

***THE NORTH CAROLINA SHERIFFS’
EDUCATION AND TRAINING STANDARDS COMMISSION
FINAL COMMISSION MINUTES***

DATE: November 22, 2024

TIME: 8:30 A.M.

LOCATION: Best Western Plus Burlington
770 Huffman Mill Road, Burlington, North Carolina 27215

SUBMITTED BY: Richard Squires, Director

I. CALL TO ORDER

Sheriff Alan Norman

The North Carolina Sheriffs' Education and Training Standards Commission meeting was called to order by Sheriff Alan Norman on Friday, November 22, 2024.

Chairman Norman requested a roll call of Commission members. Alex Radford recorded the following:

MEMBERS PRESENT

Sheriff Shelton White
Sheriff Jeff Crisco
Sheriff Alan Norman
Sheriff Lowell Griffin
Sheriff Van Shaw
Sheriff Terry Johnson
Mr. Marc Nichols

Sheriff Jack Smith
Sheriff Mike Roberson
Sheriff James McVicker
Sheriff Banks Hinceman
Sheriff Ed McMahan
Major David McFadyen
Ms. Jennifer Fisher

MEMBERS ABSENT

Sheriff Don Brown
Mr. George Dunlap
Mr. Jamie Markham
Sheriff Chip Hughes

STAFF

Richard Squires
Sirena Jones
Melissa Bowman

Director - Sheriffs' Standards Division
Deputy Director - Sheriffs' Standards Division
Sheriffs’ Standards Division

Alex Radford	Sheriffs’ Standards Division
Joy Strickland	NC Department of Justice, Legal Counsel
Trey Piland	Sheriffs’ Standards Division
Andy Stone	Sheriffs’ Standards Division
Alan Jones	Sheriffs’ Standards Division

Alex Radford declared a quorum was present.

Sheriff Terry Johnson addressed the Commission to welcome everyone to Alamance County and asked Senator Amy Galey to say a few words to the Commission.

Legal Counsel Joy Strickland read the Ethics Reminder to the Commission. Ms. Strickland asked whether any member had a known conflict or appearance of conflict with respect to any matters coming before the Commission at this time. Negative response.

VISITORS

Senator Amy S. Galey	Alamance County
Virginia Bridges	News and Observer
Trevor Allen	NC Justice Academy
Chris Anderson	NC Justice Academy
Alex Gazaway	NC Justice Academy
Merrily Cheeks	NC Justice Academy
Melinda McClenney	NC Justice Academy
Aaron Moore	NC Justice Academy
Eddie Caldwell	NC Sheriffs’ Association
Lauren Earnhardt	NC Sheriffs’ Association
Jeff Smythe	NC Criminal Justice Training and Standards
Karen Ashley	NC Criminal Justice Training and Standards
Devon Weever	NC Criminal Justice Training and Standards
Elizabeth Bynum	Brunswick County Sheriff’s Office

Sheriff Alan Norman

II. MINUTES OF THE SEPTEMBER 20, 2024, AND OCTOBER 2, 2024, MEETINGS

A **MOTION** was made by Sheriff Jeff Crisco to approve the minutes of the September 20, 2024, and October 2, 2024, minutes, meeting: Second by Sheriff Mike Roberson. **MOTION CARRIED.**

III. CERTIFICATES/AWARDS/RESOLUTIONS

A **MOTION** was made by Sheriff Mike Roberson to approve the list of Professional Certificates and Service Awards; Second by Sheriff Terry Johnson. **MOTION CARRIED**

IV. 2026 MANDATORY IN-SERVICE TRAINING TOPICS

Merrily Cheeks

Ms. Merrily Cheeks of the North Carolina Justice Academy addressed the Sheriffs’ Commission regarding the approval of the 2026 Mandatory In-Service Training topics.

