

Rules: Action Items and Updates

September 2024 Commission Meeting

Rules: Action Items and Updates

Action Items

- **Periodic Review**
 - Commission must make determination on each rule as necessary or unnecessary (**pp. 3-6**)
 - Unnecessary rule means “a rule the agency determines to be obsolete, redundant, or otherwise not needed.” [G.S. 150B-21.3A(a)(6)] If designated as such, it will be removed from the code.
 - Staff recommends:
 - “Purpose” rules of .0501, .0701, .1001, .1101, .1201, .1301, .1401, .1501, .1601, and .2001 be considered as unnecessary
 - .0110 which addresses confidentiality provisions set out in 17E-5 and 17E-6 be considered as unnecessary
 - **Action-** Vote to consider adopting staff’s recommendation on unnecessary rules
 - Next steps:
 - Post necessary/unnecessary determinations for public comment
 - Will review public comments and approve report at another Commission meeting
 - The report must be submitted to RRC by May 20, 2025
 - Then, all rules must be readopted and staff have begun updating the rules to mitigate the time needed during the periodic review
 - More information will be provided at the November 2024 and March 2025 meetings
- **12 NCAC 10B .0408 Verification of Records to Division (pp. 7-10)**
 - Reduce number of documents submitted
 - Remaining documents must be retained by the agency and are subject to audit
 - Report of Appointment, Oath, Firearms documentation if authorized, SBI response to fingerprints, AOC-CR-280, Release Authorization, court records for any criminal history, applicant statement about charges, and the Personal History Statement (F-3) if charges and/or expungements in applicant’s criminal history
 - New Report of Appointment F-4 (**pp. 11-12**)
 - **Action-** Vote to consider granting rulemaking authority
- **12 NCAC 10B .0409 Employing Agency Retention of Certification Records (pp. 13-14)**
 - Agency will maintain original documentation of records in .0408 plus these records
 - Educational compliance documents, Medical History Statement (F-1), Medical Examination Report (F-2), Psychological Evaluation, Personal History Statement (F-3), drug screen, Background Investigation (F-8)
 - Field reps will audit to ensure compliance
 - **Action-** Vote to consider granting rulemaking authority
- **12 NCAC 10B .0305 Background Investigation (pp. 15-17)**
 - Background Investigation is a minimum standard rule
 - Previously requirements about records checks were in Rule .0408 and are being moved to .0305
 - New Background Investigation Form (F-8) (**supplemental attachment**)
 - **Action-** Vote to consider granting rulemaking authority

Updates

- **12 NCAC 10B .1302 Telecommunicator Certification Course (pp. 18-19)**
 - Submitted to RRC on September 5, 2024
 - If approved, effective date will be October 1, 2024
- **12 NCAC 10B .0601 Detention Officer Certification Course (pp. 20-22)**
 - Submitted to RRC on September 5, 2024
 - If approved, effective date will be July 1, 2025
- **12 NCAC 10B .0402, .0403, .0404, .0503 (pp. 23-26)**
 - Rules related to a return to deputies being able to complete BLET during their probationary period
 - Comment period ends September 30, 2024
 - Next step is to adopt at November Commission meeting
 - Proposed effective date is February 1, 2025, but will be contingent on RRC approval of rules
- **Lateral Transfer Rule**
 - Joint Committee Meeting on October 4, 2024 to discuss further

Staff Recommendations for Unnecessary Rules

12 NCAC 10B .0501 PURPOSE

This Section establishes the current minimum standard by which deputy sheriffs shall receive basic recruit law enforcement training. These Rules ensure the continued standard of training followed previously by all law enforcement officers across the state.

*History Note: Authority G.S. 17E-4(a);
Eff. January 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .0701 PURPOSE

This Section establishes the minimum standards for the schools from which sheriffs' office shall receive training. These Rules shall serve to define the areas of responsibility for the institutions and personnel associated with and responsible for the delivery of said training programs.

*History Note: Authority G.S. 17E-4;
Eff. January 1, 1989;
Amended Eff. February 1, 1998;
Temporary Amendment Eff. March 1, 1998;
Amended Eff. August 1, 1998;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1001 PURPOSE

In order to recognize the level of competence of sheriffs and deputy sheriffs serving the sheriffs' offices of North Carolina, to foster increased interest in college education and professional law enforcement training programs and to attract highly qualified individuals into a law enforcement career, the North Carolina Sheriffs' Education and Training Standards Commission establishes the Sheriffs and Deputy Sheriffs' Professional Certificate Program. This program is a method by which dedicated sheriffs and deputy sheriffs may receive local, state-wide and nation-wide recognition for education, professional training and on-the-job experience.

*History Note: Authority G.S. 17E-4;
Eff. January 1, 1989;
Amended Eff. February 1, 1998; January 1, 1992;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1101 PURPOSE

In order to recognize Sheriffs', deputy sheriffs', detention officers', and telecommunicators' loyal and competent service to a particular sheriff's office in North Carolina, and also to the State of North Carolina, the Commission establishes the Sheriffs' and Justice Officers' Service Award Program. This program is a method by which dedicated officers may receive local, state-wide and nation-wide recognition for their loyal and competent law enforcement service.

*History Note: Authority G.S. 17E-4;
Eff. January 1, 1989;
Amended Eff. February 1, 1998; January 1, 1992;
Temporary Amendment Eff. March 1, 1998;
Amended Eff. April 1, 2001; August 1, 1998;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1201 PURPOSE

In order to recognize the level of competence of detention officers serving the Sheriffs' offices of North Carolina, to foster increased interest in college education and professional law enforcement training programs and to attract highly qualified individuals into a law enforcement career, the North Carolina Sheriffs' Education and Training Standards Commission established the Professional Certificate Program for Detention Officers.

*History Note: Authority G.S. 17E-4;
Eff. January 1, 1990;
Amended Eff. February 1, 1998; January 1, 1996;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1301 PURPOSE

This Section establishes the current minimum standards by which telecommunicators shall receive telecommunicator certification training.

*History Note: Authority G.S. 17E-4(a);
Temporary Adoption Eff. March 1, 1998;
Eff. August 1, 1998;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1401 PURPOSE

In order to recognize reserve deputy sheriffs serving the sheriffs' offices of North Carolina, the North Carolina Sheriffs' Education and Training Standards Commission establishes the Reserve Deputy Sheriff Professional Certificate Program. This program is a method by which dedicated reserve deputy sheriffs

may receive local, state-wide and nation-wide recognition for professional training and participation in law enforcement functions.

*History Note: Authority G.S. 17E;
Eff. August 1, 2000;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1501 PURPOSE

In order to recognize reserve justice officers' loyal and competent service to a particular Sheriff's office in North Carolina, the Commission establishes the Reserve Justice Officers' Service Award Program. This program is a method by which dedicated reserve justice officers may receive local, statewide and nation-wide recognition for their law enforcement participation.

*History Note: Authority G.S. 17E-4;
Eff. April 1, 2001;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .1601 PURPOSE

In order to recognize the level of competence of telecommunicators serving the sheriffs' offices of North Carolina, to foster increased interest in college education and professional law enforcement training programs and to attract highly qualified individuals into a career as a telecommunicator, the North Carolina Sheriffs' Education and Training Standards Commission establishes the Telecommunicators' Professional Certificate Program. This program is a method by which dedicated telecommunicators may receive local, state-wide and nation-wide recognition for education, professional training and on-the-job experience.

*History Note: Authority G.S. 17E-4;
Eff. August 1, 2002;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .2001 PURPOSE

In order to ensure a minimum level of proficiency in specific topical areas for justice officers within the state the Commission establishes the Justice Officers' In-Service Training Programs.

*History Note: Authority G.S. 17E-4; 17E-7;
Eff. January 1, 1989; Amended Eff. January 1, 2007; February 1, 1998; January 1, 1990;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

12 NCAC 10B .0110 DIVULGING PERSONNEL INFORMATION

Information maintained in the Division's files concerning a Justice Officer may be inspected or disclosed only as provided by law.

