

**THE NORTH CAROLINA
SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION
MEETING AGENDA**

**December 17, 2024 – 09:00 am
TEAMS meeting**

- | | | | |
|--|--------------|--|------------------------|
| I. CALL TO ORDER | | | <i>Sheriff Norman</i> |
| * Roll Call | | | <i>Alex Radford</i> |
| * Declaration of a Quorum | | | <i>Sheriff Norman</i> |
| * Welcome to the NCSETS Commission Meeting | | | <i>Sheriff Norman</i> |
| * Ethics Reminder | | | <i>Joy Strickland</i> |
| * Recognition of Visitors | | | <i>Sheriff Norman</i> |
| II. Consideration of Adoption of Rules | | | <i>Melissa Bowman</i> |
| * 12 NCAC 10B .0305 Background Investigation | Pg 2 | | |
| * 12 NCAC 10B .0408 Verification of Records to Division | Pg 5 | | |
| * 12 NCAC 10B .0409 Employing Agency Retention of Records | Pg 9 | | |
| III. F-4 Report of Appointment | | | <i>Richard Squires</i> |
| * Final approval for the new F-4/F-4T that reflects new rule changes | Pg 11 | | |
| IV. Request for Rule Making Authority | | | <i>Melissa Bowman</i> |
| *12 NCAC 10B .0505 Evaluation for Training Waiver | Pg 15 | | |
| V. Next Meeting – Kill Devil Hills – March 20, 21, 2025 | | | <i>Sheriff Norman</i> |
| VI. ADJOURNMENT | | | <i>Sheriff Norman</i> |

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 .0408 is proposed for amendment as follows:

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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) of this Subchapter and offenses
31 of driving under 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 Paragraph; 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) of this
36 Rule.

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.~~

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

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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.*

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11



JOSH STEIN
 ATTORNEY GENERAL

REPORT OF APPOINTMENT – Form F-4 (revised 02/2025)

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 if the individual has out-of-state or federal law enforcement experience, did the applicant have at least 2 years full time service with arrest authority (not counting the academy) Yes No.

[If yes, please provide memorandum/certificate of training completion.]

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 (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 Evaluation (valid for **one year**) **Doctor's Name** _____ **License #** _____

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 driver's license 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 attach 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 term "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



JOSH STEIN
ATTORNEY GENERAL

**Telecommunicator
REPORT OF APPOINTMENT** –Form F-4T (revised 02/2025)

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 _____

Date of Appointment: _____

Part Time _____ Inactive _____

Full Time _____ Active _____

Previous Telecommunicator: Yes (Complete the below); No (Go to Section III)

Previous Telecommunicator Agency (Include state): _____ Date of Separation: _____

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:

- Authorization for Release of Information SBI Fingerprint Response Sheet
- AOC-CR-280 Form (completed and processed)
- Criminal History Checks (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 Evaluation (valid for **one year**) Doctor's Name _____ License # _____
- 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)

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

- 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 driver's license 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 attach 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 term "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 .0505 is proposed for amendment as follows:

2
3 **12 NCAC 10B .0505 EVALUATION FOR TRAINING WAIVER**

4 This Rule shall be used by Division staff in evaluating an applicant's training and experience to determine eligibility
5 for a waiver of training as set forth in ~~12 NCAC 10B .0504(a)~~, Rule .0504(a) of this Section.

6 (1) Persons who separated from a sworn law enforcement position during their probationary period after
7 having completed a ~~commission-certified~~ Commission-accredited Basic Law Enforcement Training
8 Course as set forth in 12 NCAC 09B .0205 and who have been separated from a sworn law
9 enforcement position for one year or less shall serve the remainder of the initial certification
10 probationary period in accordance with G.S. 17E-7(b), but ~~need~~ shall not be required to complete
11 an additional training program.

12 (2) Persons who separated from a sworn law enforcement position during their probationary period
13 without having completed Basic Law Enforcement Training, or whose certification was suspended
14 pursuant to ~~12 NCAC 10B .0204(b)(1)~~, Rule .0204(b)(1) of this Subchapter, and who have remained
15 separated or suspended for over one year shall:

16 (a) complete a ~~commission-certified~~ Commission-accredited Basic Law Enforcement
17 Training Course as set forth in 12 NCAC 09B .0205 in its entirety;

18 (b) pass the ~~State Comprehensive Examination~~; state comprehensive examination as set forth
19 in 12 NCAC 09B .0406; and

20 (c) complete a 12 month certification probationary period ~~as prescribed in 12 NCAC 10B~~
21 ~~.0503(a)~~, period which begins on the date he or she takes the Oath of Office.

