

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

DATE: March 24, 2023
TIME: 8:30 A.M.
LOCATION: Southern Shores Pitts Center located at 5377 N Virginia Dare Trail,
Southern Shores, NC 27949.
SUBMITTED BY: Richard Squires, Director

I. CALL TO ORDER

Sheriff Alan Jones

The North Carolina Sheriffs' Education and Training Standards Commission meeting was called to order by Sheriff Alan Jones on Friday, March 24, 2023.

Chair Jones requested a roll call of Commission members. Alex Radford recorded the following:

MEMBERS PRESENT

Sheriff Shelton White
Sheriff Jack Smith
Sheriff Jeff Crisco
Sheriff Mike Roberson
Sheriff Lowell Griffin
Sheriff Alan Norman
Sheriff John Ingram
Sheriff Van Shaw
Sheriff Alan Jones
Sheriff Donald Brown
Sheriff Ed McMahan
Sheriff Terry Johnson
Sheriff Doug Doughtie
Mr. Lorin Dinger

MEMBERS ABSENT

Mr. Marc Nichols
Mr. Jamie Markham

STAFF

- Richard Squires - Director - Sheriffs' Standards Division
- Sirena Jones - Deputy Director - Sheriffs' Standards Division
- Alex Radford - Sheriffs' Standards Division
- Melissa Bowman - Sheriffs' Standards Division
- Kirstin Greene - NC Department of Justice – Legal

Sheriff Jones declared a quorum was present.

Sheriff Jones asked Sheriff Doughite to welcome the Sheriffs' Commission Members and guests to Dare County.

In the first order of business, Legal Counsel Kirstin Greene read the Ethics Reminder to the Commission.

Legal Counsel Kirstin Greene 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

- Benjamin Zellinger - North Carolina Attorney General's Office
- Amisha Cooper - North Carolina Attorney General's Office
- Andy Stone - Sheriffs' Standards Division
- Mike McLaughlin - Sheriffs' Standards Division
- Eddie Caldwell - NC Sheriffs' Association
- Joe Graziano - NC Criminal Justice Standards Division
- Trevor Allen - NC Justice Academy
- Alex Gazaway - NC Justice Academy
- Chris Anderson - NC Justice Academy
- Susan Gillis - NC Justice Academy
- Amanda Stephenson - NC Justice Academy
- Taylor Rolling - Currituck County Sheriff's Office
- Ricky Oliver - Retired Sheriff Yadkin County
- David Mahoney - Retired Sheriff Transylvania County
- Alan Cloninger - Retired Sheriff Gaston County
- David Smith - Retired Sheriff Granville County
- Tracy McPherson - NC Community College System
- Zoe Vazquez - New Hanover County Sheriff's Office
- Leyla Woodhouse-Davis - New Hanover County Sheriff's Office
- Karen Ashley - NC Criminal Justice Standards Division
- Elizabeth Bynum - Brunswick County Sheriff's Office

I. MINUTES OF 11/2022 MEETING

Sheriff Alan Jones

A **MOTION** was made by Sheriff Terry Johnson to approve the minutes of the November 2022 meeting; Seconded by Sheriff Alan Norman. **MOTION CARRIED.**

II. CERTIFICATES/AWARDS/RESOLUTIONS – [Attachment #1]

A **MOTION** was made by Sheriff Mike Roberson to approve the list of Professional Certificates and Service Awards; Seconded by Sheriff Jack Smith. **MOTION CARRIED.**

Chair Jones represented by the full Commission, presented a resolution of appreciation to Retired Sheriffs’, Alan Cloninger, David Mahoney, Ricky Oliver, and David Smith for their years of service on the Sheriffs’ Education and Training Standards Commission.

Sheriff Ed McMahon presented Zoe Vazquez with her Advance Certificate with the New Hanover County Sheriff’s Office.

III. INFORMATIONAL REPORTS

***N.C. Accreditation Program [Attachment #2]**

Joe Graziano

North Carolina Criminal Justice Standards Division Deputy Director Joe Graziano addressed the Sheriffs’ Training and Standards Commission regarding the development of the North Carolina Accreditation Standards Manual and Program Guide. Karen Ashley, NCLEA Program Manager and Elizabeth Bynum, Brunswick County Sheriffs Office, all spoke on behalf of the guide. A synopsis of the presentation is attached.

***North Carolina Sheriffs’ Association**

Eddie Caldwell

Mr. Eddie Caldwell of the North Carolina Sheriffs’ Association addressed the Sheriffs’ Commission and provided updates.

Week two of the Sheriffs’ Leadership Institute was held in March 2023 and all 36 newly elected sheriffs were present for the class. He thanked Jamie Markham, The Department of Adult

Correction, and Chief Deputy Durwin Briscoe of the Cleveland County Sheriff's Office for all participating and helping teach the class, and to several of the Sheriffs' Commission Members and other sheriffs for serving on the panel discussion.

Week three of the Sheriffs' Leadership Institute will be in September 2023 and week four will be in March 2024.

Week one of the Chief Deputy's Leadership Institute will be June 4th – 9th, 2023 at the JB Duke Hotel and Conference Center in Durham. Week two will be in January 2024 and week three will be in June 2024.

The Chief Deputies Leadership Institute class is full, and there is a waiting list. Anyone is welcome to join the waiting list.

The North Carolina Sheriffs' Association Spring 2023 Meeting will be on April 21st-25th, 2023 at the Holiday Inn located at Wrightsville Beach. Also, the Annual Business Conference will be on July 21st-25th, 2023 located at the Myrtle Beach Hilton in South Carolina. The Fall 2023 meeting will be held on November 3rd-7th, 2023 at the Cherokee Conference Center.

Several legislative updates are currently being looked at involving Criminal Justice Reform. Mr. Caldwell stated that, as always, if a Commission member or other Sheriff needs any additional information to feel free to contact him directly.

***North Carolina Justice Academy [Attachment #3]**

Trevor Allen

Director 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 including personnel updates, as follows:

- There are currently three (3) positions that are at various stages of the recruitment process. We have hired several candidates selected for vacant positions and looking forward to filling the new created positions by the legislation.

Director Allen provided some current NCJA training statistics:

- In-person Courses: 92
- In-person Students: 1,716
- Online Courses: 122
- Online: 86,168
- Instructor Update completions (1 hour requirement): 4,739
- SRO Update: 1,410

Director Allen also reported on new courses and events. The synopsis of all the course information can be found on the attachment.

BLET Curriculum Updates [Attachment #4]

Alex Gazaway

Mr. Alex Gazaway provided an update to the Commission regarding the BLET curriculum. Mr. Gazaway stated that the North Carolina Justice Academy developers continue to work with SME groups for each of the 39 lesson plans. They are on track to pilot the new curriculum in August 2023 at Fayetteville Technical Community College. The synopsis of all the course information can be found on the attachment.

Field Force Operations (FFO) Update

Chris Anderson

Mr. Chris Anderson provided an update to the Commission regarding the FFO courses held by the Justice Academy. The FFO course provides law enforcement and security officers with instruction in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd-control methods. We have just completed the first FFO course offered by the Justice Academy and have several more for the remainder of the year.

We have also increased offerings for firearms instructor training since October 2022 and have since trained 119 instructors. Hazmat instructors have doubled since offering the new courses and working on Civil Processing refresher courses.

Detention Officer Certification Course Update

Amanda Stephenson

Ms. Amanda Stephenson provided an update to the Commission regarding DOCC training. Currently, DOCC is going under the job task analysis lesson plan, and the plan is to roll it out by January/February 2024. The team is still working on getting updates for the SCAT program and will have those finalized shortly.

Telecommunicator Certification Course Update

Susan Gillis

Ms. Susan Gillis provided an update to the Commission regarding TCC training. The Telecommunicator Certification Course went live March 1, 2023, and the Justice Academy has offered 3 pilot courses so far. Several of the Sheriffs' Offices have had individuals from their offices participate in these pilot course. The North Carolina Justice Academy has received nothing but positive feedback from all the courses.

***Probable Cause Committee**

Sheriff Ed McMahon

Sheriff Ed McMahon reported that the Probable Cause Committee met on March 23, 2023. During that session, the Committee reviewed a total of forty (40) cases. One (1) case was closed pursuant to the Consolidated Probable Cause Policy. Three (3) cases were postponed until the June 2023 meeting. No probable cause was found in sixteen (16) cases. Probable cause was found in nineteen (19) cases with eleven (11) of those cases resulting in Consent Agreements. The nine (9) Consent Agreements were signed and are presented for approval today. One (1) case was reviewed, and the committee agreed on a full presentation of the case at their next meeting.

Two of those Consent Agreements may be executed at your next meeting. Chair Jones asked the Commission members if there were any questions. There were none.

A motion was made by Sheriff Donald Brown to approve the Probable Cause Committee’s recommendation of the nine (9) signed Consent Agreements; seconded by Sheriff Mike Roberson. **MOTION CARRIED [Attachment #5]**

V. DIVISION REPORT

Richard Squires

Director Squires presented the Division Report to the Sheriff’s Commission.

Chris Batten has announced a tentative retirement date of April 1, 2023. As Sheriff of Columbus County, he served almost 8 years on the Commission with his last position being that of Chairman. Chris has been with the Division since January 8, 2014. Staff will work to fill the position as soon as possible.

As part of their expansion budget for the legislature, the N.C. Department of Justice included four (4) new positions for the Division. The positions were for one (1) certification specialist; one (1) investigator; one (1) administrative assistant to support the certification specialist; and one (1) administrative specialist to support the professional certificate and training programs.

***ACADIS**

The transitioning to ACADIS, to include certification, continues to move forward. Staff has been working with the staff from the Criminal Justice Standards Division, the Justice Academy, DOJ IT, and the vendor to initiate the transition with a goal of starting in May.

***Rapback**

The Division continues to work to meet the RapBack deadline. The law requires all individuals who are certified with the Commission to be fingerprinted by June 30, 2023. Staff is electronically receiving and processing the release forms through Acadis. The fingerprint results are being sent directly to the Division.

***Statement of Economic Interest (SEI)**

Commission members are required to file their yearly Statement of Economic Interest (SEI) with the Ethics Commission by April 17th. The SEI are usually due by April 15 but since that is a Saturday the deadline is April 17th. The SEI can be filed electronically, and the link can be found on the State Ethics Commission webpage. The link is <https://ethics.nc.gov/seis>.

***Upcoming Rules Review Commission (RRC) Review Process**

The 10-year rules review is coming up. Our deadline is in June 2025. The Commission has 130 rules that will go through this process. RRC will send the Commission a list of all its' rules approximately six months to a year prior to the date to begin the process.

The process, in summary:

- Agencies must post a report issued by the RRC on their agency's website to invite public comment for at least 60 days. A copy of the report is also posted on the RRC website.
- The Agency is required to respond to public comments by addressing the merits of each comment and determine whether the rule is necessary or unnecessary.
- After the comment period, the agency has an opportunity to make its final determination and sends to the RRC for its final determination, as well as public comments received, and the agency's responses.
- Based upon a review of the public comments, the RRC determines whether it agrees with the agency's report classifying each rule as necessary or unnecessary.
- The RRC will then send a report to the Joint Legislative Administrative Procedure Oversight (APO) at the General Assembly.
- The RRC determination will become final following consultation with the APO or on the 61st day after the report's submission.
- The APO may disagree with the RRC determination and recommend to the General Assembly that the agency conduct a review of the rule the following year.