*History Note: Authority G.S. 17E-6;
Eff. January 1, 1989;
Recodified from 12 NCAC 10B .0203 Eff. January 1, 1992;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff.
March 6, 2018.*

1 12 NCAC 10B .0408 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0408 VERIFICATION OF RECORDS TO DIVISION**

4 (a) ~~Prior to issuing certification of each justice officer, for the purpose of verifying compliance with these Rules,~~
5 Before the Division will issue certification of a justice officer, the employing agency shall submit to the ~~Division,~~
6 along with the Report of Appointment (F-4), ~~Division~~ the following documents:

- 7 (1) ~~documentation consisting of diplomas, school transcripts, or certificates from the educational~~
8 ~~institution attended by the applicant confirming the applicant's compliance with the educational~~
9 ~~requirement pursuant to Rule .0302(a) of this Subchapter;~~ the Report of Appointment (F-4);
10 (2) ~~certified a~~ copy of the applicant's Oath of Office, if applying for certification as a deputy sheriff;
11 (3) ~~the applicant's Medical History Statement (F-1);~~
12 (4) ~~the applicant's Medical Examination Report (F-2);~~
13 (5) ~~the applicant's unredacted Psychological Screening Examination form (F-2C);~~
14 (6) ~~the applicant's notarized Personal History Statement (F-3);~~
15 (7) ~~the Commission mandated Background Investigation Form (F-8) with all accompanying~~
16 ~~documentation set out in Rule .0305 of this Subchapter;~~
17 (8) ~~documentation of negative results on a drug screen pursuant to Rule .0301(6) of this Subchapter;~~
18 ~~and~~
19 (9)(3) documentation of the applicant's compliance with the probationary certification requirements
20 pursuant to ~~Rule .0403(b)~~ Rule .0403(f) of this Section, if the applicant is a deputy sheriff or a
21 detention officer and is authorized by the ~~agency sheriff~~ to carry a ~~firearm.~~ firearm;
22 (4) the results of the fingerprint criminal history records check of the applicant pursuant to Rule .0303
23 of this Subchapter;
24 (5) the applicant's processed Administrative Office of the Courts' AOC-CR-280 form as set forth in
25 Rule .0305 of this Subchapter;
26 (6) the applicant's Release Authorization as set forth in Rule .0305 of this Subchapter;
27 (7) copies of court documentation and final disposition from the Clerk of Court in the county of
28 adjudication of all criminal offenses for which the applicant was charged, arrested, pleads no contest,
29 pleads guilty, or of which the applicant was found guilty. This shall include traffic offenses
30 identified as a class B misdemeanor as defined in Rule .0103(17)(b) and offenses of driving under
31 the influence (DUI) or driving while impaired (DWI);
32 (8) a notarized written statement from the applicant providing details of all criminal offenses identified
33 pursuant to Subparagraph (7) of this Rule.; and
34 (9) the applicant's Personal History Statement (F-3) if the applicant reports any charges as referenced
35 in Subparagraph (a)(7) of this Rule or any expunged charges pursuant to Subparagraph (a)(5).

1 (b) Compliance with this Rule is waived, with the exception of the requirements of ~~Subparagraph (a)(9)~~
2 Subparagraphs (a)(1), (2), and (3) of this Rule for officers applying for dual certification as defined in Rule .0103(9)
3 of this Subchapter provided that:

4 (1) the officer holds a valid certification issued by this Commission as either a deputy sheriff, detention
5 officer, or telecommunicator, with the employing agency requesting dual certification; and

6 (2) the officer has continuously been employed as a justice officer with the agency.

7 ~~(e) Where the Division has previously received a complete Background Investigation Form (F-8) with all~~
8 ~~accompanying documentation set out in Rule .0305 of this Subchapter in connection with another application for~~
9 ~~certification to this Commission, the Background Investigation need only be updated from the date of the last~~
10 ~~background investigation on file in the Division with documentation of compliance with Subparagraphs (f)(1), (2),~~
11 ~~and (3) of this Rule, and a certified criminal record check from each jurisdiction in which the person has resided in~~
12 ~~and for each name the applicant has used since the initial Background Investigation (Form F-8) was completed. The~~
13 ~~criminal record check shall be from the Clerk of Court, a law enforcement agency within the jurisdiction, or other~~
14 ~~governmental entity that maintains or has access to criminal records for the jurisdiction. The criminal record check~~
15 ~~shall be certified by the entity providing the record with either a raised seal or other visible verification that the~~
16 ~~document is an authentic copy. In addition:~~

17 (1) ~~if the applicant has been issued an out of state driver's license by a state other than North Carolina~~
18 ~~since obtaining certification, then compliance with Subparagraph (f)(4) of this Rule, is required; and~~

19 (2) ~~if the applicant has resided in a state other than North Carolina since obtaining certification, a~~
20 ~~certified criminal record check from each jurisdiction shall be provided, if available. The criminal~~
21 ~~record check shall be from the Clerk of Court, a law enforcement agency within the jurisdiction, or~~
22 ~~other governmental entity that maintains or has access to criminal records for the jurisdiction. The~~
23 ~~criminal record check shall be certified by the entity providing the record with either a raised seal~~
24 ~~or other visible verification that the document is an authentic copy.~~

25 ~~(d) If the Personal History Statement (F-3) required in Subparagraph (a)(6) of this Rule was completed more than 120~~
26 ~~days prior to the applicant's date of appointment, the Personal History Statement (F-3) shall be updated by the~~
27 ~~applicant, who shall initial and date all changes, or a new Personal History Statement (F-3) shall be completed.~~

28 ~~(e) If the Mandated Background Investigation Form (F-8) required in Subparagraph (a)(7) of this Rule was completed~~
29 ~~more than 120 days prior to the applicant's date of appointment, the Mandated Background Investigation Form (F-8)~~
30 ~~shall be updated by the background investigator who shall initial and date all changes or a new Mandated Background~~
31 ~~Investigation Form (F-8), must be completed.~~

32 ~~(f) The Background Investigation Form (F-8) shall have the following records checks attached to it when submitted:~~

33 (1) ~~a Statewide search of the Administrative Office of the Courts (AOC) computerized system;~~

34 (2) ~~the national criminal record database accessible through the Division of Criminal Information (DCI)~~
35 ~~network;~~

36 (3) ~~the North Carolina Division of Motor Vehicles, if the applicant has ever possessed a driver's license~~
37 ~~issued in North Carolina;~~

- 1 (4) ~~an out of state motor vehicles check obtained through the Division of Criminal Information or~~
2 ~~obtained through another state's division of motor vehicles agency for any state in which the~~
3 ~~applicant held a license within the 10 year period prior to the date of appointment; and~~
4 (5) ~~the applicant's Administrative Office of the Courts' AOC CR 280 form as set forth in Rule .0305 of~~
5 ~~this Subchapter.~~

6 (g) ~~The Background Investigation shall include records checks from jurisdictions where the applicant resided within~~
7 ~~the 10 year period prior to the date of appointment and where the applicant attended high school, as follows:~~

8 (1) ~~where the applicant resided in jurisdictions in North Carolina, Clerk of Court records checks shall~~
9 ~~be acceptable;~~

10 (2) ~~where the applicant resided in another country:~~

11 (A) ~~an Interpol records check shall be acceptable provided the country is a member of Interpol;~~

12 (B) ~~if the applicant was in the United States military, a military records check shall be~~
13 ~~acceptable; or~~

14 (C) ~~if neither an Interpol or United States military record check are available, subject to the~~
15 ~~limits of United States and North Carolina law, the employing agency shall make a good~~
16 ~~faith effort to obtain a records check from the national law enforcement authority, judicial~~
17 ~~authority, or other governmental entity charged with maintaining criminal records for the~~
18 ~~country where the applicant resided and submit the record check if available. If the~~
19 ~~employing agency cannot obtain the records check it shall submit documentation consisting~~
20 ~~of the correspondence with the foreign governmental entity and a written report from the~~
21 ~~assigned background investigator explaining the employing agency's efforts to obtain the~~
22 ~~record and why the record could not be obtained. The following steps are required to show~~
23 ~~a good faith effort to obtain the record check:~~

24 (i) ~~contacting and requesting the record from the foreign governmental entity or~~
25 ~~entities the employing agency believes are likely to possess the records by mail,~~
26 ~~telegram, telephone, facsimile or electronic mail;~~

27 (ii) ~~if referred to another foreign governmental entity, contacting and requesting the~~
28 ~~record from that foreign governmental entity; and~~

29 (iii) ~~if requested, providing and submitting any formal requests, forms, or~~
30 ~~documentation required by the foreign governmental entity before it will provide~~
31 ~~the record check;~~

32 (3) ~~where the applicant resided in a state other than North Carolina, a records check through the Division~~
33 ~~of Criminal Information using the Out of State Computer Name Query (IQ) shall be acceptable~~
34 ~~provided the state will respond to an Out of State Computer Name Query. If not, then either a~~
35 ~~records check response from both the municipality, city, or town where the applicant resided and~~
36 ~~the county wide Sheriff's Office or Police Department obtained by mail, telegram, facsimile, or~~

1 ~~electronic mail, or a records check from the county wide or state wide record holding agency shall~~
2 ~~be acceptable.~~

3 (h) ~~If the applicant had prior military service, the Background Investigation shall also include a copy of the applicant's~~
4 ~~DD214, Certificate of Release from Active Duty, that shows the characterization of discharge for each discharge that~~
5 ~~occurred and military discipline received, if any. If the DD214 indicates a discharge characterization of any type other~~
6 ~~than Honorable, then a military records check shall also be required.~~