A **MOTION** was made by Sheriff Terry Johnson to approve the 2026 MIST topics; Second by Sheriff James McVicker. **MOTION CARRIED**

V. TELECOMMUNICATOR CERTIFICATION COURSE

Melinda McClenny

Ms. Melinda McClenny of the North Carolina Justice Academy addressed the Sheriffs’ Commission regarding the approval of the Telecommunicator Certification Course.

A **MOTION** was made by Sheriff James McVicker to approve the Telecommunicator Certification Course; Second by Commissioner Marc Nichols. **MOTION CARRIED**

VI. INFORMATIONAL REPORTS

***N.C. Sheriffs’ Association**

Eddie Caldwell

Mr. Eddie Caldwell of the North Carolina Sheriffs’ Association addressed the Sheriffs’ Commission with his updates.

Regrettably, due to Hurricane Helene the Association was forced to cancel the Fall Meeting scheduled for November 1-5 in Cherokee.

The 2025 Spring Meeting will be held in Wilmington April 25-29, 2025.

Legislative Update Training classes have been conducted in Duplin, Pitt, Wake, and Catawba counties. The Haywood County class was rescheduled due to Hurricane Helene and will be offered on Tuesday, December 10.

The Association staff has been working closely with the staff of the North Carolina Justice Academy to incorporate the 2024 legislative changes and training into the 2025 mandatory in-service training (MIST) for all law-enforcement officers.

The Sheriffs’ Executive Assistants’ Institute is scheduled in Chapel Hill with 63 students for January 5-10, 2025. Graduation will be held Friday; January 10, 2025, and all sheriffs are invited to attend.

Mr. Caldwell stated that the annual legislative reception in Raleigh on the day that the 2025 legislature convenes, Wednesday, January 29, will once again be hosted by the Association Executives of North Carolina (AENC) and the North Carolina Sheriffs’ Association is again a sponsor. All sheriffs and one guest are requested and invited to attend.

***North Carolina Justice Academy**

Trevor Allen

Director Trevor Allen addressed the Commission members and thanked them for the opportunity to present the North Carolina Justice Academy updates.

Mr. Allen reported training statistics for In-Person Courses, In Person Students, On-line Courses, Online Instructor Updates and SRO Updates.

Synopsis of all the updates is attached.

***BLET REVISIONS Updates**

Alex Gazaway

Mr. Gazaway presented an update on the BLET update Revision project, last meeting approved by CJ standards. SD Conference we gave an update. Make up session at the Schools because of Hurricane Helene. Firearms instructor and SCAT group have until December 2025 to make up that time. First round of pilot programs has been completed, Wayne County and Charlotte Mecklenburg. Testing program is done online now, through ACADIS. We continue to receive positive feedback from the field. Three new BLET staff, Amber Cox, Aaron Moore, and currently I’m covering the east. Western Conference December 11, 2024, for make-up.

Synopsis of the BLET Pilot Test Data Summary is attached.

***Probable Cause Committee**

Sheriff Ed McMahon

Sheriff McMahon reported that the Probable Cause Committee met on November 21, 2024. During that session, the Committee reviewed a total of thirty (30) cases. Eleven (11) cases were closed pursuant to the Probable Cause Policy. No probable cause was found in nine (9) cases. Probable cause was found in nineteen (19) cases with ten (10) of those cases resulting in Consent Agreements. Eight (8) Consent Agreements were signed and are presented for approval today. Two (2) of those Consent Agreements may be executed at your next meeting. One (1) case was postponed until the March 2025 meeting.

A MOTION was made by Sheriff Shelton White to approve the Probable Cause Committee’s recommendation of the eight (8)

signed Consent Agreements; seconded by Commissioner Marc Nichols. **MOTION CARRIED**

***Probable Cause Policy**

Joy Strickland

Legal Counsel, Joy Strickland purposed a policy for the Probable Cause Committee by which cases are processed through the Sheriffs’ Standards Division. She asked the commission to approve the policy.