***Giglio Violations**

SB 300 requires the Commission to report to the Legislature how many Giglio notices were received by the Division. The law also requires the Commission to report if Final Agency Decision are issued and what, if any, action has been taken against these individuals. The

Commission reported that they had received four Giglio notices and that zero Final Agency Decision had been issued. The report also included that one individual had been revoked due to them not filing an appeal to a finding of Probable Cause by the Probable Cause Committee.

***Critical Incident Reports**

In 2022, the Division received 17 Critical Incident Reports.

***Review of Certification Statuses**

Staff continues to work on this project. Field Reps have been directed prior to conducting an audit to identify any individual on an agency's roster who has an appointment date/probationary date that is over a year old and does not show general certification.

***Concealed Carry Handgun (CCH) Program**

The Criminal Justice Standards Commission approved rule making authority for several CCH rules. Here is a summary of the proposed amendments to these rules.:

- a. 12 NCAC 09F .0103 Approval of Courses
Once approved, the proposed change would mandate that CCH courses be taught in person.

- b. 12 NCAC 09F .0104 Instructor Qualifications
Once approved, the proposed change would bring the rule into compliance with the amended statute. The United States Concealed Carry Association (USCCA) was added per the statute and the Private Protective Service (PPSB) Training Certification was removed due to not being in the statute.

- c. 12 NCAC 09F .0105 Instructor Responsibilities
Once approved, the proposal would change the following:
 - Change Criminal Justice Standards to Criminal Justice Education and Training Standards Commission throughout the rule.
 - Advising that during qualification, steel targets cannot be used at distances less than 10 yards.
 - Requiring the instructor to submit to the Criminal Justice Commission a Pre-Delivery at least 30 days before commencing the delivery of the course
 - Requiring the instructor to submit a Post Delivery no later than 10 days after the course completion.
 - Requiring instructors to maintain a roster of all students completing each CCH course in accordance with state law. The roster must include, at a minimum each student's legal name and contact information. The instructor must be able to produce the student list for inspection by Criminal Justice Division staff.
 - Requiring each instructor to provide a student with an updated Concealed Carry Handgun Training book (CCH Red Book).

The Criminal Justice Standards Commission also approved a Pre and Post Delivery for the Course.

VI. ACTION ITEMS

Richard Squires

Director Squires presented the Administrative Rules action items to the Sheriffs' Commission.

*** Administrative Rules**

*** 12 NCAC 10B.0301 – Minimum Standards for Justice Officers**

At their February 2023 meeting, the Criminal Justice Commission approved rule making authority to amend their minimum standard rule for law enforcement officers (12 NCAC 09B .0101). The change would add as a requirement to their minimum standards that an officer cannot be listed on the sex offender registry. Staff is requesting that the Commission considers and vote on whether they wish to proceed with granting rule making authority for this rule.

A motion was made by Sheriff John Ingram to approve the proposed rule and move forward with rule making authority; seconded by Sheriff Mike Roberson. **MOTION CARRIED**

*** 12 NCAC 10B.2201 – Report, Application and Certification Forms**

This is a new rule. The rule defines the forms utilized by the Commission. Staff believes this rule is necessary to inform the regulated public on the forms and content utilized by the Commission, the purpose of these forms. The change was also a recommendation from the RRC. The proposed effective date of this rule is September 1, 2023. Staff is requesting that the Commission considers and vote on whether they wish to proceed with granting rule making authority for this rule.

Staff is requesting the Commission to consider for approval the adoption of the below listed rules. These rules have already had their Rulemaking Hearing and if approved, would go to the RRC for consideration of final approval:

A motion was made by Sheriff Terry Johnson to approve the proposed rule and move forward with rule making authority; seconded by Sheriff Lowell Griffin. **MOTION CARRIED**

*** 12 NCAC 10B.0704 – Responsibilities: School Directors, Detention Officer Course**

During the rule making process last year, the Rules Review Commission (RRC) filed objections to the rule and the Commission decided not to appeal the ruling. This resulted in the whole content of the rule being removed. The proposed effective date of this rule is August 1, 2023. Staff is requesting that the Commission considers and vote on whether they wish to proceed with the adoption as proposed of this rule.

A motion was made by Sheriff Mike Roberson to move forward with adopting the proposed rule; seconded by Sheriff Lowell Griffin. **MOTION CARRIED**

*** 12 NCAC 10B.1302 – Telecommunicator Certification Course**

The Commission had previously voted to approve rule making authority and later the adoption of this rule. During the RRC review, the RRC felt that the proposed changes were substantial and that there were issues with adoption by reference of the Course Management Guide and the Certification Training Manual. The proposed effective date of this rule is August 1, 2023. Staff is requesting that the Commission considers and vote on whether they wish to proceed with the adoption of this rule, as proposed.

A motion was made by Sheriff John Ingram to move forward with adopting the proposed rule; seconded by Sheriff Terry Johnson. **MOTION CARRIED**

*** Proposed Legislation**

*** Changes to Chapter 17E and 17C**

During recent rule review process, RRC has opined that 17E and 17C did not specify regulating several types of individuals (positions). The proposed technical change is to ensure that all of these positions are covered in the statute. Staff request that the Commission considers a vote to support the technical changes is proposed.

A motion was made by Sheriff Jack Smith to move forward with adopting the proposed changes; seconded by Sheriff Jeff Crisco. **MOTION CARRIED**

*** Resolutions in Memoriam**

At the June 11, 2021, meeting, the Commission received a request from staff to consider reinstating the practice of presenting Resolutions in Memoriam to the Sheriff's Office in honor of any officer who lost their life in the line of duty. After hearing the information, the Commission agreed by consensus to continue the program. Staff's research disclosed that the last date the Commission presented a Resolution in Memoriam was in August 2006. Staff has prepared a draft policy for the Commission to consider.

A motion was made by Sheriff Jack Smith to move forward with adopting the reinstating the resolution in memoriam starting after today's meeting; seconded by Sheriff Doug Doughtie. **MOTION CARRIED**

A **MOTION** was made by Sheriff Terry Johnson to discuss personal matters in closed session; seconded by Sheriff Jack Smith. **MOTION CARRIED**

A **MOTION** was made by Sheriff Lowell Griffin to enter open session; seconded by Sheriff Jack Smith. **MOTION CARRIED**

Director Squires summarized the closed session matters as follows:

The Craven County Sheriff's Office and Henderson County Sheriff's Office both submitted requests to the Commission concerning several detention officers. All are extension requests. Sheriff Chip Hughes submitted extension letters on April Lynn Johnston and Equazia Taqulia Hill; Sheriff Lowell S. Griffin submitted and extension letter on William Matthew Sanders for your consideration.

A **MOTION** was made by Sheriff Jeff Crisco to grant the DOCC training extensions as summarized by Director Richard Squires; Seconded by Sheriff Doug Doughtie. **MOTION CARRIED**

The Hoke County Sheriff's Office and New Hanover County Sheriff's Office both submitted requests to the Commission concerning BLET extensions. Hoke County Sheriff Roderick Virgil requested an extension for Manuel William Rucker II and New Hanover County Chief Deputy Ken Sarvis requested an extension for Logan Andrew Christian.

A **MOTION** was made by Sheriff John Ingram to grant the BLET extensions as summarized by Director Richard Squires; Seconded by Sheriff Mike Roberson. **MOTION CARRIED**

The Craven County Sheriff's Office submitted a request to the Commission to rescind the separation request for William Adam Gibbs.

A **MOTION** was made by Sheriff Donald Brown to grant the rescind separation request as summarized by Director Richard Squires; Seconded by Sheriff Mike Roberson. **MOTION CARRIED**

The Graham County Sheriff's Office submitted a request to the Commission concerning BLET extension for Chandler Clayton Morgan.

A **MOTION** was made by Sheriff Jack Smith to grant the BLET extensions as summarized by Director Richard Squires; Seconded by Sheriff Terry Johnson. Sheriff Shelton White voted against the request. **MOTION CARRIED**

The Alexander County Sheriff's Office submitted a request to the Commission concerning a military evaluation request for Billy Edward Hefner III.

A **MOTION** was made by Sheriff Jeff Crisco to grant the military evaluation request as summarized by Director Richard Squires; Seconded by Sheriff John Ingram. **MOTION CARRIED**

VII. ADJOURNMENT

A **MOTION** was made to adjourn the March 2023 Sheriffs' Commission meeting; Seconded. **MOTION CARRIED.**

Attachment 1

March 2023 Advance Professional Certificate List

Name	County	Deputy	Detention	Telecommunicator	Advanced Reserve
Christopher M Buytas	Alamance County Sheriff's Office	Deputy			
Michael D Herron	Alamance County Sheriff's Office	Deputy			
Jason K Johnson	Alamance County Sheriff's Office		Detention		
Timothy W Brooks	Alamance County Sheriff's Office		Detention		
Grace Elizabeth Simmons	Albemarle District Jail		Detention		
Naji Mario El Kobersy	Anson County Sheriff's Office	Deputy			
Neill Carter Reynolds	Ashe County Sheriff's Office	Deputy			
Victoria Hope Van Nortwick	Beaufort County Sheriff's Office			Telecommunicator	
Watemon H Jones	Buncombe County Sheriff's Office	Deputy			
Ronnie C Davis	Buncombe County Sheriff's Office	Deputy			
Caleb W Smith	Buncombe County Sheriff's Office	Deputy			
Charles Douglas Underwood	Buncombe County Sheriff's Office	Deputy			
Michael P Elliott	Cabarrus County Sheriff's Office	Deputy			
Jason Eric Branscum	Cabarrus County Sheriff's Office	Deputy			
NaTanya Walls Nesbitt	Cabarrus County Sheriff's Office	Deputy			
Anita Beard Hatcher	Caldwell County Sheriff's Office		Detention		
Marvin Wayne Shadday II	Carteret County Sheriff's Office	Deputy			
Derek Lynn Hedrick	Catawba County Sheriff's Office	Deputy			
Rebekah Diane Snyder	Cherokee County Sheriff's Office	Deputy			
Patricia Joyce Moore	Craven County Sheriff's Office	Deputy			
David Moore	Craven County Sheriff's Office	Deputy			
George Gerard Marinez	Craven County Sheriff's Office	Deputy			
Terry R May	Cumberland County Sheriff's Office	Deputy			
Peter Valentino Poggetti	Cumberland County Sheriff's Office	Deputy			
Ronald Wayne Propst	Cumberland County Sheriff's Office	Deputy			Advanced Reserve
Danielle Crowe	Currituck County Sheriff's Office	Deputy			Advanced Reserve
Troy Brandon Coltrain	Dare County Sheriff's Office	Deputy			
Kaleb Mark Forrest	Davidson County Sheriff's Office	Deputy			
William Art Kepley	Davidson County Sheriff's Office	Deputy			
Brian Michael Jacobs	Davie County Sheriff's Office	Deputy			
Jon Allen Green	Duplin County Sheriff's Office	Deputy			
Justin D Ellerbe	Durham County Sheriff's Office	Deputy			
Derrick M Wilborn	Durham County Sheriff's Office		Detention		

