resource Officer**

Diane Konopka

Members and staff from the Criminal Justice Commission were in attendance to discuss rules and requirements relating to School Resource Officers. The result was a decision to ask representatives from both Commissions to form an advisory group to meet, discuss SRO issues in detail, and make any changes deemed necessary to the Administrative Code.

VII. NEXT MEETING

March 14th & 15th – Wake County

Director Konopka informed the Sheriffs' Commission Members that she received a very nice thank you note from retired Sheriff Riley. He was very appreciative of his gift and all the kind words.

VIII. ADJOURNMENT

A **MOTION** was made at 11:30 a.m. by Mr. Marc Nichols to adjourn the December 2018 Sheriffs' Commission meeting; Seconded by Sheriff Jack Smith. **MOTION CARRIED.**