22 ~~(3) Persons transferring to a Sheriff's Office from another law enforcement agency who held~~
23 ~~certification and who have previously completed a commission-certified Basic Law Enforcement~~
24 ~~Training Course beginning on or after October 1, 1984, and who have been separated from a sworn~~
25 ~~law enforcement position for no more than one year or who have had no break in service shall~~
26 ~~complete the following topics of a commission-certified Basic Law Enforcement Training Course:~~

27 (a) Civil Process 24 hours

28 (b) Sheriffs' Responsibilities: Detention Duties 4 hours

29 (c) Sheriffs' Responsibilities: Court Duties 6 hours

30 UNIT TOTAL 34 hours

31 ~~Following completion of the required training topics, the applicant shall pass that portion of the~~
32 ~~State Comprehensive Examination which deals with those subjects within 12 months of the date of~~
33 ~~appointment as defined in 12 NCAC 10B .0103(1).~~

34 ~~(4)(3)~~ Unless a waiver has been granted pursuant to ~~12 NCAC 10B .1901~~, Rule .1901 of this Subchapter,
35 persons who have training and experience as a military law enforcement officer and are appointed
36 as a deputy sheriff in North Carolina shall, within ~~the 12 month probationary period set forth in 12~~
37 ~~NCAC 10B .0503(a)~~, one year of the date of his or her Oath of Office complete:

- 1 (a) ~~a commission-certified~~ Commission-accredited Basic Law Enforcement Training Course
 2 as set forth in 12 NCAC 09B .0205 in its entirety regardless of previous military training
 3 and experience; and
- 4 (b) ~~pass the State Comprehensive Examination;~~ state comprehensive examination as set forth
 5 in 12 NCAC 09B .0406.
- 6 (5) ~~Persons transferring to a sheriff's office from another law enforcement agency who have previously~~
 7 ~~completed a commission-certified Basic Law Enforcement Training Course beginning on or after~~
 8 ~~January 1, 1996 through July 1, 1997, and who did not complete the Commission's Driver Training~~
 9 ~~curriculum, and who have been separated from a sworn law enforcement position for no more than~~
 10 ~~one year or who have had no break in service shall complete the following topic of a Commission-~~
 11 ~~certified Basic Law Enforcement Training Course within 12 months of the date of appointment as~~
 12 ~~defined in 12 NCAC 10B .0103(1): Law Enforcement Driver Training 40 hours.~~
- 13 (6)(4) North Carolina applicants; ~~qualified~~ out-of-state transferees; and ~~qualified~~ federal transferees who
 14 meet the requirements set forth in Items ~~(7), (8) and (9)~~ (5), (6), and (7) of this Rule shall be allowed
 15 to select one of the following two options for gaining North Carolina certification as a deputy sheriff:
- 16 (a) ~~Undertake and successfully complete~~ Complete the Basic Law Enforcement Training
 17 Course as set forth in 12 NCAC 09B .0205 in its entirety during a one year certification
 18 probationary period and successfully pass the State Comprehensive Examination; ~~state~~
 19 ~~comprehensive examination as set forth in 12 NCAC 09B .0406;~~ or
- 20 (b) Pass ~~Complete~~ the following entry criteria:
- 21 (i) ~~Challenge~~ Pass the Basic Law Enforcement Training ~~Comprehensive State~~
 22 ~~Examination~~ state comprehensive examination as set forth in 12 NCAC 09B .0406
 23 ~~to be delivered at the end of an ongoing Basic Law Enforcement Training Course~~
 24 ~~Course. and successfully pass each unit examination of the comprehensive~~
 25 ~~examination with a minimum score of 70%. Any applicant failing to pass more~~
 26 ~~than two unit examinations shall complete the Basic Law Enforcement Training~~
 27 ~~Course in its entirety. Any applicant failing one or two unit examinations shall~~
 28 ~~enroll in each topic area which comprises that unit taught in a subsequent BLET~~
 29 ~~course and submit to the unit examination at the end of the course and pass that~~
 30 ~~unit examination; If the applicant fails to pass the examination, he or she may~~
 31 ~~attempt to pass the examination one additional time. If the applicant fails to pass~~
 32 ~~the examination on the second attempt, the applicant shall be required to complete~~
 33 ~~the Basic Law Enforcement Training Course as set forth in 12 NCAC 09B .0205~~
 34 ~~in its entirety and pass the state comprehensive examination as set forth in 12~~
 35 ~~NCAC 09B .0406 during their one year certification probationary period;~~

1 (ii) Each applicant who is authorized to carry a firearm shall prior to appointment
 2 complete with passing scores the Commission's In-service Firearms Training and
 3 Qualification Program as prescribed in Rule .2104 of this Subchapter.