March 2023 Advance Professional Certificate List

Lori Byrd Pounders	Forsyth County Sheriff's Office		Detention		
Devon Jamel Hudson	Forsyth County Sheriff's Office	Deputy			
Chase Edward Meadows	Forsyth County Sheriff's Office	Deputy			
Jonathan Wayne Lemons	Forsyth County Sheriff's Office	Deputy			
Charles Ryan Powers	Forsyth County Sheriff's Office	Deputy			
James Anthony Wilson	Gaston County Police			Telecommunicator	
Christopher Gay	Gaston County Police			Telecommunicator	
Timothy Blaine Kuhl	Gaston County Police			Telecommunicator	
Tammie Taylor Thompson	Gaston County Sheriff's Office		Detention		
Melissa Bell Ballard	Gaston County Sheriff's Office		Detention		
Jeffrey Sean Thompson	Gaston County Sheriff's Office	Deputy			
James Patrick Cable	Graham County Sheriff's Office	Deputy			
Larry Frederick Gore	Guilford County Sheriff's Office	Deputy			
Matrex Martin Burns	Guilford County Sheriff's Office		Detention		
Matthew Joe Trantham	Haywood County Sheriff's Office	Deputy			
Sarah Elizabeth Mehaffey	Haywood County Sheriff's Office			Telecommunicator	
Jeffrey Lee Howell	Haywood County Sheriff's Office	Deputy			
Cody Mitchel Greene	Haywood County Sheriff's Office	Deputy			
Zachary Richaed Tatham	Henderson County Sheriff's Office	Deputy			
Matthew Curtis Metcalf	Henderson County Sheriff's Office	Deputy			
Christopher Ivan Sanderson	Hoke County Sheriff's Office	Deputy			
Stacey Owens	Hyde County Sheirff's Office	Deputy			
Chase Steven Little	Iredell County Sheriff's Office	Deputy			
Antonio Tyralle Lawrence	Iredell County Sheriff's Office	Deputy			
Joseph Charles Prevette	Iredell County Sheriff's Office		Detention		
Patrick Gerald Irwin	Iredell County Sheriff's Office	Deputy			
Matthew Todd Breedlove	Macon County Sheriff's Office	Deputy			
Marissa L Hudley	Mecklenbug County Sheriff's Office	Deputy			
Joseph M Thomas	Mecklenbug County Sheriff's Office	Deputy			
Donald Wenk	New Hanover County Sheriff's Office	Deputy			
Shaniqua Y Marshall	New Hanover County Sheriff's Office		Detention		
Zoe Vazquez	New Hanover County Sheriff's Office	Deputy			
Jennifer Marie Grin	New Hanover County Sheriff's Office	Deputy			
Michael Capoot	New Hanover County Sheriff's Office	Deputy			

March 2023 Advance Professional Certificate List

Christopher Deon Miles	New Hanover County Sheriff's Office	Deputy			
Christopher Deon Miles	New Hanover County Sheriff's Office		Detention		
Ross H Benton	New Hanover County Sheriff's Office	Deputy			
Tracey Nicole Brown	New Hanover County Sheriff's Office		Detention		
Shaniqua Y Marshall	New Hanover County Sheriff's Office	Deputy			
Jeffery Allan Beegle	New Hanover County Sheriff's Office	Deputy			
Tommy Lee Grady III	New Hanover County Sheriff's Office	Deputy			
Kimberly Marie Brigandi	New Hanover County Sheriff's Office	Deputy			
Grant Michael Gregory	New Hanover County Sheriff's Office	Deputy			
Alan Shane Owens	Onslow County Sheriff's Office	Deputy			
Joseph Leroy Ford	Onslow County Sheriff's Office	Deputy			
Matthew Steven Ennis	Onslow County Sheriff's Office	Deputy			
Flora Dawn Ortiz	Onslow County Sheriff's Office	Deputy			
Lindsay Nicole Kensington	Onslow County Sheriff's Office	Deputy			
Darren Walter Stickland	Orange County Emergency Services			Telecommunicator	
Brian R Councilman	Orange County Emergency Services				
Jason Murphy Nazworth	Orange County Sheriff's Office	Deputy			
Keith Daniel Goodwin	Orange County Sheriff's Office	Deputy			
Melissa M Copeland	Pasquotank/Camden 911			Telecommunicator	
James Ernest Evans	Pender County Sheriff's Office		Detention		
Joseph E Neal	Pitt County Sheriff's Office	Deputy			
Adam Joshua Wainwright	Pitt County Sheriff's Office	Deputy			
Justin L Hoyt	Pitt County Sheriff's Office	Deputy			
Travis A White	Pitt County Sheriff's Office	Deputy			
Brandon Joel Bates	Pitt County Sheriff's Office		Detention		
Miguel Angel Valazquez Fernandez	Pitt County Sheriff's Office	Deputy			
Allyson Lorre Lowry	Robeson County Sheriff's Office	Deputy			
Clonnie Brayboy Jr	Robeson County Sheriff's Office	Deputy			
Kevin Dwayne Deese	Robeson County Sheriff's Office	Deputy			
Shayana Johnson	Robeson County Sheriff's Office	Deputy			
Ricky Dwayne McMillan	Robeson County Sheriff's Office	Deputy			
Gary James Bledsoe	Rockingham County Sheriff's Office	Deputy			
Adam Daniel Dyles	Rowan County Sheriff's Office	Deputy			
Hobie Michael Parrish	Rowan County Sheriff's Office	Deputy			

March 2023 Advance Professional Certificate List

Andrew Blane Rowland	Rowan County Sheriff's Office	Deputy			
Amanda Ann Williams	Scotland County Sheriff's Office	Deputy			
Norman D Steele Jr	Tyrrell County Sheriff's Office	Deputy			
Michael Lee Malloy	Union County Sheriff's Office	Deputy			
Jody Allen Rutledge	Union County Sheriff's Office	Deputy			
Stephen Joseph Hancock	Union County Sheriff's Office	Deputy			
Jamie Ray Grigg	Union County Sheriff's Office		Detention		
Israel Romero	Wake County Sheriff's Office	Deputy			
Ryne Willia Doxsie	Wake County Sheriff's Office	Deputy			
Steven Patrick Anderson	Watauga County Sheriff's Office	Deputy			
Todd James Arnette	Watauga County Sheriff's Office	Deputy			
Hope Elizabeth Shivar	Wayne County Sheriff's Office	Deputy			
Michael Lee Robinson	Yancey County Sheriff's Office		Detention		

March 2023 Advance Service Awards List

Name	Years of Ser	County	Deputy	Detention	Telecommunicator	Advanced Reserve
Mathew David Jordan	20.3	Alexander County Sheriff's Office			telecommunicator	
Jason Dwynell Lowrance	22.2	Brunswick County Sheriff's Office	Deputy			
Watemon H Jones	21.8	Buncombe County Sheriff's Office	Deputy			
Bryan Edward Rowland	25.1	Buncombe County Sheriff's Office		Detention		
Candice Rene Dorton	21.4	Cabarrus County Sheriff's Office		Detention		
Michael P Elliott	21.8	Cabarrus County Sheriff's Office	Deputy			
Kevin Marcus Klinglesmith	20.1	Cabarrus County Sheriff's Office	Deputy			
Wesley Joel Wallace	20.7	Cabarrus County Sheriff's Office	Deputy			
Barrett Austin Elwood	24.1	Cabarrus County Sheriff's Office	Deputy			
Melissa June Poole	20.2	Caswell County Sheriff's Office	Deputy			
Shawna C Leake	22.2	Cumberland County Sheriff's Office	Deputy			
Peter Valentino Poggetti	23.7	Cumberland County Sheriff's Office	Deputy			Advanced Reserve
Ronald Wayne Propst	24.7	Cumberland County Sheriff's Office	Deputy			Advanced Reserve
Brian Michael Jacobs	24.3	Davie County Sheriff's Office	Deputy			
Timothy Blaine Kuhl	21.4	Gaston County Police			Telecommunicator	
Sonja Bratton Floyd	26.9	Gaston County Police			Telecommunicator	
Tammie Taylor Thompson	21.1	Gaston County Sheriff's Office		Detention		
Michael Alan Eckard	23.5	Guilford County Sheriff's Office	Deputy			
David Edward Abney	26.6	Harnett County Sheriff's Office	Deputy			
Matthew J Shell	22	Haywood County Sheriff's Office	Deputy			
Stephen Craig Geyer	24.6	Henderson County Sheriff's Office	Deputy			
Stephen Lee Gore	23.5	Moore County Sheriff's Office	Deputy			
Jennifer Denise Brady	25.6	Moore County Sheriff's Office	Deputy			
Janice Lea Conrad	26.3	NC State Highway Patrol			Telecommunicator	
Thomas Lee Crawford	25.8	Orange County Sheriff's Office	Deputy			
Alfred Owen Waldo IV	21.2	Pitt County Sheriff's Office	Deputy			
Ricky Dwayne McMillan	20.8	Robeson County Sheriff's Office	Deputy			
Treven G Franks	22.9	Tyrrell County Sheriff' Office	Deputy			
Denise Huntley Burns	24.5	Union County Sheriff's Office		Detention		
Steven Patrick Anderson	20.3	Watauga County Sheriff's Office	Deputy			

Attachment 2



NCLEA Standards

North Carolina Law Enforcement Accreditation

North Carolina Law Enforcement Accreditation

A joint program of the North Carolina Sheriffs' Education and Training Standards Commission and the North Carolina Criminal Justice Education and Training Standards Commission.

STANDARDS MANUAL

Edition 1.0

February 13, 2023

Email: NCaccred@NCDOJ.gov

Program Director Phone: 984-365-1926

P.O. Drawer 149 | Raleigh, North Carolina 27602

Website: <https://ncdoj.gov/north-carolina-law-enforcement-accreditation/>

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CHAPTER 1

ADMINISTRATION / ORGANIZATION / PROFESSIONAL STANDARDS

The administration, organization, and professional standards of a law enforcement agency are crucial to achieving its mission. The public we serve expects their law enforcement agency to demonstrate professionalism in every community contact and establish high standards of expectations to ensure community trust.

Effective organizations have clear lines of authority that assign responsibility and ensure the agency performs critical tasks such as budgeting, financial/asset management, and developing policies and procedures in accordance with best practices in the profession. Effective agency administration and organization will assist in providing efficient and effective services to the community.

All professional law enforcement agencies must have clear rules and regulations for employee conduct to maintain a positive public image. This community expectation is imperative for employees and the agency to maintain public trust. Rules or codes of conduct assure the public that their law enforcement agency is appropriately supervised and held to the highest standards of conduct. The public needs to have confidence that the organization accepts all complaints against employees, thoroughly and fairly investigates all complaints, and takes appropriate action when complaints are sustained.

1.01 Written System of Agency Directives

The agency has a written directive system in place that includes all agency policies, procedures, and practices. The written directive system shall:

- A. Establish an organizational format for all written directives;
- B. Establish the process by which the agency issues, reviews, revises, and approves written directives, including persons authorized to revise and approve written directives and timeline procedures for review;
- C. Require written directives be made available to and reviewed by all affected personnel in a manner designated by the Agency CEO;
- D. Provide a documented system and procedures for dissemination and acknowledgment of new and revised written directives to all affected personnel;
- E. Provide procedures and guidelines for deleting policies; and
- F. Require centralized storage of written directives and documentation of acknowledgment by all staff.

1.02 Organization

The agency has a written directive describing its organizational structure and a current organizational chart depicting the organizational components that is made available to all agency personnel.