7 (i) ~~All records checks shall be performed on each name by which the applicant for certification has ever been known~~
8 ~~since the age of 12. If the applicant has had an official name change that occurred after the applicant had reached the~~
9 ~~age of 12 years of age, then a copy of the legal document effecting the name change with either a raised seal or other~~
10 ~~visible verification that the document is an authentic copy from the governmental entity that issued the document or~~
11 ~~is charged with maintaining the record of the document shall be submitted by the employing agency.~~

12 (j) ~~The employing agency shall forward to the Division certified copies of any criminal charges and dispositions~~
13 ~~known to the agency or listed on the applicant's Personal History Statement (F 3). The employing agency shall identify~~
14 ~~any charges or other violations on the records checks required in Paragraph (f) of this Rule that are for individuals~~
15 ~~other than the applicant for certification and explain why the employing agency believes another individual is~~
16 ~~responsible for the charge or violation.~~

17
18 *History Note: Authority G.S. 17E-4; 17E-7;*
19 *Eff. January 1, 1989;*
20 *Recodified from 12 NCAC 10B .0407 Eff. January 1, 1991;*
21 *Amended Eff. January 1, 1996; January 1, 1994; January 1, 1993; January 1, 1992;*
22 *Temporary Amendment Eff. March 1, 1998;*
23 *Amended Eff. August 1, 2002; August 1, 1998;*
24 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
25 *2018;*
26 *Amended Eff. February 1, 2025; September 1, 2024; February 1, 2024; December 1, 2023; April 1,*
27 *2023; February 1, 2023; January 1, 2023.*



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SHERIFFS' STANDARDS DIVISION
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JOSH STEIN
ATTORNEY GENERAL

REPORT OF APPOINTMENT – Form F-4 (revised 9/2024)

RICHARD SQUIRES
DIRECTOR

INSTRUCTIONS: Please type or print all information clearly. This form shall be completed for each individual irrespective of whether service is to be full-time, part-time, paid, unpaid, regular, reserve, auxiliary, honorary, or special. This appointment must be submitted to the Standards Division no later than 10 days after applicant has been appointed pursuant to 12 NCAC 10B .0403(a). A copy must be maintained in the appointing agency's personnel files.

I. APPOINTING AGENCY: _____ **ORI #:** _____

ADDRESS: _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **Agency POC email:** _____

II. APPOINTEE'S NAME: _____

(First) (Middle) (Last)

Address: _____ **Zip Code:** _____

Date of Birth: _____ **Operator's License Number:** _____ **Gender:** Male Female

Social Security Number: _____

Race: African American Asian American Hispanic Caucasian Other _____

Deputy Sheriff Authorized Unauthorized **Detention Officer** Authorized; Unauthorized

Date of Oath: _____ **Date of Appointment:** _____

Part Time _____ **Inactive** _____ **Part Time:** _____ **Inactive:** _____

Full Time _____ **Active** _____ **Full Time:** _____ **Active:** _____

Previous Law Enforcement: **Yes** (Complete the below); **No** (Go to Section III)

Previous Law Enforcement Agency (Include state): _____ **Date of Separation:** _____

If certification has expired, as a LE Officer in NC or the individual has out-of-state or federal law enforcement experience, did the applicant have at least 2 years full time service (not counting the academy) Yes No

Did they leave in good standing Yes No

III. Section for New Applicants, Probationary Appointees and Lateral Transfers

This section must be completed indicating that the requirements of the administrative code have been met with the necessary forms and documentation having been placed in the applicant's personnel file prior to submitting this application.

The application must include the below documentation as attachments:

- Oath of Office (Required for Deputy Position) Date Completed BLET: _____
- Authorization for Release of Information SBI Fingerprint Response Sheet
- AOC-CR-280 Form (completed and processed) If authorized, F-9A - Day/Night (Handgun, Shotgun Combat Course)
- Criminal History Checks (Certified county/state records checks from each jurisdiction where the applicant resided)

The agency needs to provide the following information and maintain the documentation in the officer's certification file:

- Fingerprints Submitted for Rap Back Date: _____
- F-1 Medical History Statement (valid for **one year**) (Signed and dated by Applicant and Licensed Physician, Nurse Practitioner or Physician's Assistant)
- F-2 Medical Examination Report (valid for **one year**) Date Conducted: _____
Completed by: Physician PA Nurse Practitioner
Full Name: _____ License #: _____
- Psychological Screening (unredacted report – valid for **one year**) Doctor's Name _____ License # _____

Applicant Name: _____ Agency: _____

III (Cont.) The agency needs to provide the following information and maintain the documentation in the officer's certification file:

- Drug Screening Results (valid for **60 days**) Date of Laboratory Reported Test Result: _____
Name of HHS Certified Laboratory: _____
- Education Verified by: Diploma G.E.D. Report Transcript (Home school should have state verification letter)
- F-3 Personal History Statement (Signed, dated by applicant, and notarized no more than 120 days prior to the date of appointment)
- F-8 Summary of Background Investigation Date Completed: _____

Note: F-8 attachments must include: a statewide search of the Administrative Office of the Courts (AOC, DCI, Odyssey) computerized system; the national criminal record data base accessible through the Division of Criminal Information (DCI) network; the NC Department of Motor Vehicles, if the applicant ever possessed a driver's license issued in NC; out-of-state motor vehicles check from the appropriate agency (KQ if using DCI), if applicant has ever been issued a driver's license by a state other than NC; and completed and processed AOC-CR-280 form.

IV. Note: Answer all of the following questions completely and accurately. Any falsification or misstatement of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "yes." You **MUST** attach Form F-3 with any and all criminal charges listed regardless of the date of the offense and disposition (to include dismissals, not guilty, nol pros, Prayer for Judgement Continued, or other dispositions where you entered a plea of guilty), including any and all Juvenile charges or arrests. Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in the event of accident. Traffic Offenses in the "Class B Misdemeanor" Manual **MUST** be listed.

You must include any and all offenses and convictions regardless of whether or not the offenses/conviction were expunged pursuant to NCGS 15A-145.4 and 15A-145.5, 15A-145.6, 15A-145.8A, 15A-146, or expunged or sealed with a similar out-of-state law. If you list a charge(s) on Form F-3, please attached certified and true copies of warrant(s) and judgment(s) for each offense, even if documentation and charges have previously been reported to Sheriffs' Standards.

a. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (The tern "charge" as used in this question includes being issued a criminal citation or summons.)

- No – Applicant's Initials _____
- Yes – Applicant's F-3 Personal History Statement **must** be attached

b. Have you ever had a criminal offense or criminal conviction expunged pursuant to NCGS 15A-145.4 and 15A-145.5, 15A-145.6, 15A-145.8A, 15A-146, or expunged or sealed with a similar out-of-state law.

- No – Applicant's Initials _____
- Yes – Applicant's F-3 Personal History Statement **must** be attached

V. As the applicant for certification, I attest that I am aware of the minimum standards for employment, that I meet or exceed each of those requirements, that the information provided above and all other information submitted by me, both written and oral throughout the employment and certification process is thorough, complete, and accurate to the best of my knowledge. I further understand and agree that any omission, falsification, or misrepresentation of any fact or portion of such information may be the sole basis for termination of my employment and/or denial or revocation of my certification at any time; now or later. If applicable, I specifically acknowledge that my continued employment and certification are contingent on the results of the fingerprint record check and other criminal history records being consistent with the information provided in the Personnel History Statement as reflected in this application.

I also acknowledge that I have a continuing duty to update all information contained in this document. I further understand that I have a continuing duty to notify in writing to the Commission of all criminal offenses which I am arrested for or charged with, plead no contest to, plead guilty to, or am found guilty of; and all Domestic Violence Protective Orders (50B) and Civil No Contact Orders (50C) which are issued by a judicial official. This notice must be made in writing within five (5) business days of arrest or issuance of 50B or 50C and the final disposition.

Signature of Applicant/Candidate

Date

I, as an official representative of the appointing agency, do submit to the Commission the above-named appointee as a candidate for certification. The candidate meets or exceeds each of the minimum standards for employment and this agency has properly conducted the required employment procedures as established by the Commission and incorporated into 12 NCAC 10B. Copies of all documents necessary to insure compliance with the rules of the Code are being retained in the personnel files of this agency and may be inspected at any reasonable time by representatives of the Commission. I acknowledge that any omission, falsification, or misrepresentation of information or procedures, by either the candidate or this Agency, throughout the employment and/or certification process may result in certification being denied or revoked by the Commission at any time, now or later.

Signature (Sheriff or Authorized Representative)

Title

Date

1 12 NCAC 10B .0409 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0409 EMPLOYING AGENCY RETENTION OF CERTIFICATION RECORDS**

4 (a) ~~Each~~ In addition to the records required to be submitted to the Division pursuant to Rule .0408 of this Section, the
5 employing agency shall maintain original documentation of the following certification records: place in the
6 appropriate justice officer's personnel file the official notification of either probationary or general certification. Such
7 files shall be available for examination at any reasonable time by representatives of the Commission for the purpose
8 of verifying compliance with these Rules. Each personnel file shall also contain copies of the original documentation
9 submitted to the Division in accordance with 12 NCAC 10B .0408.