A **MOTION** was made by Sheriff Mike Roberson to approve the purposed Probable Cause Policy; Second by Commissioner Marc Nichols. **MOTION CARRIED**

VII. DIVISION REPORT

Richard Squires

Director Squires presented the Division Report to the Sheriff’s Commission. He advised that the Division has hired the following personnel:

Full-time

- a. Kayla Stratton – Administrative Assistant for the Piedmont region. Her first day was October 21, 2024.

Part-time

- a. Megan Anderson – Administrative Assistant supporting the transition to electronic files. Her first day was September 30, 2024.
- b. Audrey Judd – Administrative Assistant supporting the transition to electronic files. Her first day was September 30, 2024.
- c. Leya Drumm – Administrative Assistant for the Telecommunicator Officer program. Her first day was October 21, 2024.

Promotions

- a. Jasmine Caldwell was promoted to serve as the certification specialist for the telecommunication certification program. Jasmine previously served as the administrative specialist for the western region.

Vacant Positions

The Division currently has two vacant administrative assistant positions which we are in the process of filling. One of the positions supports the western certification region and the other position supports the telecommunicator certification program.

***TRANSITION TO ELECTRONIC SUBMISSION OF APPLICATIONS**

On October 1, 2024, the Division transitioned to receiving applications electronically. The process has gone well, and staff has worked with agencies to assist them with the transition. The Division has partnered with the Justice Academy to create certification training videos for the field. Tentatively there will be 4 separate videos anywhere from 3 to 8 minutes each. Their subjects are:

- Intro to the certification process
- Minimum Standards
- Sheriffs’ Standards Forms Submitted to the Division
- Electronic Submission

***RAPBACK**

There has been no change with the status of the Rap Back Program. Staff continues to meet with the SBI to discuss possible solutions.

***CERTIFICATION WORKSHOPS**

The Division currently has certification workshops scheduled for the following dates:

2024

December 18, 2024 - NCJA Salemburg

2025

January 14, 2025 - Rowan County

January 31, 2025 - Henderson County

February 12, 2025 - NCJA Salemburg

March 5, 2025 - Duplin County

April 9, 2025 - NCJA Edneyville

May 1, 2025 - Wake County

June 3, 2025 - Pitt County

July 9, 2025 - NCJA Edneyville

August 20, 2025 - Caldwell County

October 7, 2025 - Wake County

December 16, 2025 - NCJA Salemburg

***DETENTION OFFICER CERTIFICATION COURSES – WAIVER OF THE REQUIREMENT TO HAVE A MINIMUM OF 40 HOURS OF INSTRUCTION PER WEEK**

In accordance with 12 NCAC 10B .0704, staff received and granted a waiver to Catawba Valley Community College and to Wilkes County Community College. The request was made because of the hurricane on their DOCC programs.

***UPDATE ON DURHAM COUNTY SHERIFF OFFICE EXTENSIONS**

At your last meeting, the Sheriffs’ Standards Commission granted training extensions, until December 31, 2024, to allow 36 individuals with the Durham County Sheriff Office to complete DOCC. Of those granted a training extension there are still 30 individuals needing the training.

VI. ACTION ITEMS

Melissa Bowman / Joy Strickland

***ADMINISTRATIVE RULES**

Melissa Bowman addressed the Commission and presented several rules for their consideration for adoption, rulemaking authority, or tabled by the Commission.

- “Purpose” rules of 12 NCAC 10B .0501, .0701, .1001, .1101, .1201, .1301, .1401, .1501, .1601, and .2001 consider as unnecessary.