1.03 Duty to Obey Lawful Orders

The Agency has a written directive requiring employees to obey lawful orders from higher-ranking agency members and describing how employees should deal with conflicting or unlawful orders.

1.04 Agency Jurisdiction

The Agency has a written directive that defines the authority of the Agency and defines its current territorial jurisdiction.

1.05 Sworn Personnel

The Agency requires all law enforcement officers to meet the minimum certification standards established by the appropriate Commission and take and abide by the legally required Oaths of Office before conducting law enforcement duties.

1.06 Cash Transactions

The Agency has a written directive designating responsible personnel and directing how to handle and document all cash transactions. The directive will document which positions in the agency are authorized to perform cash transactions. This standard does not include transactions related to confidential informants or narcotics-related investigations. The directive must:

- A. Identify the custodian of the account and who is responsible for its security;
- B. Identify positions with authorized access to the money;
- C. Explain how cash is secured and where it is maintained;
- D. Specify procedures for receipt of cash or cash disbursements by means such as records, documentation, invoice requirements, balance sheets, ledgers, or another system that identifies detailed transactions; and
- E. Audit cash funds quarterly using an independent auditor.

1.07 Accountability for Agency Capital Assets

The Agency has a written directive to ensure annual accountability of all capital assets, including Agency firearms, radios, vehicles, and other capital property, equipment, or other assets valued greater than \$5,000. The results will be forwarded to the Agency CEO.

1.08 Approval for Personally Owned Equipment

The Agency has a written directive that requires all personnel to obtain written approval from the Agency CEO or designee before carrying or using any personally owned equipment during the performance of their duties.

1.09 Agency-Issued Property/Equipment

The Agency has a written directive that requires all personnel to sign a property or inventory sheet designated by the Agency for any Agency-owned property or equipment issued to the employee and includes a process for recovering the property or equipment when the employee leaves the Agency.

1.10 Continuing Compliance with NCLEA Standards

The agency has a system in place that ensures ongoing compliance with NCLEA standards and has a written directive that designates a person within the agency responsible for monitoring continued compliance with the accreditation program.

1.11 Bias-free Policing

The agency has a written directive, complying with current laws and training, on Bias-Free Policing. Agencies are required to conduct an annual documented review of selected available Agency data related to biased policing in a good faith effort to ensure compliance with Agency policy and state law. The completed documented annual review will be submitted to the Agency CEO for review and inspection.

1.12 Ethics Training

The Agency requires all agency personnel to have ethics training at a minimum every two years. (This standard acknowledges the state requirement for Mandatory In-Service Training and intentionally sets a higher standard for accredited law enforcement agencies in North Carolina.)

1.13 Investigations of Complaints

The Agency has a written directive requiring documentation, review, investigation, and disposition of complaints against employees. Sustained complaints must be based on facts determined during the investigation.

1.14 Time Limit on Internal Investigations

The Agency has a written directive that sets a time limit for completion of internal investigations, including possible disciplinary action. It includes procedures for request and approval of extensions of time if needed.

1.15 Notification of the Agency CEO

The Agency has a written directive outlining when and how the CEO will be notified of complaints filed against agency employees and volunteers (if any).

1.16 Reporting Misconduct to District Attorney

The Agency has a written directive that requires a written report to the elected district attorney for the prosecutorial district where the agency is located whenever an internal investigation determines an officer's misconduct relates to:

- A. Untruthfulness;
- B. Racial, ethnic, or religious bias;
- C. Mishandling of evidence;
- D. Offers, or inducements, including a promise of immunity from charges to a suspect;
- E. Pending criminal charges against the officer;
- F. A criminal conviction of the officer;
- G. Any other misconduct which clearly reflects on the credibility of the officer.

1.17 Reporting to Applicable Standards Division

The Agency has a written directive that requires a written report to the appropriate Standards Division of any person who is certified by one of the Commissions, or has received a conditional offer of employment, when the agency determines or has been notified in writing that the person may not be called to testify at trial based on bias, interest, or lack of credibility by any entity authorized to do so in NC statute. The written directive shall require the report and a copy of the notification be provided to the Criminal Justice Standards Division within 30 days of receiving the notification, unless an appeal is filed by the person, then the report and notification must be provided within 45 days.

1.18 Critical Incident Reporting

The Agency has a written directive that requires notification to be made to the appropriate Standards Division of any law enforcement officer who has been involved in a critical incident involving any use of force that results in death or serious bodily injury to a person. If more than one officer is involved, a separate notification is required for each officer. The notification shall include the law enforcement officer name, date of birth, date of incident, location of incident, time of incident as well as type of injury (Serious Bodily Injury or Death).

1.19 Appeal Procedures for Disciplinary Actions

The Agency has a written directive describing the appeal process, including which actions may be appealed and what level/position will constitute the appellate authority.

1.20 Records and Security of Complaints and Investigations

The Agency has a written directive that requires information and records related to complaints against employees to be kept confidential and stored in a secure location with limited access in accordance with state statutes.

1.21 Notification to Complainant

The Agency has a written directive to notify the person who files a complaint against the agency or employee of the investigation results, as permitted by law.

1.22 Harassment and Discrimination

The Agency has a written directive that prohibits harassment, discrimination, and retaliation against an employee for filing a harassment or discrimination complaint. The written directive must provide reporting procedures that include when it is appropriate to make a report outside the chain of command or outside the Agency.

1.23 Professional Conduct

The Agency has a Code of Conduct that identifies acceptable and unacceptable conduct and requires mandatory training on the Code of Conduct for all personnel every two years.

1.24 Appearance

The Agency has a written directive that describes uniform and personal appearance standards for sworn and non-sworn employees, including when non-uniform clothing is approved for special assignments.

1.25 Emergency Operations

The Agency has a written directive regarding any requirement that personnel be available for duty during emergency situations and shall define what constitutes an emergency and include a listing of positions and their responsibilities during emergencies.

1.26 Duty to Intervene

The Agency has a written directive articulating a duty to intervene and report to the appropriate supervisor any case where a law enforcement officer may be a witness to what they believe to be an excessive use of force against another person or other inappropriate behavior, activity, or abuse of a suspect or arrestee.

CHAPTER 2

TRAINING FUNCTIONS

Law Enforcement agencies are held accountable by their community and the courts for their actions. An agency's employees' actions are guided by clearly written policy, adequate supervision, and training. The North Carolina Sheriffs' Education and Training Standards Commission or the Criminal Justice Education and Training Standards Commission regulate the minimum level of training for entry into law enforcement and continued annual in-service training after employment. Agencies are responsible for providing additional training to staff as needed. These standards ensure mandated training is completed in a timely manner and appropriate records are kept proving the training was completed.

2.01 Annual Firearms Qualifications and Training

The Agency has a written directive requiring all sworn officers authorized to carry a firearm to attend firearms training and qualify annually as mandated by the appropriate Commission.

2.02 Use of Force Training

The agency has a written directive on training its sworn personnel at least annually in the legal use of force, as mandated by the appropriate Commission.

2.03 Use of Force Training and Proficiency for Intermediate Weapons

The Agency has a written directive that requires all personnel authorized to use intermediate weapons (including ECDs, pepper spray, batons, etc.) to be trained annually and demonstrate the legal use and proficiency with those weapons. The required training should be conducted by instructors certified to teach the specific devices used by the agency.

2.04 Training Records

The Agency has a written directive that describes its employee training records system in accordance with the appropriate Commission and maintains confidentiality in compliance with law.

2.05 In-Service Sworn Officer Training

The Agency has a written directive that requires in-service training or refresher training for all sworn personnel employed or appointed by the agency, in accordance with training mandated by the appropriate Commission.

2.06 In-Service Non-Sworn Employee Training

The Agency has a written directive that identifies the non-sworn positions, including volunteer positions, that have any required state or agency pre-service and in-service training or certifications and provides the necessary training.

2.07 Supervisor Training

The Agency provides training for newly promoted supervisors appropriate to their position/rank within twelve (12) months of promotion.

2.08 Specialized Tactical Team Training

If the Agency maintains a specialized tactical team a written directive establishes the training criteria and specifies the training frequency for all assigned team members. The minimum level of basic training is completing a recognized tactical response school or the equivalent before participating in a primary function as a member of the team. Agencies utilizing specialized tactical teams must provide, at a minimum, at least eight hours monthly of relevant tactical training to be determined by the agency. The training must be based on critical skills specific to the tactical team's responsibilities as defined by the Agency.

2.09 Field Training Program

The Agency has a written directive requiring all sworn personnel to complete a minimum 160-hour field-training program. The program shall:

- A. Provide a selection process for field training officers in the agency;
- B. Specify a position responsible for overseeing the field training program;
- C. Require selected field training officers to attend a field training officer school and periodic in-service training;
- D. Require rotation of the new officer's field assignments;
- E. Be divided into phases of training based on departmental needs;
- F. Provide guidelines for evaluations of the new employee during the field training program; and
- G. List reports, evaluations, and responsibilities.

2.10 Field Trainee Evaluations

The Agency has a written directive requiring new officers in the Field Training Program to receive weekly written evaluations by the FTO. The evaluation will be reviewed with the new officer and the FTO and maintained on file by the agency.

2.11 Background Investigator Training

The Agency has a written directive requiring training for personnel designated to conduct applicant background investigations. All training must be completed before conducting applicant background investigations.

2.12 Required Telecommunicator Training

If the Agency operates a communications center, the Agency shall have a written directive related to the operations of the telecommunications center and shall ensure its personnel are trained in the directive, operations of utilized equipment, department policy, and procedure related to the telecommunications center. Telecommunicators must be in compliance with all certification and training required by law.

CHAPTER 3 PERSONNEL

Employees are an Agency's most valuable asset, and the recruitment and selection of the most qualified employees available is critical to the success of the Agency's mission. The selection of employees must be non-discriminatory, job-related, and administered in a fair and consistent manner. Continuing evaluation of employees is necessary to ensure the consistent direction of employees' efforts towards Agency goals.

Good employee relations are necessary to retain competent employees and provide for their continued growth and development. All Agencies must have established procedures for promotional opportunities to ensure fairness in the promotional process.

3.01 Employee Selection Procedures

The Agency has a written selection process that details all elements of the selection process for both sworn and non-sworn applicants and requires those elements to be administered in a fair and consistent manner. Applicants for sworn and non-sworn positions must meet all legal requirements to hold their positions with the appropriate Commission.

3.02 Background Investigations for Selection of Employees

The Agency has a written directive that specifies the scope of the background investigation to be conducted on all sworn and non-sworn applicants prior to or following a conditional offer of employment. The written directive shall include:

- A. The procedures of utilization of a CVSA or polygraph;
- B. The procedures for psychological evaluations;
- C. The verification of education, certification, employment history, references, criminal background checks, and any reviews and/or reports required by agency CEO.

3.03 Personnel Files

The agency maintains a personnel file(s) on each employee, which contains originals or copies of all documents and/or digital files related to personnel matters, including but not limited to changes of status, training received, commendations, records of counseling, performance evaluations, and the appropriate Commission's required documentation. Personnel files must be kept confidential and stored in a secure location with limited access in accordance with state statutes.

3.04 Secondary Employment

The Agency has a written directive that specifies the criteria for secondary employment, to include off-duty and extra-duty employment. The Directive shall include:

- A. who is authorized to work extra-duty and off-duty employment;
- B. the types of employment prohibited by the agency; and
- C. the approval procedure for extra-duty and off-duty employment; and
- D. procedures to establish insurance, worker's compensation, and/or liability responsibilities in secondary employment requests.