- 10 (1) documentation consisting of diplomas, school transcripts, or certificates from the educational
11 institution attended by the applicant confirming the applicant's compliance with the educational
12 requirement pursuant to Rule .0302 of this Subchapter;
13 (2) the applicant's Medical History Statement (F-1) pursuant to Rule .0304 of this Subchapter;
14 (3) the applicant's Medical Examination Report (F-2) pursuant to Rule .0304 of this Subchapter;
15 (4) the applicant's unredacted Psychological Screening Examination as required by G.S. 17E-7;
16 (5) the applicant's notarized Personal History Statement (F-3) pursuant to Rule .0305 of this
17 Subchapter;
18 (6) documentation of the applicant's negative results on a drug screen pursuant to Rule .0301(6) of this
19 Subchapter; and
20 (7) the Mandated Background Investigation Form (F-8) with all accompanying documentation as set
21 out in Rule .0305 of this Subchapter.

22 (b) ~~Compliance with this Rule is waived, with the exception of the requirements of 12 NCAC 10B .0408(a)(8), for~~
23 ~~officers applying for dual certification as defined in 12 NCAC 10B .0103(9) provided that:~~

- 24 (1) ~~the officer holds a valid certification as a deputy sheriff, detention officer, or telecommunicator with~~
25 ~~the employing agency requesting dual certification; and~~
26 (2) ~~the officer has not had a break in service since initial certification with the employing agency~~
27 ~~requesting dual certification.~~

28 (c) ~~Where the Division has previously received a complete Background Investigation Form (F-8) with all~~
29 ~~accompanying documentation set out in 12 NCAC 10B .0305 in connection with another application for certification~~
30 ~~to this Commission, and a subsequent hiring agency requests a copy of such documentation, the Division shall comply~~
31 ~~with that request upon submission of a commission approved Release Authorization Form for Law Enforcement~~
32 ~~Agencies.~~

33 (b) The certification records shall be available for examination at any time by representatives of the Division for the
34 purpose of verifying compliance with the rules of this Subchapter.

35 (d)(c) All information certification records maintained pursuant to the requirements of this Rule shall be subject to
36 all state and federal laws governing confidentiality.

1 *History Note: Authority G.S. 17E-4;*
2 *Eff. January 1, 1989;*
3 *Recodified from 12 NCAC 10B .0408 Eff. January 1, 1991;*
4 *Amended Eff. January 1, 1996; January 1, 1994; January 1, 1993; January 1, 1991;*
5 *Temporary Amendment Eff. March 1, 1998;*
6 *Amended Eff. August 1, 2002; August 1, 1998;*
7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
8 *2018;*
9 *Amended Eff. February 1, 2025; December 1, 2023.*

10
11

1 12 NCAC 10B .0305 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0305 BACKGROUND INVESTIGATION**

4 (a) Prior to employment, an agency shall complete a background investigation on all applicants for certification. The
5 investigation shall examine the applicant's character traits and habits relevant to performance as a justice officer and
6 shall determine whether the applicant is of good moral character pursuant to ~~12 NCAC 10B .0301(a)(12)~~. Rule
7 .0301(12) of this Subchapter. This examination includes completion of the Commission's Personal History Statement
8 Form (F-3) and Mandated Background Investigation Form (F-8), ensuring the proper certification and criminal history
9 record check required by each.

10 (b) Prior to the investigation, the applicant shall complete the Commission's Personal History Statement Form (F-3)
11 to provide a basis for the investigation. The agency shall certify that the results of the background investigation are
12 consistent with the information provided by the applicant on the Personal History Statement Form (F-3) and give the
13 applicant the opportunity to update the Personal History Statement Form (F-3) prior to submission to the Division.

14 (c) The agency shall utilize an investigator with ~~prior~~ experience or training in conducting background investigations.
15 The investigator shall document the results of the investigation on the Mandated Background Investigation Form (F-
16 8) ~~and shall include in the report of investigation:~~ which shall include information concerning the following:

17 (1) ~~biographical data;~~ information;

18 (2) ~~family data;~~ family;

19 (3) ~~scholastic data;~~ education;

20 (4) ~~employment data;~~ employment;

21 (5) ~~criminal history data;~~ including:

22 (A) a Statewide search of the Administrative Office of the Courts (AOC) computerized system;

23 (B) a search of the national criminal record database accessible through the Division of
24 Criminal Information (DCI) network;

25 (C) where the applicant resided in a state other than North Carolina, a records check through
26 the Division of Criminal Information (DCI) using the Out-of-State Computer Name Query
27 (IQ) shall be acceptable provided the state will respond to an Out-of-State Computer Name
28 Query. If not, then either a records check response from both the municipality, city, or
29 town, where the applicant resided and the county-wide Sheriff's Office or Police
30 Department obtained by mail, facsimile, or electronic mail, or a records check from the
31 county-wide or state-wide record holding agency shall be acceptable.

32 (D) if a criminal record is found, criminal records shall be obtained from the Clerk of Court, a
33 law enforcement agency within the jurisdiction, or other governmental entity that maintains
34 or has access to criminal records for the jurisdiction;

35 (E) records checks shall be performed on each name by which the applicant for certification
36 has been known since obtaining the age of majority. If the applicant has had an official

1 name change that occurred after the applicant reached the age of majority, then a copy of
2 the legal document effecting the name change shall be obtained by the employing agency;

3 (6) military service history. If the applicant had prior military service, the background investigation
4 shall include a copy of the applicant's DD214, Certificate of Release from Active Duty, that shows
5 the characterization of discharge for each discharge that occurred and military discipline received,
6 if any. If the DD214 indicates a discharge characterization of any type other than Honorable, then
7 a military records check shall also be required;

8 (7) credit history;

9 (8) fingerprints;

10 (9) driving history including a search of:

11 (A) the North Carolina Division of Motor Vehicles, if the applicant has ever possessed a
12 driver's license in North Carolina; and

13 (B) an out-of-state- motor vehicles check obtained through the Division of Criminal
14 Information (DCI) or obtained through another state's division of motor vehicles agency
15 for any state in which the applicant held a license;

16 (10) prior applications to law enforcement agencies;

17 (11) civil court history;

18 (12) applicant interview;

19 ~~(6)~~(13) interviews with the applicant's references; and

20 ~~(7)~~(14) a summary of the investigator's findings and conclusions regarding the applicant's moral character
21 known to the agency or listed on the applicant's Personal History Statement (F-3). ~~This~~
22 documentation shall be included with all other documentation required in 12 NCAC 10B .0408.

23 (d) The Mandated Background Investigation Form (F-8) shall be completed within 120 days of employment. If the
24 investigator signs the form more than 120 days prior to the applicant's date of employment, then the investigator will
25 certify with a notarized statement on their agency letterhead that all information on the form has been updated or a
26 new F-8 shall be completed.

27 ~~(d)~~(e) The employing agency shall include a Release Authorization Form signed and notarized by the applicant that
28 authorizes the Division staff to obtain documents and records pertaining to the applicant for certification that may be
29 required in order to determine whether certification may be granted.

30 ~~(e)~~(f) The employing agency shall provide to the Division staff the results of a completed and processed form AOC-
31 CR-280, Law Enforcement Application for Verification of Expunction under G.S. 15A-145.4, 15A-145.5, 15A-145.6,
32 15A-145.8A or 15A-146, for each applicant presented for certification. The AOC-CR-280 form is available on the
33 Commission's website at no cost [https://ncdoj.gov/law-enforcement-training/sheriffs/all-commision-forms-](https://ncdoj.gov/law-enforcement-training/sheriffs/all-commision-forms-publications/)
34 [publications/](https://ncdoj.gov/law-enforcement-training/sheriffs/all-commision-forms-publications/).

35 (g) The applicant's notarized Personal History Statement (F-3) shall be completed within 120 days of employment.
36 If the form is completed more than 120 days prior to the applicant's date of employment, the Personal History

1 Statement (F-3) shall be updated by the applicant, who shall initial and date all changes no more than 120 days prior
2 to employment or a new Personal History Statement (F-3) shall be completed.