4 ~~(ii)(iii)~~ Each applicant shall demonstrate proficiency in the following skills related
 5 activities to the satisfaction of an instructor certified by the North Carolina
 6 Criminal Justice Education and Training Standards Commission in the
 7 corresponding topical area. Successful completion of the skills related activities
 8 as set out in this ~~rule~~ Rule shall be documented by the certified ~~instructor on the~~
 9 ~~corresponding Commission approved form found in the "Basic Law Enforcement~~
 10 ~~Training Manual" published by the North Carolina Justice Academy and provided~~
 11 ~~by the Division. instructor and submitted to the Division.~~

12 (A) First Responder;

13 ~~(B)~~ Firearms;

14 ~~(C)~~(B) Law Enforcement Driver Training;

15 ~~(D)~~(C) Physical Fitness; Officer Health and Wellness; and

16 ~~(E)~~(D) Subject Control Arrest Techniques. Compliance and Control Tactics.

17 ~~(iii)~~ Any applicant failing to pass a unit examination after remediation as referenced
 18 in this Rule shall be required to complete Basic Law Enforcement Training in its
 19 entirety; and

20 (iv) All criteria referenced in this Rule ~~must~~ shall be successfully completed within
 21 the one-year certification probationary period. ~~period~~ as set forth in Rule .0504 of
 22 this Section.

23 ~~(7)~~(5) North Carolina applicants referenced in Item (4) of this Rule shall:

24 (a) have a minimum of two years full-time sworn law enforcement experience that occurred
 25 prior to their application;

26 (b) have had a break in service exceeding one year;

27 (c) have previously received ~~General~~ general or ~~Grandfather~~ grandfather, in accordance with
 28 G.S. 17C-10(a) or G.S. 17E-7(a), certification as a sworn law enforcement officer by either
 29 the Commission or the North Carolina Criminal Justice Education and Training Standards
 30 Commission, and such certification has not been denied, ~~revoked~~ revoked, or suspended
 31 by either Commission; and

32 (d) have held general powers of arrest.

33 ~~(8)~~(6) Out-of-state transferees referenced in Item (4) of this Rule shall:

34 (a) have a minimum of two years full-time sworn law enforcement experience that occurred
 35 prior to their ~~application;~~ application. An applicant's attendance at his or her basic law
 36 enforcement training course shall not count towards the two years full-time sworn law
 37 enforcement experience;

- 1 (b) have held certification ~~in good standing~~ as a sworn law enforcement officer from the
 2 appropriate Peace Officer's Standards and Training entity in the transferee's respective
 3 ~~state; state and such certification has not been denied, revoked, or suspended;~~
 4 (c) have had general powers of arrest; and
 5 (d) submit documentation verifying their qualified status.
- 6 ~~(9)(7)~~ Federal Transferees referenced in Item (4) of this Rule shall:
- 7 (a) have a minimum of two years full-time sworn law enforcement experience;
 8 (b) have held certification or commissioning as a sworn law enforcement officer from the
 9 appropriate federal entity authorized to issue such sworn law enforcement officers
 10 certification or ~~commission; commission, and such certification or commission has not~~
 11 been denied, revoked, or suspended.
 12 (c) have held general powers of arrest; and
 13 (d) submit documentation verifying their qualified status.
- 14 ~~(10) Persons transferring to a sheriff's office from another law enforcement agency who held~~
 15 ~~certification, who have previously been granted a training waiver by the North Carolina Criminal~~
 16 ~~Justice Commission and who have been separated from a sworn law enforcement position for no~~
 17 ~~more than one year or who had no break in service shall not be required to complete the Basic Law~~
 18 ~~Enforcement Training course, but shall have the waiver honored by this Commission.~~
- 19 ~~(11) Persons previously holding Grandfather law enforcement certification in accordance with G.S. 17C-~~
 20 ~~10(a) or G.S. 17E-7(a) who have been separated from a sworn law enforcement position for less~~
 21 ~~than one year or have had no break in service shall not be required to complete a commission-~~
 22 ~~certified Basic Law Enforcement Training Course.~~

23
 24 *History Note:* *Authority G.S. 17E-4; 17E-7;*
 25 *Eff. January 1, 1989;*
 26 *Amended Eff. January 1, 2005; August 1, 2002; August 1, 2000; August 1, 1998; February 1, 1998;*
 27 *January 1, 1996; January 1, 1994; January 1, 1993; January 1, 1992;*
 28 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
 29 *2018;*
 30 *Amended Eff. May 1, 2025; January 1, 2019.*