3.05 Promotional Process

The Agency has a written directive that describes the components of the promotional process, which may include any applicable qualifications, announcements, any testing procedures, grading, and any appeal process.

3.06 Promotional Eligibility Lists

If the Agency establishes a promotional eligibility list, a written directive specifies the duration of the list and the criteria for placement on the list.

3.07 Annual Performance Evaluations

The Agency has a written directive that requires, at a minimum, annual performance evaluations. Performance evaluations must cover a specific period of time and not extend beyond one year. Performance evaluations must be completed for all employees, including full-time, part-time, and reserve. Performance evaluations shall be signed by the employee and reviewer.

3.08 Early Warning System

A written directive that mandates procedures for a personnel early warning system to document and track the actions and behaviors of law enforcement officers to intervene and improve performance. At a minimum, the system should establish the following:

- A. Reporting of discharge of a firearm, instances of the use of force, vehicle collisions, and citizen complaints; or any other indicators identified by the agency;
- B. System for initiating review based on information reported and documented;
- C. Supervisory responsibilities and intervention to correct behavior;
- D. Referral (voluntary or involuntary) to the employee assistance program or counseling, if available; and
- E. Annual review of the system utilized to determine program effectiveness.

3.09 Reserve Officer Program

If the Agency has a Reserve Officer Program, the Agency has a written directive that describes the program, the functions performed, and ensures Reserve Officers are appropriately trained for their assigned duties/assignments.

3.10 Recruitment Plan

The Agency shall participate in a recruitment program for sworn personnel and maintain a written recruitment plan. The recruitment plan shall minimally:

- A. Contain a statement that the agency is committed to equal opportunities for employment;
- B. Define goals and objectives for the agency;
- C. Establish a plan to achieve stated goals and objectives;
- D. Annually review the progress of the recruitment plan towards goals and objectives, as well as update the plan when needed; and
- E. Establish the position responsible for the plan.

CHAPTER 4

RECORDS AND INFORMATION MANAGEMENT

Proper handling of agency records is critical to the successful prosecution of individuals charged with crimes and to provide the agency with the information to manage its operations properly. Agencies must comply with the provisions of State and Federal law regarding public information and records retention.

4.01 Privacy and Security of Records

The Agency has a written directive complying with applicable law for the privacy, security, and retention of records. Appropriate training for the agency personnel responsible for records management must be provided. Records must be kept securely, and all juvenile records must be secured separately from adult records.

4.02 Release of Information

The Agency has a written directive, in accordance with current law, regarding the release of information and public records requests.

4.03 Public Information Officer (P.I.O)

The agency has a Public Information Officer or designated person(s) to release information to the news media and the public about cases or investigations.

CHAPTER 5

USE OF FORCE

Law enforcement agencies are the only part of the government authorized to use force against a citizen. Officers are authorized to intervene in circumstances to keep the peace in their jurisdiction and, in doing so, must sometimes resort to the use of force. The legislature and the courts grant the authority to use force with the expectation that it will be used appropriately. It is the obligation of professional law enforcement organizations to review and examine the use of force by Agency members to ensure that the force utilized conforms with the law and Agency policies.

5.01 Authorization to Use Force

The Agency has a written directive that authorizes personnel to use only the physical force that is reasonable to achieve the desired legal objective.

5.02 Neck and Choke Holds

The Agency has a policy prohibiting neck holds, chokeholds, strangleholds, Lateral Vascular Neck Restraints, Carotid Restraints, chest compressions, or any other tactics that restrict oxygen or blood flow to the head or neck unless reasonably necessary to protect the life of or prevent serious bodily injury of the officer or another.

5.03 Authorization of Deadly Force

The Agency has a written directive that authorizes law enforcement officers to use deadly force when it is or appears to be reasonably necessary thereby to:

- 1) Defend the officer or a third person from what the officer reasonably believes to be the use or imminent use of deadly physical force;
- 2) Effect an arrest or to prevent the escape from custody of a person who the officer reasonably believes is attempting to escape by means of a deadly weapon, or who by the person's conduct or any other means indicates that the person presents an imminent threat of death or serious physical injury to other unless apprehended without delay; or
- 3) Prevent the escape of a person from custody imposed upon the person as a result of conviction for a felony.

The Agency's written directive should also state that nothing in the policy constitutes justification for willful, malicious or criminally negligent conduct by any person which injures or endangers any person or property, nor shall it be construed to excuse or justify the use of unreasonable or excessive force.

5.04 Use of Force Documentation and Review

The Agency has a written directive requiring the completion of a form for documentation of each incident involving the use of force by agency personnel. A supervisor is required to

perform a review of each incident as it occurs for policy, training, and legal compliance. The form can be electronic or paper in a format designated by the agency.

5.05 Weapons and Ammunition

The Agency has a written directive identifying the type of weapons and ammunition approved for on duty use and off duty use when personnel exercise their law enforcement authority.

5.06 Documenting the Discharge of Firearm

The Agency has a written directive for documentation and supervisory review of any intentional or unintentional discharge of a firearm by an employee, not inclusive of training scenarios or approved humane life-termination of injured animals.

5.07 Rendering Medical Aid after Using Force

The Agency has a written directive instructing personnel to provide first aid (to the extent trained) to anyone injured by a use of force and to report any injury resulting from a use of force.

5.08 Removal from Line of Duty Assignment

The Agency has a written directive for relieving any employee from the line of duty who has used deadly force (that force substantially likely to cause death or serious bodily injury) or has been involved in any incident that has resulted in the serious injury or death of a person until a preliminary administrative review can be conducted.

5.09 Warning Shots

The Agency has a written directive prohibiting warning shots.

5.10 Use of Force Annual Report

The Agency prepares an annual report on use of force incidents that is sent to the Agency CEO or their designee. The contents of the report will be specified by the Agency, and the report shall identify any trends in the use of force by agency personnel, training needs, equipment needs, or needed policy revisions.

CHAPTER 6

LAW ENFORCEMENT OPERATIONS

Basic law enforcement operations have developed over time due to input from our community, the courts, professional law enforcement organizations, and technological advancements. The standards provided in this section are the best practices for law enforcement operations and ensure agencies are meeting their employees' and citizens' most basic needs. Most prominent in this chapter are the standards that ensure an agency protects the rights of those it serves.

6.01 24-Hour Law Enforcement Response to Emergency Situations

The Agency responds to requests for law enforcement services 24 hours a day or has arrangements with another law enforcement agency to respond to those requests.

6.02 Investigative Interviews

The Agency has a written directive regarding procedures for conducting investigative interviews of adults and juveniles. The directive shall address interview documentation, that interviews requiring audio or video recordation are performed in accordance with North Carolina statutory requirements and ensure that juveniles are provided their statutory interrogation rights.

6.03 Search Warrants/ No Knock Warrants / Warrantless Searches

The Agency has a written directive regarding procedures for entry into and searches and seizures of property with a warrant, without a warrant and for no-knock warrants. This should include the scope of such searches and the documentation required of such searches in agency reports.

6.04 Preliminary Investigations

The Agency has a written directive for conducting preliminary investigations.

6.05 Follow-Up Investigations

The Agency has a written directive which:

- A. Identifies the criteria necessary for a case to be assigned for follow-up investigation;
- B. Identifies how cases are assigned for follow-up investigations and any follow-up reporting if required; and
- C. Requires appropriate personnel to be trained in conducting follow-up investigations.

6.06 Informants

If the Agency uses informants, it will have a written directive to instruct appropriate personnel in the use of informants. The written directive will include the following:

- A. The identification and recruitment requirements, limits on who can be used, and appropriate personal interaction with informants;
- B. Payments to informants and necessary documentation;
- C. Informant file requirements (index number, history summary of cases, active or inactive status, fingerprints, photograph, current criminal history, biographical information, known associates, prior contacts with the Agency, prior status with other law enforcement agencies as a confidential informant (CI), statement of motivation, signed informant agreement, statement of expectations, probation parole status, visual confirmation of CI by Agency CEO or designee);
- D. Informant files shall be secured with limited access; and
- E. Special precautions shall be taken with juvenile informants.

6.07 Confidential and/or Narcotics Funds and Audits

If the Agency has confidential and/or narcotics-related funds, there is a written directive for the management of those funds. The written directive must include the following:

- A. Designation of who is responsible and accountable for the maintenance of the funds;
- B. Guidelines for secure storage of the funds;
- C. Procedures for requesting, receiving, and returning unused funds;
- D. Documentation of cash transactions; and
- E. At a minimum quarterly auditing by an individual/supervisor independent of the confidential funds.

6.08 Vehicle Pursuits

The Agency has a written directive for vehicle pursuits and annually trains appropriate personnel in the pursuit policy. The written directive includes the following:

- A. Criteria for initiating a pursuit;
- B. Methods for conducting a pursuit;
- C. Appropriate personnel authorized to conduct a pursuit;
- D. Responsibilities of the officer(s) involved, telecommunicator(s), and supervisor of an officer in a pursuit;
- E. Criteria for exiting Agency jurisdiction;
- F. Approved forcible stopping techniques, if any; and
- G. Criteria for terminating vehicle pursuits.

6.09 Pursuit Documentation

The Agency has a written directive that requires a pursuit report or designated form to be completed after each pursuit and a documented annual review of pursuits. Each report is forwarded through the chain of command to the Agency CEO or their designee. The reports will document, at a minimum:

- A. Reasons for the pursuit;
- B. Personnel involved;
- C. Result of the pursuit, to include any injury, damage, or other significant events; and
- D. Annual report of Agency pursuits prepared for the CEO or their designee.

6.10 Non-Emergency and Emergency Response

The Agency has a written directive that differentiates between emergency and non-emergency calls for service and states when a law enforcement officer is authorized to operate a law enforcement vehicle in an emergency manner. The directive must describe the law enforcement officers responsibility when operating an emergency vehicle.

6.11 Crash Investigation

The Agency has a written directive on conducting vehicle crash investigations. The written directive will include the following:

- A. How officers will respond to the scene;
- B. Obtaining emergency aid for any victims;
- C. Reporting requirements;
- D. Preserving the scene; and
- E. Taking any enforcement actions

6.12 Reflective Vests

The Agency has a written directive that requires personnel to wear a reflective vest that meets current ANSI/ISEA standards when either directing traffic or working at the scene of a crash.

6.13 Roadblocks During Pursuits

If the Agency authorizes the use of stationary and/or moving roadblocks during pursuits, it has a written directive; it trains appropriate personnel in the use of roadblocks, including when and how roadblocks may be used.

6.14 Checking Stations and Roadblocks

The Agency has a written directive for use of checking stations to enforce the Motor Vehicle Code and stationary roadblocks for enforcement or information gathering purposes.

6.15 Stop Sticks/Road Spikes

If the Agency authorizes the use of stop sticks/road spikes, it has a written directive and trains its personnel in the use of stop sticks/road spikes, including when and how to deploy them safely.

6.16 Seatbelts

The Agency has a written directive requiring occupants in Agency vehicles to wear a seat belt, as required by North Carolina law. Detainees and arrestees are required to be seat-belted during transport.

6.17 Inspection of Patrol Vehicle and Equipment

The Agency requires personnel to inspect their assigned patrol vehicle for content and appearance, as well as the operability of all patrol equipment assigned to or provided for prior to each assignment or the beginning of each shift.