3

4 *History Note: Authority G.S. 17E-7;*
5 *Eff. January 1, 1989;*
6 *Amended Eff. January 1, 2010; January 1, 2009; January 1, 2007; August 1, 2002; January 1, 1994;*
7 *January 1, 1993; January 1, 1992; January 1, 1990;*
8 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
9 *2018;*
10 *Amended Eff. February 1, 2025; April 1, 2023; January 1, 2023; June 1, 2021.*

11

12

1 12 NCAC 10B .1302 is amended with changes as published in 38:10 NCR 620-621 as follows:

2
3 **12 NCAC 10B .1302 TELECOMMUNICATOR CERTIFICATION COURSE**

4 (a) The ~~Commission hereby accredits~~ [approves] as its telecommunicator certification training ~~program, program~~
5 shall consist of the 47-hour Telecommunicator Certification Course developed by the North Carolina Justice
6 ~~Academy. Academy and approved by the Commission to ensure compliance with Paragraph (b) of this Rule.~~

7 (b) Each Telecommunicator Certification Course shall include the following identified topic areas and ~~approximate~~
8 minimum instructional hours for each area:

9	(1)	Orientation	2 hours
10	(2)	Introductory Topics for the Telecommunicator	2 3 hours
11	(3)	Interpersonal Communication	4 2 hours
12	(4)	Civil Liability for the Telecommunicator	4 5 hours
13	(5)	Telecommunications Systems and Equipment	2 3 hours
14	(6)	Overview of Emergency Services	9 7 hours
15	(7)	Communications Resources	2 hours
16	(8) (7)	Call Reception, Prioritization, and Resource Allocation <u>Reception and Prioritization</u>	6 8 hours
17	(9) (8)	Broadcasting Techniques, Rules, and Procedures <u>Techniques and Resource Allocation</u>	6 7 hours
18	(10) (9)	Telecommunicator Training Practicum	8 hours
19	(11) (10)	State Comprehensive Examination	2 hours
20		TOTAL HOURS	47 hours

21 ~~(c) Consistent with the curriculum development policy of the Commission as published in the "Telecommunicator~~
22 ~~Certification Course Management Guide", the Commission shall designate the developer of the Telecommunicator~~
23 ~~Certification Course curricula and such designation shall be deemed by the Commission as approval for the developer~~
24 ~~to conduct pilot Telecommunicator Certification Courses. Individuals who complete such a pilot Telecommunicator~~
25 ~~Certification Course offering shall be deemed to have complied with and satisfied the minimum training requirement.~~

26 ~~(d) The "Telecommunicator Certification Training Manual" as published by the North Carolina Justice Academy~~
27 ~~shall be used and shall automatically include any later amendments and editions of the incorporated matter to apply~~
28 ~~as the basic curriculum for the Telecommunicator Certification Course. Copies of this manual may be obtained by~~
29 ~~contacting the North Carolina Justice Academy, Post Office Box 99, Salemburg, North Carolina 28385-0099.~~

30 ~~(e) The "Telecommunicator Certification Course Management Guide" as published by the North Carolina Justice~~
31 ~~Academy shall be used and shall automatically include any later amendments, editions of the incorporated matter to~~
32 ~~be used by certified school directors in planning, implementing and delivering basic telecommunicator training. The~~
33 ~~standards and requirements established by the "Telecommunicator Certification Course Management Guide" must be~~
34 ~~adhered to by the certified school director. Each certified school director shall be issued a copy of the guide at the time~~
35 ~~of certification at no cost to the accredited school.~~

36 ~~(f)(c) Institutions may offer to deliver the Telecommunicator Certification Course after the Commission has approved~~
37 ~~the institution's pre delivery report documenting who will be teaching the blocks of instruction for each course~~

1 ~~offering.~~ No Telecommunicator Certification Course shall be offered by any [persons, agencies,] agency or
2 [institutions] institution without the approval of the Commission pursuant to Rules .0709 and .0804 of this Subchapter.
3 Any [persons, agencies,] agency or [institutions] institution desiring to offer the Telecommunicator Certification
4 Course shall file a Pre-Delivery Report, [Form F-7A-T.] Form F-7A-T, with the Division.

5
6 *History Note: Authority G.S. 17E-4(a);*
7 *Temporary Adoption Eff. March 1, 1998;*
8 *Eff. August 1, 1998;*
9 *Amended Eff. April 1, 2001;*
10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
11 *2018.*
12 *Amended Eff. October 1, 2024.*
13

1 12 NCAC 10B .0601 is amended with changes as published in 38:20 NCR 1316-1317 as follows:

2
3 **SECTION .0600 - MINIMUM STANDARDS OF TRAINING FOR DETENTION OFFICERS**

4
5 **12 NCAC 10B .0601 DETENTION OFFICER CERTIFICATION COURSE**

6 (a) ~~This Section establishes the current standard by which Sheriffs' Office and district confinement personnel shall~~
7 ~~receive detention officer training. The Detention Officer Certification Course shall consist of a minimum of 174 hours~~
8 ~~of instruction designed to provide the trainee with the skills and knowledge necessary to perform those tasks~~
9 ~~considered essential to the administration and operation of a confinement facility. The detention officer certification~~
10 ~~training program shall consist of the 182-hour Detention Officer Certification Course developed by the North Carolina~~
11 ~~Justice Academy and approved by the [Commission.] Commission to ensure compliance with Paragraph (b) of this~~
12 ~~Rule.~~

13 (b) Each Detention Officer Certification Course shall include the following identified topic areas and minimum
14 instructional hours for each area:

- 15 (1) LEGAL UNIT
- | | |
|--|----------|
| 16 (A) Orientation | 3 hours |
| 17 (B) Criminal Justice Systems | 2 hours |
| 18 (C) Legal Aspects of Management and Supervision | 14 hours |
| 19 (D) Introduction to Rules and Regulations | 2 hours |
| 20 (E) Ethics | 3 hours |
| 21 UNIT TOTAL | 24 Hours |
- 22 (2) PHYSICAL UNIT
- | | |
|--|----------|
| 23 (A) Contraband/Searches | 6 hours |
| 24 (B) Patrol and Security Function of the Jail | 5 hours |
| 25 (C) Key and Tool Control | 2 hours |
| 26 (D) Investigative Process in the Jail | 8 hours |
| 27 (E) Transportation of Inmates | 7 hours |
| 28 (F) Prison Rape Elimination Act | 2 hours |
| 29 UNIT TOTAL | 30 Hours |
- 30 (3) PRACTICAL APPLICATION UNIT
- | | |
|--|---------|
| 31 (A) Processing Inmates | 8 hours |
| 32 (B) Supervision and Management of Inmates | 5 hours |
| 33 (C) Suicides and Crisis Management | 5 hours |
| 34 (D) Aspects of Mental Illness | 6 hours |
| 35 (E) Fire Emergencies | 4 hours |
| 36 (F) Notetaking and Report Writing | 6 hours |
| 37 (G) Communication Skills | 5 hours |

1		UNIT TOTAL	39 hours
2	(4)	MEDICAL UNIT	
3	(A)	First Aid and CPR	8 hours
4	(B)	Medical Care in the Jail	6 hours
5	(C)	Stress	3 hours
6	(D)	Subject Control Techniques	32 40 hours
7	(E)	Physical Fitness for Detention Officers	22 hours
8		UNIT TOTAL	74 79 hours
9	(5)	REVIEW AND TESTING	7 hours
10	(6)	STATE EXAM	3 hours
11		TOTAL HOURS	174 182 HOURS

12 ~~(e) Consistent with the curriculum development policy of the Commission as published in the "Detention Officer~~
13 ~~Certification Course Management Guide," the Commission shall designate the developer of the Detention Officer~~
14 ~~Certification Course curricula and such designation shall be deemed by the Commission as approval for the developer~~
15 ~~to conduct pilot Detention Officer Certification Courses. Individuals who complete such a pilot Detention Officer~~
16 ~~Certification Course offering shall be deemed to have complied with and satisfied the minimum training requirement.~~

17 ~~(d) The "Detention Officer Certification Training Manual" published by the North Carolina Justice Academy shall be~~
18 ~~used as the basic curriculum for the Detention Officer Certification Course. Copies of this manual may be obtained~~
19 ~~by contacting the North Carolina Justice Academy, Post Office Box 99, Salemburg, North Carolina 28385-0099. The~~
20 ~~cost of this manual, CD, indexes and binder is fifty one dollars and seventy five cents (\$51.75) at the time this Rule~~
21 ~~was last amended.~~

22 ~~(e) The "Detention Officer Certification Course Management Guide" published by the North Carolina Justice~~
23 ~~Academy is hereby incorporated by reference, including subsequent amendments and editions, and shall be used by~~
24 ~~school directors in planning, implementing, and delivering basic detention officer training. The standards and~~
25 ~~requirements established by the "Detention Officer Certification Course Management Guide" shall be adhered to by~~
26 ~~the school director. The Justice Academy shall issue to each certified school director a copy of the guide at the time~~
27 ~~of certification at no cost to the certified school.~~

28 (c) No Detention Officer Certification Course shall be offered by any agency or institution without [the approval of
29 the Commission] first complying with the requirements set forth in [pursuant to] Rules .0704 and .0802 of this
30 Subchapter. Any agency or institution desiring to offer the Detention Officer Certification Course shall file a Pre-
31 Delivery Report, Form F-7A, with the Division.