A **MOTION** was made by Sheriff Mike Roberson to adopt staff’s recommendation on unnecessary rules; Second by Sheriff Ed McMahon. **MOTION CARRIED**

- 12 NCAC 10B .0402 – Probationary Certification
- 12 NCAC 10B .0403 – Probationary Certification Requirement
- 12 NCAC 10B .0404 General Certification
- 12 NCAC 10B .0503 Time Req/Completion/Basic Law Enforcement Training Course

A **MOTION** was made by Sheriff Van Shaw to allow more time to defer to rules 12 NCAC 10B .0402, .0403, .0404 and .0503; Second by Sheriff Ed McMahon. **MOTION CARRIED**

***RULES UPDATE**

Melissa Bowman addressed the Commission and presented several rules updates:

- **12 NCAC 10B .0601 Detention Officer Certification Course**
 - Approved at RRC meeting on October 30, 2025
 - Effective date is July 1, 2025
- **12 NCAC 10B .1302 Telecommunicator Certification Course**
 - Approved at RRC meeting on October 30, 2025
 - Effective date November 1, 2024
- **12 NCAC 10B .0305, .0408, and .0409**
 - Rules limiting the number of documents agency submit to Division
 - Comment period ends December 16, 2024

***VOTE ON EXTENDING RENEWALS AND REPORTING DUE TO DISASTER**

Based on Session Law 2024-53 Director Squires requested that the commission grant training extensions to those counties effected by Hurricane Helene in accordance with SL 2024-53.

A **MOTION** was made by Sheriff Jeff Crisco to grant a training extension due to Hurricane Helene session law 2024-53; Second by Sheriff Terry Johnson. **MOTION CARRIED**

VI. DISCUSSION ITEMS

Richard Squires / Joy Strickland

Director Squires and Joy Strickland addressed the Commission and presented several rules and updated forms for their consideration for adoption, rulemaking authority, or tabled by the Commission.

- Lateral Transfer – Draft Legislation / Draft Rule
- Form F-4 – Report of Appointment
- Form F-8 – Mandated Background Investigation Form
- Organization By Laws and/or creation of Working groups
- Moving Commission meetings to Wednesdays, Thursday, and Fridays

A **MOTION** was made by Sheriff Mike Roberson to adopt the language in proposed Amendment 17 E for lateral pertaining to the releasing of information in personnel files; Second by Sheriff James McVicker. **MOTION CARRIED**

A **MOTION** was made by Sheriff Lowell Griffin to approve Form F-4 effective when 10B .0305; .0408; and .0409 are approved by the Rules Review Commission; Second by Commissioner Marc Nichols. **MOTION CARRIED**

A **MOTION** was made by Sheriff Mike Roberson to approve Form F-8; Second by Sheriff Terry Johnson. **MOTION CARRIED**

Director Squires discussed the Organization of By Laws and suggested that the Commission creates a working group. He stated that Mr. Jamie Markham with the UNC School of Government would sit on that committee and Sheriff Crisco asked to be part of the working group.

The Sheriffs’ Commission decided to table the discussion for moving the Commission dates to Wednesdays, Thursday, and Fridays.

A **MOTION** was made by Sheriff Mike Roberson to go into closed session to discuss extensions and other matters; seconded by Sheriff Shelby White. **MOTION CARRIED**

The Commission summarized the closed session matters as follows:

Director Squires discussed personnel related training / Certification requests in closed session.

A **MOTION** was made in closed session by Sheriff Van Shaw to approve the Extension and waiver requests; Second by Sheriff Mike Roberson. **MOTION CARRIED**

The Commission Discussed in closed session the ---- () consent agreements from the Probable Cause Committee.

A **MOTION** was made in closed session by Commissioner Marc Nichols to approve the consent agreements; Second by Sheriff Mike Roberson. **MOTION CARRIED**

A **MOTION** was made by Sheriff Mike Roberson to go into open session; Second by Sheriff Jeff Crisco. **MOTION CARRIED**

Director Squires addressed the Commission regarding next year’s Commission dates.

- March 20-21, 2025
- June 12-13, 2025
- September 11-12, 2025
- December 4-5, 2025

VII. ADJOURNMENT

A **MOTION** was made by Commissioner Marc Nichols to adjourn the November 2024 Sheriffs’ Commission meeting: Second by Sheriff Mike Roberson. **MOTION CARRIED**