6.18 Special Use Equipment and Vehicles

The Agency has a written directive that requires that any special equipment and vehicles, including vehicles used for special assignments, have a documented readiness inspection at least quarterly.

6.19 Traffic Enforcement Operations

The Agency has a written directive describing traffic enforcement activities, and the directive includes:

- A. Authorized traffic enforcement activities;
- B. Circumstances where law enforcement officers have discretion;
- C. Procedures to be followed for the issuance of a citation; and
- D. Circumstances where a custodial arrest is authorized, to include DWI investigation.

6.20 Eyewitness Identification

The Agency has a written directive describing procedures for eyewitness identifications and trains appropriate personnel in the administration of show ups, live or photographic lineups.

6.21 Missing Persons

The Agency has a written directive on the handling of missing persons and includes:

- A. No minimum time requirement for a waiting period;
- B. Initial investigation process, internal reporting, and notification requirements, and external reporting to required entities, including entry into ACIC/NCIC;
- C. Special investigative considerations for unusual circumstances and at-risk missing persons (i.e., children, elderly, evidence of abduction, mentally ill, etc.); and
- D. The use of electronic alert systems, if available to the agency.

6.22 In-Car and/or Body-Worn Audio / Video

The Agency shall employ in-car and/or body-worn cameras, and have a written directive to include the following:

- A. Policy statement on purpose and organization's reasoning for its use;
- B. Requirements and restrictions for activation and deactivation of the device;
- C. Criminal and administrative use of camera-captured data;
- D. Data storage and retention requirements;
- E. Equipment maintenance and inspection procedures;
- F. Training requirements for users and supervisors;
- G. Requirements for documented review of camera captured data, including frequency and quantity; and
- H. Procedures for the public request of recordings in accordance with current North Carolina law.

6.23 Ballistic Vests

The Agency makes available ballistic vests for all sworn personnel and establishes a written directive for making the vest available, along with the requirements for wearing and the responsibility for inspection of possible damage. The agency shall ensure that the manufacturer's guidelines and recommendations are followed.

6.24 Providing Discovery to Prosecutor

The Agency has a written directive that requires full disclosure of the investigative file on a timely basis to the district attorney's office prosecuting any offense investigated by personnel of the Agency.

CHAPTER 7

MAJOR INCIDENTS

While the majority of law enforcement work does not involve major incidents, some circumstances are of such a critical nature or magnitude that special responses are necessary. These may include barricaded subjects, bomb threats, or even natural disasters. Prior planning and training for these events and sound policy on how they should be handled are critical to the successful conclusion of an event. Standards in this section address the most critical of these situations.

7.01 Emergency Operations Plan

The Agency has a written Emergency Operations Plan (EOP) or is included in a city/county Emergency Operations Plan. The plan is accessible to all personnel. The department trains appropriate personnel in the plan.

The Plan also includes provisions covering the following:

- A. Civil disturbances;
- B. Bomb threats;
- C. Response to natural and manmade disasters;
- D. Crisis negotiation;
- E. Mass arrests;
- F. Other incidents or events;
- G. Provisions for alternative locations for functions and facilities to ensure continuity of operations
- H. Annual review of the Emergency Operations Plan.

7.02 Incident Command

The Agency specifies an incident command system that includes the following:

- A. Activation of command and setting up a command post;
- B. Requesting additional personnel or assistance from other agencies;
- C. Set up a staging area; and
- D. Handling media and public information requests.

7.03 After Action Report

The Agency has a written directive that requires an after-action report for any natural or man-made disaster, any major incident as defined by the Agency, and any tactical team deployment.

7.04 Tactical Team

If the Agency has a tactical team or has an Agency member on a tactical team, a written directive must establish the following:

- A. Criteria for selection of members;
- B. Situations/circumstances under which the team may be deployed;
- C. Requirements to be a member and continued training of all team members;
- D. Requirement for deployment of less lethal options specific to the team;
- E. Requirement that protective vests be worn by personnel;
- F. At least annually, a documented inspection of equipment;
- G. Provisions for placing medical and/or fire assistance on standby.

7.05 Hazardous Materials

The Agency has a written directive that provides resources regarding whom to contact for an immediate response to large-scale hazardous materials and biohazard situations.

CHAPTER 8

TELECOMMUNICATIONS

Basic communications operations are necessary to provide fast, efficient, and reliable service to the citizens of a community. It is also essential to ensure the safety of the responding officers and employees. Reliability and access to state and national databases are required to provide officers with the information necessary to perform their job and protect them from harm. For the purpose of this chapter, a Telecommunications Center is defined as any location where the primary function is to receive and or dispatch calls for service.

8.01 Telecommunication Centers (24-hour access)

The agency has a telecommunications system in place that addresses 24-hour call receipt capability. If officers are not working 24 hours per day, the system addresses communication with the back-up agency to ensure response to calls for service.

8.02 Back-up Telecommunications Center

The Agency has a back-up plan in place in the event the Telecommunications Center becomes inoperable.

8.03 Facility Security

If the Agency operates and/or contracts with a Telecommunications Center, the area is secured from the general public and allows only those persons designated with access to be in the communications area.

8.04 Playback System

The Telecommunications Center has a playback system for telephones and radios to allow information to be retrieved when necessary.

8.05 Back-Up Power Source

The Telecommunications Center has access to a backup power source, or other alternate means of communications, in order to maintain the operation of radios and telephones during a power failure. The backup power source or alternate means of communication has security measures preventing unauthorized access or tampering. A minimum of quarterly documented testing of the backup system is required.

8.06 24-Hour Two-Way Radio Capability

The Agency has 24-hour two-way radio capability between the Telecommunications Center and officers on duty in the field.

8.07 Access to Criminal Justice Information Systems

The Agency has access to state criminal justice information systems.

CHAPTER 9

DETAINEE PROCESSING AND TRANSPORTATION

Detainees in custody must be safely transported to a detention facility and held in a manner that meets constitutional standards. Proper transportation procedures also ensure the safety of law enforcement officers and detention personnel. The applicability of these standards depends on the type of holding area an agency employs.

If an agency operates a holding area in which individuals can be secured, the agency must comply with all standards in this chapter. An interview room where a law enforcement officer is always present would not be considered a holding facility.

9.01 Searching and Transport

The Agency has a written directive addressing searching and transporting a detainee before transportation. The written directive includes, at a minimum:

- A. All detainees must be searched before any transport;
- B. The Agency approved methods to transport detainees safely;
- C. Methods or actions for transporting sick, injured, or disabled detainees;
- D. Requirement that the transporting vehicle be searched before and after the transport;
- E. The proper use of any restraining devices;
- F. Monitoring of the detainee to observe any medical difficulties that arise enroute; and
- G. The reporting process or procedures following an escape of a detainee while being transported.

9.02 Temporary Custody of Juveniles

The Agency has a written directive addressing juveniles in temporary custody in accordance with North Carolina law.

9.03 Separation of Detainees

The Agency has a written directive that requires the separation of adult male and adult female detainees. The written directive also requires sight and sound separation between adult detainees and juveniles in temporary custody.

9.04 Medical Assistance for Detainees

The Agency has a written directive instructing personnel when and how to obtain medical assistance for ill or injured persons in custody.

9.05 Strip Searches and Body Cavity Searches

The Agency must have a written directive regarding strip searches and body cavity searches that shall include, at a minimum:

- A. Authority for conducting strip and body cavity searches with or without a warrant;
- B. Provisions for privacy and search by gender or gender identity/expression;
- C. Provisions for dealing with juveniles in this circumstance; and
- D. Reporting requirements for strip and body cavity searches.

9.06 Weapons in Holding Areas /Processing areas

The Agency has a written directive on when weapons, including less-than-lethal weapons, are allowed in the holding cell and processing areas of the Agency and provisions on when and how they must be secured.

9.07 Consular Notifications

The Agency has a written directive ensuring their compliance with all consular notification requirements for any foreign nationals in accordance with federal requirements.

CHAPTER 10 COURT SECURITY

Agencies that provide security for the courts within our judicial system must ensure the courts are safe to protect the integrity of the criminal justice system and those who work or visit them. Security systems should be designed to protect the physical facilities and all participants in the court proceedings.

10.01 Courthouse/Courtroom Security

If the Agency provides security for a courthouse/courtroom, the Agency has a written directive and trains appropriate personnel on searches of persons entering, security measures, including the carrying of weapons in a courthouse/courtroom, and the use of restraints on persons in custody.

10.02 External Emergency Communications

If the Agency provides security for a courthouse/courtroom, at least one means of external communication is available to a member of the court security staff for emergency situations for each courtroom.

10.03 Emergency Response and Evacuation Plans

If the Agency provides security for a courthouse/courtroom, the Agency shall have written emergency response protocols and evacuation plans for each courthouse/courtroom that are reviewed with Court employees at least annually.

CHAPTER 11

PROPERTY AND EVIDENCE MANAGEMENT

The proper collection, preservation, and storage of evidence is crucial to the accomplishment of any law enforcement mission. Presentation of reliable evidence is required for the successful prosecution of criminal defendants. The property control function of the Agency must be beyond reproach, with frequent audits, inspections, and inventories essential to ensuring these high standards are met.

11.01 Property and Evidence – Chain of Custody

The Agency has a written directive for taking property and evidence into custody, including assets seized for forfeiture, to ensure proper inventory, storage, and chain of custody.

11.02 Access to Crime Scene Personnel

The Agency has on staff or has access to trained crime scene personnel to assist with major crime scene investigations when necessary.

11.03 Property and Evidence Submission

The Agency has a written directive that requires all property and evidence seized by agency personnel to be submitted to the property/evidence technician or placed in the property and evidence area by the end of their shift. Employees shall not personally retain property or evidence.

11.04 Property and Evidence Storage/Access and Security

The Agency has a written directive that identifies personnel authorized to enter the property and evidence storage area(s). The property and evidence storage area will be secure, with restricted access for unauthorized personnel unless they are escorted and sign in and out in a book or register or a digital agency-approved tracking system. If another entity stores property and evidence for the Agency, that entity must comply with all the requirements of this standard.

11.05 High-Risk Property and Evidence

The Agency has a written directive that requires high-risk property and evidence to be stored separate from other property in locked storage areas inside the Property Room and requires additional security measures. This includes guns, drugs, money, or any other item of high value or significant risk of loss as determined by the Agency. If another entity stores high-risk items for the Agency, that entity must comply with all requirements of this standard.

11.06 Disposal of Property and Evidence

The Agency has a written directive for the documentation of the proper disposal of property and evidence stored in the Agency property and evidence storage area.

11.07 Release of Property and Evidence

The Agency has a written directive for the release of property or evidence. The directive shall detail the difference between property and evidence and when and how items may be released to the complainant or owner. All releases will be documented and signed for on a property and evidence release form.

11.08 Annual Unannounced Inspection of Property and Evidence

The Agency has a written directive in place for a documented unannounced inspection of property and evidence at least annually.

11.09 Annual Audit of Property and Evidence

The Agency has a written directive that requires an annual written audit (as required by Appendix B) of property and evidence.

11.10 Change of Assignment Inventory of Property and Evidence

The Agency has a written directive requiring a written audit (as required by Appendix B) of Property and Evidence when a new property and evidence custodian is assigned to oversee the property and evidence room. The Agency shall also conduct an audit of high-risk items when a new CEO is assigned to lead the Agency.