32
33 *History Note: Authority G.S. 17E-4(a);*
34 *Eff. January 1, 1989;*
35 *Amended Eff. August 1, 2016; February 1, 2014; August 1, 2011; October 1, 2009; January 1, 2006;*
36 *August 2, 2002; August 1, 2000; August 1, 1998; February 1, 1998; January 1, 1996; June 1, 1992;*
37 *January 1, 1992; January 1, 1991;*

1 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
2 *2018.*
3 *Amended Eff. July 1, 2025.*

1 12 NCAC 10B .0402 is proposed for amendment as follows:
2

3 **12 NCAC 10B .0402 PROBATIONARY CERTIFICATION**

4 All justice officers, except those transferred or reinstated pursuant to Rule .0406 of this ~~Section~~ Section, shall serve a
5 probationary certification period of one year; provided that the one year probationary period has not been extended
6 for cause pursuant to ~~12 NCAC 10B .0602(a) or .1303(a)~~. Rules .0503(a), 0602(a), and .1303(a) of this Subchapter.

7 For certification as a deputy sheriff the probationary period begins on the date the officer took the Oath of ~~Office after~~
8 ~~completion of Basic Law Enforcement Training as described in 12 NCAC 10B .0502 and 12 NCAC 09B .0205.~~ Office.

9 For certification as a detention officer or telecommunicator, the probationary period begins on the date the person was
10 appointed.

11
12 *History Note: Authority G.S. 17E-4; 17E-7;*
13 *Eff. January 1, 1989;*
14 *Amended Eff. January 1, 1996; January 1, 1994; January 1, 1991;*
15 *Temporary Amendment Eff. March 1, 1998;*
16 *Amended Eff. August 1, 1998;*
17 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
18 *2018;*
19 *Amended Eff. February 1, 2025; July 1, 2024.*
20

1 12 NCAC 10B .0403 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0403 PROBATIONARY CERTIFICATION REQUIREMENT**

4 (a) For certification as a deputy sheriff, ~~the applicant must successfully complete Basic Law Enforcement Training~~
5 ~~as described in 12 NCAC 10B .0502 and 12 NCAC 09B .0205, and a Report of Appointment (Form F-4) must shall~~
6 be submitted to the Division.

7 (b) For certification as a detention officer, a Report of Appointment (Form F-4) ~~must shall~~ be submitted to the
8 Division.

9 (c) For certification as a telecommunication officer, a Report of Appointment (Form F-4T) ~~must shall~~ be submitted
10 to the Division.

11 (d) Report of Appointment forms ~~must shall~~ be submitted to the Division by the employing agency no later than 10
12 days after the deputy sheriff has taken the Oath of Office, or the detention officer or the telecommunicator has been
13 appointed.

14 (e) The Division shall forward the justice officer's certification to the ~~appointing~~ employing agency.

15 (f) No deputy sheriff or detention officer probationary certification shall be issued by the Division prior to the
16 applicant meeting the conditions set forth in this Paragraph. As an additional requirement for probationary
17 certification, the applicant shall meet the following requirements:

18 (1) If the applicant for probationary certification is authorized by the sheriff to carry a firearm pursuant
19 to the provisions of ~~12 NCAC 10B .2104, Rule .2104 of this Subchapter,~~ the employing agency shall
20 submit evidence of satisfactory completion of the employing agency's in-service firearms training
21 and ~~requalification~~ qualification program pursuant to ~~12 NCAC 10B .2000 and .2100; Section .2100~~
22 of this Subchapter; or

23 (2) If the applicant for probationary certification is not authorized by the sheriff to carry a firearm
24 pursuant to the provisions of ~~12 NCAC 10B .2104, Rule .2104 of this Subchapter,~~ the employing
25 agency shall notify the Division, in writing, that the applicant is not authorized by the sheriff to
26 carry a firearm.

27
28 *History Note: Authority G.S. 17E-4; 17E-7;*
29 *Eff. January 1, 1989;*
30 *Amended Eff. February 1, 1998, January 1, 1996; January 1, 1994; January 1, 1991;*
31 *Temporary Amendment Eff. March 1, 1998;*
32 *Amended Eff. August 1, 1998;*
33 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
34 *2018;*
35 *Amended Eff. February 1, 2025; July 1, 2024.*
36

1 12 NCAC 10B .0404 is proposed for amendment as follows:

2

3 **12 NCAC 10B .0404 GENERAL CERTIFICATION**

4 (a) The Commission shall grant an officer general certification if evidence is received by the Division that the officer
5 has:

6 (1) complied with all of the requirements of ~~12 NCAC 10B .0300;~~ Section .0300 of this Subchapter;
7 and

8 ~~(2) successfully completed the required probationary period pursuant to Rule .0402 of this Section; and~~

9 ~~(3)(2) detention officers and telecommunicators have~~ successfully completed the required training as set
10 out in Sections .0500, .0600, or .1300 of this Subchapter within the probationary period.

11 (b) General certification is continuous from the date of issuance if:

12 (1) ~~The~~ the certified officer remains continuously employed or appointed as an officer with an agency
13 and the certification has not been terminated for cause; or

14 (2) ~~The~~ the certified officer, having separated without a pending disciplinary action from an agency, is
15 reemployed or reappointed as a justice officer within one year from the date of separation, and the
16 certification has not been terminated for cause.

17

18 *History Note: Authority G.S. 17E-4; 17E-7;*

19 *Eff. January 1, 1989;*

20 *Amended Eff. January 1, 1993;*

21 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
22 *2018;*

23 *Amended Eff. February 1, 2025; July 1, 2024.*

24

1 12 NCAC 10B .0503 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0503 TIME REQ/COMPLETION/BASIC LAW ENFORCEMENT TRAINING COURSE**

4 (a) Each deputy sheriff shall have completed with passing scores the accredited basic law enforcement training course
5 program as prescribed in 12 NCAC 09B .0205 ~~prior to obtaining probationary certification.~~ within one year from the
6 date of his or her Oath of Office. Any deputy sheriff who does not comply with this Rule or other training provisions
7 of this Chapter shall not exercise the powers of a deputy sheriff, including the power of arrest. If an officer has enrolled
8 in an accredited basic law enforcement training program that concludes later than the end of the officer's probationary
9 period, the Commission may extend the probationary period for a period not to exceed 12 months. In determining
10 whether to grant an extension, the Commission shall consider the circumstances that created the need for the extension
11 and accept reasons related to medical and military events.

12 (b) Any applicant for certification who has completed a ~~Commission-certified~~ the accredited basic law enforcement
13 training program, but has not been duly appointed and certified in a sworn law enforcement position within one year
14 of completion of the ~~course, program,~~ shall complete a subsequent ~~Commission-certified~~ accredited basic law
15 enforcement training program and pass the State Comprehensive Examination pursuant to 12 NCAC 09B .0406 within
16 the 12 month probationary period. The Director shall waive this requirement to complete a subsequent ~~Commission-~~
17 ~~certified~~ accredited basic law enforcement training program and pass the State Comprehensive Examination ~~and~~
18 ~~accept a basic law enforcement training program and pass the State Comprehensive Examination that was completed~~
19 ~~outside of the one year time period as set forth in this Rule unless if he or she~~ the Director determines that a delay in
20 applying for certification was not due to negligence on the part of the applicant or employing agency. The extension
21 of the one year period shall not exceed 30 days from the expiration date of the ~~commission-certified~~ accredited basic
22 law enforcement training program completed by the applicant.

23
24 *History Note: Authority G.S. 17E-4; 17E-7;*
25 *Eff. January 1, 1989;*
26 *Amended Eff. January 1, 2006; January 1, 1996; January 1, 1994; January 1, 1991;*
27 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
28 *2018;*
29 *Amended Eff. February 1, 2025; July 1, 2024; June 1, 2019.*
30

SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION

SHERIFFS' STANDARDS DIVISION

Telephone: 919-779-8213

FORM F-8

Rev. 09.01.2024

MANDATED BACKGROUND INVESTIGATION FORM



It is the determination of the Commission that the information in this document is necessary in order to fully and adequately evaluate applicants for justice officer certification. This investigation is required to ascertain whether the applicant meets the minimum standards for certification.

NOTE: This form is designed for use of the investigator conducting the background investigation only. This document is **NEVER** to be used as an application or in any way filled out by the applicant, but shall accurately reflect the applicant's responses.

Applicant Name: _____
First Middle Last

Address:

Phone Numbers: *Mobile:* _____ *Work:* _____

Date of Birth: _____ **Race/Sex/Age:** _____

Height: _____ **Weight:** _____

Position: _____

To Be Completed By Background Investigator

I hereby certify that the results of the Background Investigation conducted on this applicant are consistent with the answers to those questions contained in the applicant's Personal History Statement, Form F-3 (LE). Any discrepancies noted in the F-3 (LE) have been addressed within this background investigation.

I understand it is the responsibility of this agency to obtain a certified county-wide criminal history check from each jurisdiction required and that _____

(Agency Name)

is satisfied that this requirement has been met.