11.11 Hazardous and Biohazardous Materials

The Agency has a written directive addressing safety procedures for the receipt, management, storage, and disposal of hazardous and biohazardous materials.

APPENDIX A – DEFINITIONS

Agency Jurisdiction: The territory within which an agency’s authority may be exercised.

Appeal: To resort to a higher authority or greater power, as for sanction, corroboration, or a decision that could reverse a decision.

Audit: A comprehensive examination to verify compliance with established standards, written directives, and operational procedures, and to recommend any indicated changes.

Biased Policing: The inappropriate consideration of specified characteristics while enforcing the law or providing police services. Specified characteristics includes, but is not limited to, race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, political status, or any other legally protected characteristics.

Biohazardous Materials (Potentially Infectious Material): Any human body fluid, tissue, or organ other than intact skin. Any biologic agent or other disease-causing agent which upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably be anticipated to cause disease or death.

Capital Assets: Property of any kind assigned for use to or owned by an agency, including moveable or immoveable property.

Chief Executive Officer (CEO): The duly authorized Agency Head who is the highest-ranking executive for the law enforcement agency and possesses ultimate command authority for the operation of the agency. Examples would include Chiefs, Sheriffs, Colonels, and Directors.

Chain of Command: An organization's hierarchy with formal lines of communication through each level of command.

Chokeholds: A physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation.

Confidential Informants: An individual who cooperates with a law enforcement agency to assist with intelligence gathering or investigative efforts and:

1. Requests to do so without using their name in order to protect their identify and safety; and
2. The individual seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime for which a sentence will be or has been imposed; and
3. Is able, by reason of his or her familiarity or close association with suspected criminals, to:
 - a. Make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation;
 - b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or

- c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

Commission: Refers to the North Carolina Sheriff's Education and Training Standards Commission or the Criminal Justice Education and Training Standards Commission as defined in North Carolina law.

Deadly Force: The use of force that is likely to cause death or great bodily harm.

De-escalation: An attempt to stabilize a situation where possible force would be used by communicating, verbally or non-verbally, in order to reduce threat so that more resources can be used to resolve the situation and reduce or eliminate the amount of force required.

Disabled Detainee: A person who has been arrested or is in the custody of the agency who has any physical or mental condition that limits movement, senses, or activities.

Discrimination: The unjust/prejudicial treatment of individuals.

Duty to Intervene: An officer's responsibility to prevent or stop the use of excessive force by another officer when it is objectively reasonable to do so.

Early Warning System: A system to document and track the actions and behaviors of law enforcement officers for the purpose of intervening and improving performance.

Emergency Response: An actual or potential situation that has an immediate threat to life or property.

Employee Assistance Program (EAP): The program designated to assist in concerns or problems (personal or job related), that could affect an employee's personal or professional well-being. The program may be done in-house, including Human Resources, or may be outsourced to a private or public entity.

Ethics: Moral principles that govern an individual's or an agency's conduct.

Extra-duty Employment: Any secondary employment where the actual or potential use of law enforcement authority is a condition of employment.

Field Training: A program that trains newly hired personnel in application of skills and knowledge previously learned in the academy, or previous experience that relates to their current employment.

Field Training Officer: An experienced or senior officer with specialized training who is responsible for the training and evaluation of newly hired line personnel.

Follow-up Investigation: An extension of the preliminary investigation intended to close the case, often conducted by specially trained personnel.

Gender Identity/Expression: Gender identity is a person's internal sense of their own gender. Gender expression is how a person publicly expresses or presents their gender by personality and/or appearance.

Harassment: Conduct that is intimidating, hostile or offensive, and interferes with an individual's or group's work performance.

Hazardous materials: Substances of chemicals that pose of health hazard, a physical hazard or harm to the environment.

Holding Area: Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.

Incident Command System (ICS): Organization and coordination of members and agencies to stabilize an incident while protecting life, property, and the environment. There are five major components: command, planning, operations, logistics, and finance/administration.

In-service Training: Specified formal/informal training that enhances personnel's knowledge, skills and/or abilities. This can be in the form of State mandated training, specialized training, advanced training, officer professional development training, or less formal types of training.

Lateral Vascular Neck Restriction: A technique that is used to incapacitate individuals by restricting blood flow to the brain.

No Knock Search Warrants: A search warrant authorized by a judicial official permitting officers to enter a location without immediate notification to the occupants.

Non-sworn: An employee of an agency that supports the agency but has no arrest powers.

Off-duty Employment: Any secondary employment that does not use actual or potential law enforcement authority as a condition of employment.

Performance Evaluation: An assessment of an individual's day-to-day conduct that addresses any positive or negative performance and behavior pertaining to the individual's work.

Property and Evidence Custodian: The person who holds authority for the day-to-day supervision and operation of the property and evidence function.

Reasonable Belief (Objectively Reasonable): An officer's evaluation of their current situation in totality and their determination of the necessity of force needed. A reasonable level of force is that which a reasonably prudent officer would use if under the same or similar circumstances.

Recruitment Plan: A written plan describing methods to be utilized for recruiting, hiring, and retaining qualified personnel.

Reserve Officer: A paid or unpaid, individual sworn as a Reserve Police Officer or Reserve Deputy, whose function is to augment the law enforcement efforts of the agency in the performance of their duties.

Review: To examine or study; less formal than an analysis.

Rolling Roadblocks: Authorized vehicles leading traffic in order to slow movement for reasons such as a funeral, construction, OR may include enforcement techniques using police vehicles as defined in agency policy.

Search Warrants: A court order and process directing a law-enforcement officer to search designated premises, vehicles, or persons for the purpose of seizing designated items and accounting for any items so obtained to the court which issued the warrant.

Secondary Employment: Any employment other than primary employment by the Agency, to include extra-duty and off-duty employment.

Selection Criteria: The rules, standards, or minimum requirements used to fill a specific position.

Selection Process: Procedures utilized to determine which candidate will fill a specific position.

Serious Bodily Injury: Bodily injury that creates a substantial risk of death, or that causes serious permanent disfigurement, coma, a permanent or protracted condition that causes extreme pain, or permanent or protracted loss or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.

Special Use Vehicle: A specified vehicle utilized due to weather, terrain, or special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), personal watercraft, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals.

Specialized Training: Specific training that enhances skills and knowledge.

Standards: A compilation of law enforcement practices and requirements determined by the NCLEA Accreditation Committee to be the most appropriate for North Carolina Law Enforcement agencies.

Standards Divisions: As used in this document, refers to either or both the Criminal Justice Standards Division and/or the Sheriffs' Standards Division.

Stationary Roadblocks: An unmoving roadblock intended to prohibit motorist from evading arrest OR as used in agency policy to conduct investigatory check points.

Strip Search/Body Cavity Search: Visual or manual internal inspection of an individual's body to make sure there is no illegal/prohibited materials. This search must be done in private and by an officer or official of the same identifying sex.

Stop Sticks/Road Spikes: Device utilized to impede or stop the movement of an individual in a wheeled vehicle by puncturing the tires.

Sworn Officer: An employee certified by the appropriate Standards Divisions who possesses full law enforcement and arrest powers and is employed either full-time or part-time by a law enforcement agency. This individual may or may not be compensated.

Tactical Team: A specific group of personnel who are specially trained and equipped to handle high-risk and unique situations, e.g., snipers, barricaded persons, hostage takers. This does not include units whose primary purpose is to handle HazMat, Hurricane/Disaster response or WMD incidents.

Transport Vehicle: Any Agency vehicle used to transport a prisoner.

Warning Shots: Firing a firearm with no intention of harm but only to intimidate individual(s) into compliance.

Written Directives: Policy/procedure, plan, rule, general/special order, state law or local ordinance, etc. that applies to an agency.

APPENDIX B – PROPERTY AND EVIDENCE AUDITS

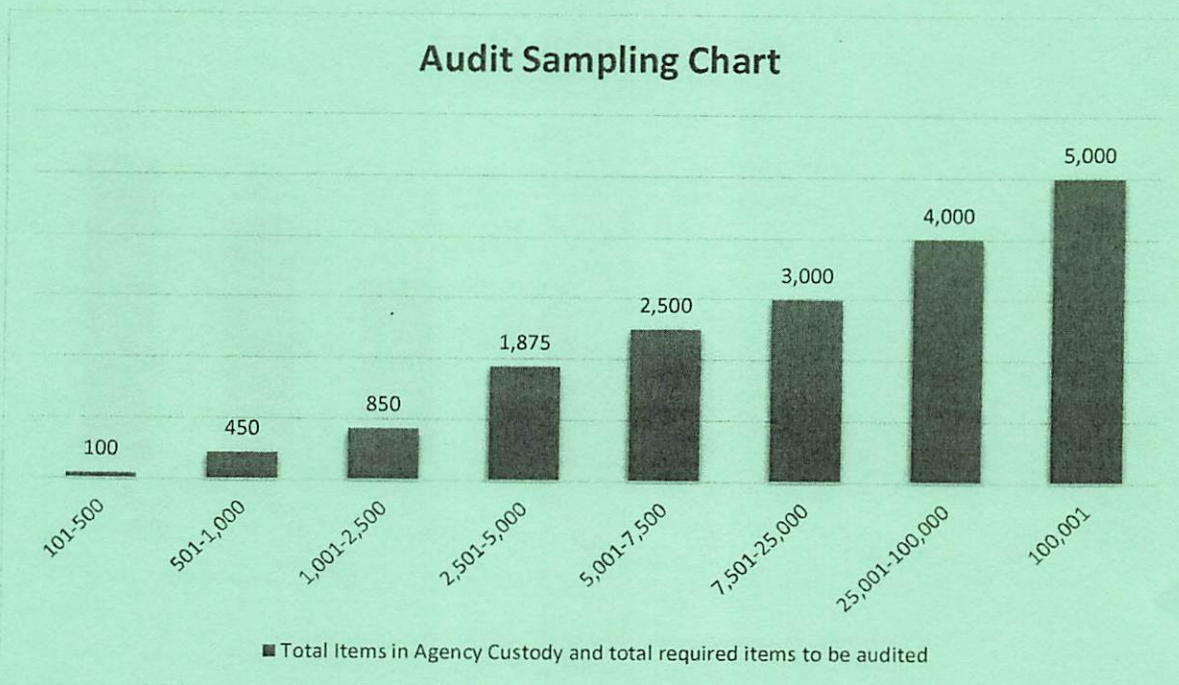
A random representative sample of general evidence and property items held by the Agency in the minimum and maximum numbers listed below must be audited.

Minimum sample sizes for audits of all general items shall be as follows:

- 1-100 items = 100%
- 101 – 500 items = 100 items or 90%, whichever is greater
- 501 – 1,000 items = 450 items or 85%, whichever is greater
- 1,001-2,500 items = 850 items or 75%, whichever is greater
- 2,501-5,000 items = 1,875 items or 50%, whichever is greater
- 5,001-7,500 items = 2,500 items or 40%, whichever is greater
- 7,501-25,000 items = 3,000 items or 16%, whichever is greater
- 25,001-100,000 items = 4,000 items or 5%, whichever is greater
- 100,001+ items = 5,000 items or 3%, whichever is greater

If during the audit an error rate of more than ten percent (10%) of the audited items is discovered, a complete inventory of all property items must be performed.

Note – The below chart represents total items in custody of agency and the maximum number of general evidence items to be audited for that agency.



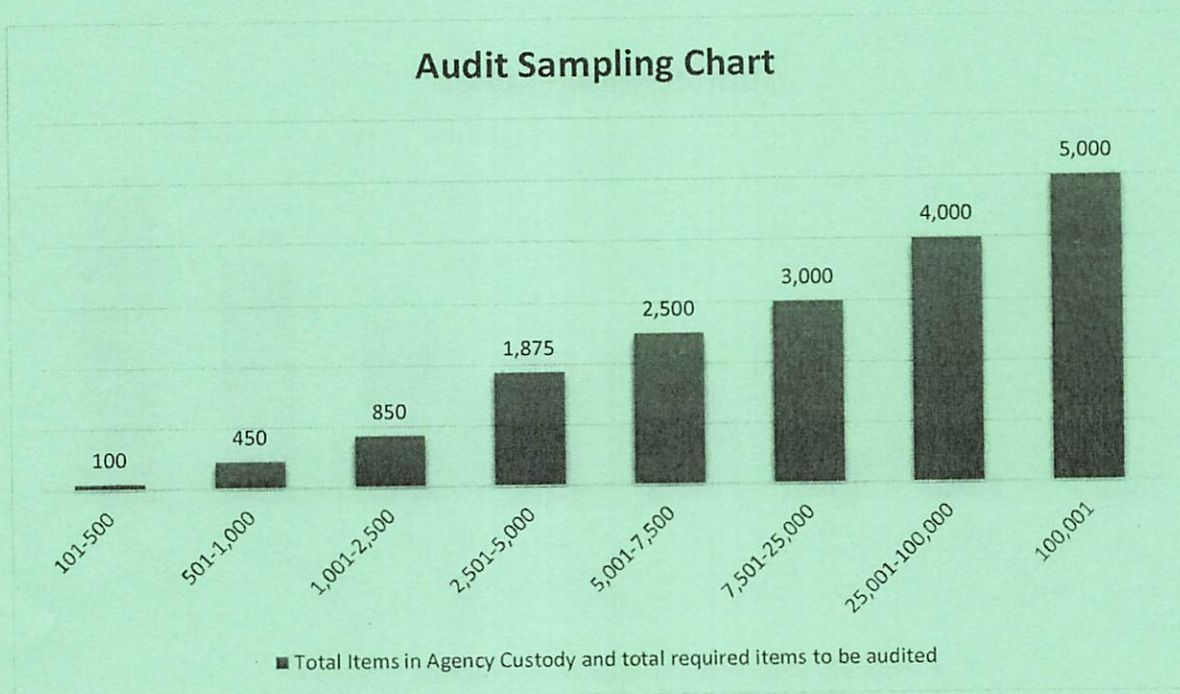
A random representative sample of high-risk evidence and property items held by the Agency in the minimum and maximum numbers listed below must be audited.

Minimum sample sizes for audits of high-risk items shall be as follows:

- 1-100 items = 100%
- 101 – 500 items = 100 items or 90%, whichever is greater
- 501 – 1,000 items = 450 items or 85%, whichever is greater
- 1,001-2,500 items = 850 items or 75%, whichever is greater
- 2,501-5,000 items = 1,875 items or 50%, whichever is greater
- 5,001-7,500 items = 2,500 items or 40%, whichever is greater
- 7,501-25,000 items = 3,000 items or 16%, whichever is greater
- 25,001-100,000 items = 4,000 items or 5%, whichever is greater
- 100,001+ items = 5,000 items or 3%, whichever is greater

If during the audit an error rate of more than five percent (5%) of the audited items is discovered, a complete inventory of all high-risk property items must be performed.

Note – The below chart represents total items in custody of agency and the maximum number of high-risk evidence items to be audited for that agency.



Attachment 3

NC JUSTICE ACADEMY REPORT
SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION
March 24, 2023

PERSONNEL

- Deputy Director – Chris Anderson named DDT on 1/30/23
- Instructor/Developer – Use of Force/De-escalation: Hired Jerry Morse on 1/24/2023
- Instructor/Developer – In-Service Development: Reposting this position.
- Instructor/Developer: Specialized Physical Fitness School Director – Robert Taylor on February 1, 2023
- Instructor/Developer: Firearms – Reposting
- Instructor/Developer: Narcotics – Hired Jason Beebe on 1/11/23
- Instructor/Developer: SWAT – John Sherbert accepted; Begins 4/3/23
- Facilities Manager (Salemberg) – Promoted Greg Raynor on 1/13/23
- Laurie Austen resigned on 2/17/23 to take a position with Durham County Sheriff's Office.

TRAINING STATISTICS

In-Person Courses: <u>92</u>	In-Person Students: <u>1,716</u>	Online Courses: <u>122</u>
Online: <u>86,168</u>	Instructor Update: <u>4,739</u>	SRO Update: <u>1,410</u>

NEWS, NEW COURSES, AND EVENTS:

Campus Renovations: Reviewing bids for the driving track and faculty drive repaving projects (Salemberg); Residence Hall (Edneyville) repair/renovation projects. Submitted new legislative requests for renovations to the Administration Bldg, Jones Auditorium, and a renovation study for the firing ranges (Salemberg). Working with our new Facilities Manager to prioritize non-capital campus improvements on both campuses. Landscaping and painting projects, removal of broken building fascia (asbestos), a new RFID key card system, and new furniture for multiple buildings are examples.

BLET Revision Update – NCJA developers continue to work with SME groups for each of the 39 lesson plans. On track to pilot the new curriculum in August '23 at Fayetteville Technical Community College.

Proposed MIST Revision – A framework for moving mandated in-service training to a 3-year cycle was provided in the mailout. Seeking feedback to move the proposal forward with both Commissions.

Peace Officer Memorial Day: The date for next year's ceremony is 10:00 AM on Tuesday, May 2nd at The Shepherd's Church in Cary, NC. Flyers were sent to all agency heads.

Attachment 4

BLET Revision Project



North Carolina Justice Academy
200 W. College Street
Salemberg, NC 28385

Lesson Plan Status Report

**BLET Revision Project
Lesson Plan Status Report
March 22, 2023**

PILOT Ready = 9 Final LEGAL Review = 5 Final SME Review = 16

Awaiting SME Review = 5 Reconciliation = 2 Development = 2

MODULE 1			
#	Lesson Plan Name	Hours*	Current Stage
1	Orientation	8	PILOT Ready
2	Ethical Problem Solving	16	Final SME Review
3	Communication & De-escalation Skills	24	PILOT Ready
4	Crisis Intervention: Interacting with Special Needs Populations	24	Final SME Review
5	Officer Health and Wellness	54	PILOT Ready
6	Field Notes and Report Writing	16	PILOT Ready
7	Arrest, Search, Seizure and Constitutional Law	24	Final SME Review
8	Interviews and Interrogation	24	Final SME Review
9	Compliance and Control Techniques	80*	Development
10	Firearms	96*	Development (field review)
11	Law Enforcement Driver Training	48	PILOT Ready
12	First Responder	24	PILOT Ready

MODULE 2			
#	Lesson Plan Name	Hours	Current Stage
13	Criminal Investigations	40	Awaiting Final SME Review
14	Testifying in Court	16	Final SME Review
15	Responding to Crime Victims	8	Final SME Review
16	Person Crimes	16	PILOT Ready
17	Crimes Against Property	16	PILOT Ready
18	Crimes Against the Public	16	PILOT Ready
19	Juvenile Laws & Procedures	12	Final SME Review
20	Domestic Violence	16	Final SME Review
21	Sexual Assaults	16	Final SME Review
22	Human Trafficking	4	Final LEGAL Review
23	Hate Crimes	8	Final SME Review
24	Controlled Substances	16	Awaiting Final SME Review
25	Missing Persons	4	Awaiting Final SME Review
26	Deceased Persons	4	Final SME Review

MODULE 3			
#	Lesson Plan Name	Hours	Current Stage
27	Motor Vehicle Law	16	Final SME Review
28	Traffic Law Enforcement	24	Awaiting Final SME Review
29	Traffic Crash Investigations	24	Final SME Review
30	Standardized Field Sobriety Testing	28	Final SME Review

MODULE 4			
#	Lesson Plan Name	Hours	Current Stage
31	Patrol Techniques	24	Executive Review Reconciliation
32	Crowd Management	16	Final SME Review
33	Courtroom Security	8	Executive Review Reconciliation
34	Homeland Security	8	Final LEGAL Review
35	Rapid Deployment to Active Assailant	16	Final SME Review
36	Civil Process	24	Final LEGAL Review
37	Transporting and Processing	8	Awaiting Final SME Review
38	Crime Prevention	4	Final LEGAL Review
39	Explosives & Hazardous Material Emergencies	16	Final LEGAL Review

TOTAL PROJECTED HOURS: 840 Hours + 30 Hours (End of Topic Testing) = 870 Hours

Development - Lesson plan draft is complete and is awaiting field review.

Development (Field Review) - Lesson Plan has completed field review and Academy staff are incorporating feedback from this review.

Executive Review Reconciliation - Lesson plan has incorporated field feedback and Academy staff is reconciling the feedback from NCSA, NCACP, NCPE.

Awaiting SME Review - SME Group is being identified to complete the final review of the lesson plan.

Final SME Review - Lesson plan has been reconciled with feedback from both the field review and Executive Review; and is under review (along with PowerPoint, handouts, etc.) by the designated SME group.

Final Legal Review - Lesson plan has been reconciled with feedback from the final SME group and is undergoing a final legal review.

Pilot Ready - Lesson plan and supporting materials (PowerPoint, Handouts, etc.) have undergone the final legal review and are ready for pilot delivery in August.

Attachment 5

PC COMMITTEE REPORT

The Probable Cause Committee met on March 23, 2023 and reviewed a total of

40 cases.

They found:

Probable Cause on 19 cases, with 11 of those cases resulting in a Consent Agreement.

9 of those Consent Agreements were signed for your approval.

2 of those Consent Agreements may be executed at your next meeting.

NO Probable Cause on 16 cases;

3 Case(s) was/were **postponed** until the June 2023 Meeting;

 Case(s) was/were **continued for further investigation**; and, in

 Case(s) individual was/were separated (or summary action was taken) prior to PC.

1 Cases closed pursuant to Probable Cause Policy

1 Other: review and decided on full presentation in June '23

Summary of Consent Agreements for the current meeting:

Devin James, Detention Officer, Green County Sheriff's Office .0204(d)(5) combo of class A & B misdemeanors
Name, Position, Agency **Rule violation**

Austin Price, Detention Officer, Lenoir Co .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

David Dargan, Detention Officer, Dare County Sheriff's Office 0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Austin McLendon, Deputy, Orange County Sheriff's Office .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Markese Trammell, Iredell County Sheriff's Office .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Prince Sledge, Deputy Sheriff, Granville County Sheriff's Office .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Brandon Alvarez, Lenoir County Sheriff's Office .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Katrina Hudson, Telecomm, Hudson Police Department .0204(c)(1)&(2) material misrepresentation
Name, Agency, Position **Rule violation**

Anthony Boles, Deputy Sheriff, Stokes County .0204 (d)(2) Class B misd/ w/in 5 yrs of appt.
Name, Agency, Position **Rule violation**

Name, Agency, Position

Rule violation

Name, Agency, Position

Rule violation

Name, Agency, Position

Rule violation

Name, Agency, Position

Rule violation