Printed Name of Investigator: _____

Signature: _____

Date of Report: _____

**NORTH CAROLINA
SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION**

BACKGROUND INVESTIGATION

As Required by 12 NCAC 10B.0305

Instructions: Legibly fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number.

NOTE: All statements must be verified and certified copies made available of all criminal charges and driving violations. All attachments to this form are mandatory additions.

1. Obtain from applicant a signed and dated authorization and release form to obtain information and an authorization to release military records.
2. Following is a list of required documents to be collected during this investigation:
 - Commission Form F-3, Personal History Statement, completed and notarized
 - Computerized Criminal History (CCH) through NCIC check
 - Administrative Office of the Courts computerized record search (AOC)
 - Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses
 - Driver's History check (in and out-of-state if applicable)
(Ask to see Driver's License)
 - Submission of Applicant Fingerprint Cards (2 cards per set)
 - Copy of Birth Certificate and/or Certificate of Naturalization
 - Copy of High School Diploma or certified copy of transcript, High School Equivalency Credential, and College Transcript if applicable
 - Military discharge papers if applicable
 - Copy of Social Security card
 - Credit Report
 - Photograph
 - AOC-CR-280 (Law Enforcement Application for Verification of Expunction)

INTERVIEW WITH APPLICANT

Conduct a personal interview with applicant to review the completed Commission Form F-3, Personal History Statement; to discuss any discrepancies; and, to obtain from the applicant the required documentation from listing on page 3.

***See Attachment I** - Questions contained in Attachment I (APPLICANT INTERVIEW QUESTIONS) shall be used during interview.

Date Completed: _____ Investigator's Initials: _____

Summary of Findings:

DRAFT

CRIMINAL OFFENSE RECORD

*****Be sure to include certified true copies of any findings*****

1. Conduct a Criminal History Check (CCH) utilizing computerized histories from SBI/DCI system to obtain any criminal records from State, local, and national files.

Date Completed: _____ Investigator's Initials: _____
 Summary of Findings "Must list all criminal offenses found on criminal history checks.":

2. Conduct a search, through the Administrative Office of the Courts (AOC) computerized files or through personal contact with individual Clerks of Court, to obtain local charges and dispositions. Be sure to include in the search any counties where applicant resided, attended school, worked, or served in the military. **Again, be sure to obtain certified true copies of all warrants for arrest, criminal summonses, and dispositions.**

Date Completed: _____ Investigator's Initials: _____
 Summary of Findings "Must list all criminal offenses found on criminal history checks.":

3. Obtain two applicant fingerprint cards, properly completed, to be submitted to SBI for processing on the State and national levels.

Date Completed: _____ Investigator's Initials: _____
Summary of Findings:

4. Obtain a computerized driver's history check, being sure to conduct an out-of-state check if applicable.

Date Completed: _____ Investigator's Initials: _____
Summary of Findings:

5. Conduct a check of any military disciplinary actions or offenses which may have occurred while applicant was in the armed forces, and be sure to document such offenses.

Date Completed: _____ Investigator's Initials: _____
Summary of Findings:

CREDIT REPORT

Obtain a credit check through the local credit bureau and determine the applicant's suitability for financial responsibility.

Date Completed: _____

Investigator's Initials: _____

Summary of Findings:

DRAFT

PERSONAL AND FAMILY INFORMATION

***See Attachment II** - Questions in Attachment II (QUESTIONS FOR SPOUSE/FAMILY MEMBERS) shall be used for family members.

1. Name and occupation of spouse, if applicable:

2. Names, ages and addresses of all dependents.

Date Completed: _____
Summary of Findings: _____

Investigator's Initials: _____

EMPLOYMENT

***See Attachment III** - Questions in Attachment III (EMPLOYMENT HISTORY CHECK) shall be completed.

1. Verify employment history and obtain contact numbers. Be aware of any unaccountable gaps of time and obtain explanation of such gaps in employment from applicant.

Date Completed: _____

Investigator's Initials: _____

Summary of Findings:

DRAFT

2. Use **Attachment III** (EMPLOYMENT HISTORY CHECK) to conduct an employment history check for each employment, past and present.

Date Completed: _____ Investigator's Initials: _____

Summary of Findings:

DRAFT

REFERENCES

***See Attachment IV - Questions in Attachment IV (QUESTIONS FOR REFERENCES) shall be utilized.**

1. Using the attached “Questions for References,” interview all references supplied by applicant and any references developed by investigator.

Date Completed: _____

Investigator’s Initials: _____

Summary of Findings:

DRAFT

2. Check Military references, if applicable.

Date Completed: _____

Investigator's Initials: _____

Summary of Findings:

3. As a suggestion, contact neighbors, landlords, school friends, and any Basic Law Enforcement Training Instructors and/or School Directors, if applicable.

Date Completed: _____

Investigator's Initials: _____

Summary of Findings:

Please include Investigator's comments regarding this applicant's suitability to be a justice officer and note any additional observations that warrant reporting, such as: appearance; attitude; interest in criminal justice; conduct during interview; and, any other pertinent information.

DRAFT

Print Investigator's Name

Signature of Investigator

Date Completed

Applicant Name: _____

Investigator Name: _____

Date: _____

Attachment I

APPLICANT INTERVIEW QUESTIONS

1. Are you a U. S. Citizen? If not, naturalization papers required.
2. Are you at least 20 years of age?
3. Do you have a high school diploma (public or home school), high school equivalency credential, or college degree? (Name of school, date received, type of degree received: Associate, Bachelor, Masters or Doctorate Degree .
4. Have you attended any other educational or learning institutions? List any disciplinary actions received while in attendance. Names and dates:
5. Do you have a valid driver's license? (What state and operator number?)
6. In what other states have you been licensed to operate a vehicle in the past?
[License number(s) and State(s)]
7. Has your driver's license ever been suspended or revoked?
If so, when and why?
8. Have you ever been arrested for DWI or DUI?
9. Have you ever you received a citation for a driving offense since you began driving?

If so, Starting with the most recent citation, give the year, location, violation and disposition. This should include any citations that were dismissed or given prayer for judgment in court.

10. What are your personal strengths?

11. What are your personal weaknesses?

12. What do you consider to be good traits for a police officer?

13. Which of these traits do you consider yourself to have?

14. Why do you want to become an officer?

15. Have you ever applied for employment with this department in the past? When?

16. Are you applying or have you applied to other enforcement agencies, including any Federal, state or local agencies? If so, what agencies and when?

17. Have you ever been denied employment by a law enforcement agency, corrections agency, or security agency which required certification or licensure from any Commission, Board or Agency after a conditional offer of employment was made? Yes No If yes, provide Commission, Board or Agency name and the reason for the denial:

21. Do you know any law enforcement, corrections, or other justice officers?
Who and what department?

22. Do you have any relatives employed by this agency?

26. Do you speak a foreign language, and to what proficiency?

27. Who have you been previously employed by and when? List all jobs, positions or appointments you have held to include temporary, part-time, paid or not paid employment, active or inactive reserve, and internships.

28. Have you ever been discharged, requested to resign, allowed to resign in lieu of termination, or resigned under investigation, from any position because of criminal or personal misconduct or rules violations?

Yes No

If Yes, provide organization name and the reason(s) for discharge or termination:

29. Describe any criminal involvement that you may have had in the past since turning 16 years of age. This is to include taking pens/pencils from an employer; taking change from a drawer at work for a drink; money out of a cash register; shoplifting to any degree.

30. Have you been involved in any acts of moral turpitude that would raise questions or impair your performance of this job?

39. Have you ever been involved in any incident or conduct which might expose you to blackmail?
31. Have you ever been arrested, detained, or charged with a crime, summonsed to appear in court, even if the charges against you have been dismissed? This includes citations issued for crimes such as, but not limited to, public consumption, assault, trespass, or any city ordinances. Note: You must include any and all convictions regardless of whether or not the convictions were expunged pursuant to NCGS 15A-145.4 and 15A-145.5, 15A-145.6; 15A-145-8, 15A-146, or a similar out-of-state law.
32. Have you ever had a criminal offense or criminal conviction expunged pursuant to NCGS 15A-145.4 and 15A-145.5, 15A-145.6; 15A-145-8A, 15A-146, or a similar out-of-state law? Please provide what criminal offense(s) or criminal conviction(s).
33. How many times have you stood by and observed someone else take part in criminal activity?
36. Have you ever been convicted of, or arrested for, a crime? This includes misdemeanor and felony offenses, as well as city ordinances and crimes of Domestic Violence.
38. Have you ever had any type of Domestic Violence Restraining Order, including *ex parte* orders, issued against you?

42. Do you have relatives who have criminal convictions? If so, for what crimes?

35. Describe any involvement or instance when you have been sued or sued someone in civil or any other court (this includes divorce or child custody proceedings).

41. Do you have any outstanding civil judgments against you?

43. Are you presently using any type of illegal drugs?

44. Explain your knowledge or involvement regarding illegal drugs.

46. Have you ever used, possessed, tasted, sniffed, or sold any amount any of the following drugs? This includes one time, or more, including experimentation.

- | | |
|--|---|
| <input type="checkbox"/> Marijuana | <input type="checkbox"/> LSD (Lysergic Acid Diethylamide) |
| <input type="checkbox"/> Powder Cocaine | <input type="checkbox"/> Steroids |
| <input type="checkbox"/> Crack Cocaine | <input type="checkbox"/> Mushrooms (Hallucinogens) |
| <input type="checkbox"/> PCP (Phencyclidine) | <input type="checkbox"/> Opiates (Morphine & Codeine) |
| <input type="checkbox"/> Amphetamines | <input type="checkbox"/> Synthetic or 'Designer' |
| <input type="checkbox"/> Pills | <input type="checkbox"/> Heroin |
| <input type="checkbox"/> Designer or synthetic | |

47. Have you ever been in the presence of anyone possessing drugs illegally, including during social functions? Explain.

48. Do you drink alcoholic beverages? Yes No

49. Have you ever operated a vehicle after consuming an alcoholic beverage?

50. Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician?
51. Are you now or have you ever been a member of any group that practices discrimination against any race, sex, religion, or that advocated the overthrow of the government?
52. Are you able and willing to work rotating shifts?
53. Are you able and willing to wear a uniform?
54. Are you able and willing to meet this department's grooming standards?
55. Do you object to carrying a firearm?
56. On occasion you may be required to travel out of town for training. Would you be able and willing?
57. Would you have any reservation in regard to working an assignment with someone of the opposite sex?
58. Are you willing to use deadly force, if necessary, to protect your life and that of another? Explain.
59. Have you ever used a weapon against anyone or caused injury to another person?
60. Are you able and willing to render emergency aid to trauma victims?

61. Are you able and willing to identify deceased persons or witness autopsies?

62. Are you capable of enforcing a law with which you do not agree?

63. Are you capable of arresting a friend?

64. With proper training and supervision, are you able and willing to perform **all** of the essential job functions of a justice officer, unassisted and without delay?

Note: You may be required to demonstrate the ability to accomplish the essential job functions by performing various tasks. Applicants should be provided a copy of the essential job functions and have been afforded an opportunity to review them.

65. Do you file your State and Federal income taxes on time?
Have you ever failed to file your taxes on time?

66. Are you able to manage your personal finances?

68. Explain the status of any delinquent accounts.

69. Have you ever filed for bankruptcy? Yes No

If yes, provide year, amount, court in which filed, and indicate whether Chapter 7, 11, or 13.

70. Have you ever had a vehicle or any other object repossessed?

73. Do you pay personal property tax to the county where you currently reside?

74. Are you effective at communicating with all kinds of people?

75. Are you able to control your anger when insulted or threatened?

78. Are you able to function normally when placed under temporary or prolonged stress?

79. What experience have you had with stressful situations? How did you resolve these?

80. Describe your ability to work under pressure.

81. Describe any past experience you may have had as a member of a team.

83. What accomplishments in your life are you most proud of?

84. Give an example of an event in your life that demonstrates your integrity.

86. Do you consider yourself to be honest and reliable?

87. How do other people perceive you?

90. Why do you believe you are qualified for this position?

DRAFT

Applicant Name: _____

Investigator Name: _____ **Date:** _____

MILITARY SERVICE

1. Have you ever been a member of the armed services? If **yes**, list the branch, your MOS, and re-enlistment code.

2. If yes, when?

3. Was your last discharge honorable? Date of separation?

4. Are you eligible to re-enlist?

5. Were you ever court-martial, tried on charges, or the subject of a summary court, deck court, non-judicial punishment, captain's mast, company punishment, article 15, **and/or any other disciplinary action** while a member of the military, National Guard or reserve unit? If yes, explain what occurred and what type of punishment you received.

6. Last rank obtained?

7. Were you ever stationed and/or deployed outside the United States? If yes, list locations, dates, and nature of assignment, notwithstanding any non-disclosure statements in effect.

8. Describe any arrests or convictions under UCMJ:

9. Were you ever questioned, detained or charged in regard to any criminal activity while a member of the armed services? List even if the charge was dismissed or not prosecuted.

10. Were you ever issued a security clearance? Has it ever been revoked? If so, list the reason.

Applicant Name: _____

Family Member Name: _____ **Relationship to Applicant:** _____

Contact Number: _____

Investigator Name: _____ **Date:** _____

Attachment II

QUESTIONS FOR SPOUSE/FAMILY MEMBERS

1. Are you familiar with the hours the applicant will be required to work if accepted?
2. Tell us your thoughts regarding the dangers involved in police duty?
3. How does the applicant handle pressure situations?
4. Is the applicant a good financial manager?
5. Describe the applicant's level of responsibility.
6. Describe the applicant's ability to make decisions.
7. What are the applicant's strengths and weaknesses?
8. Are you aware of any criminal activity, current or previous, involving the applicant? If yes, explain.

Applicant Name: _____

Attachment III

EMPLOYMENT HISTORY CHECK

(Fill out one form for each place of employment of applicant)

Applicant's Name: _____

Name of Business: _____

Address: _____

Phone Number: _____

QUESTIONS

Dates of employment: _____ to _____

Job Title: _____

Duties and responsibilities:

Rate the work performance:

Do you consider the applicant to be honest and reliable? Yes No Explain:

What type of temperament does the applicant have?

How does the applicant handle himself/herself under pressure?

Has the applicant ever been involved in any employment disruption?

How does the applicant deal with problems?

Is the applicant able to accept:

Discipline? Yes No Explain:

Orders? Yes No Explain:

Responsibility? Yes No Explain:

Was the applicant frequently:

Absent? Yes No Explain:

Late? Yes No Explain:

Has applicant ever been disciplined, asked to resign, terminated or released due to any criminal or personal misconduct? Yes No Explain:

What was the applicant's attitude toward supervisors, coworkers, and the public?

What was the applicant's general appearance while working?

Was the applicant involved in any accidents while employed?

Do you have any knowledge of any behavior, activities, or association which tends to show this person is not reliable, honest, or trustworthy, and of good conduct and character? No Yes Explain:

Would you consider rehiring applicant? Yes No

Reasons for leaving this employment:

Reasons given for leaving prior employments:

What prior places of employment did applicant list when he/she applied with your organization?

Was this applicant willing to do more than his/her share of the work?

What was the quality of work performed?

Would you recommend the applicant for this position? Yes No Explain:

Information provided by: _____

Job Title: _____

Contact Number: _____

Additional comments:

Date: _____

Investigator: _____

DRAFT

Applicant Name: _____

Reference Name: _____ **Type of Reference:** _____

Contact Number: _____

Investigator Name: _____ **Date:** _____

Attachment IV

QUESTIONS FOR REFERENCES

1. How long have you known the applicant?
2. What is the nature of your association with applicant?
3. What type of attitude or personality does this individual have?
4. Is the applicant reliable, honest and dependable?
5. Is this individual courteous in contacts with others, including attitudes towards different races, religions, and nationalities?
6. Is this person mature and responsible?
7. How does the applicant handle problems?

8. Do you believe this individual has the ability to make sound decisions? Please explain.
9. Does the applicant live within his/her means?
10. How does the applicant get along with people?
11. What kind of reputation does the applicant have within the neighborhood and with friends?
12. Describe the applicant's social life:
13. What is the applicant's perception of law enforcement, detention officers or telecommunicator?
14. To your knowledge, has the individual ever been arrested or charged with a criminal offense, or received a traffic citation?
15. Do you believe the applicant can perform this type of work? (Read essential job functions)
16. Would you recommend the applicant for a position in law enforcement?

17. Do you know of any other person who may know or could tell me more about the applicant?

18. What do you believe are this applicant's strengths and weaknesses?

19. Are there any additional comments you think our agency should know about this individual?

DRAFT

Attachment V

INEXPERIENCED LAW ENFORCEMENT OFFICER
ESSENTIAL JOB FUNCTIONS

INSTRUCTIONS: The following are the “essential job functions” that are common to all inexperienced law enforcement officers in North Carolina, as determined by the N.C. Sheriffs’ Education and Training Standards Commission and the Criminal Justice Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced law enforcement officer, generally unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Inexperienced Law Enforcement Officer Essential Job Functions (cont'd.)

9. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

INEXPERIENCED DETENTION OFFICER
ESSENTIAL JOB FUNCTIONS

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgement in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a law enforcement vehicle for long periods of time during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and, using body force to gain entrance.
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
9. Conduct visual and audio surveillance for extended periods of time.
10. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.
11. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.

Inexperienced Detention Officer Essential Job Functions (cont'd.)

12. Demonstrate communication skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
15. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
16. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.
17. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
18. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
19. Process and release inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
21. Break up fights and affrays.
22. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
23. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
24. Inspect unclothed inmates including body cavities, with exposure to body fluids, wastes and possible encounter with deceased persons.