

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

**DATE:** December 17, 2024

**TIME:** 9:00 A.M.

**SUBMITTED BY:** Richard Squires, Director

**I. CALL TO ORDER**

**Sheriff Van Shaw**

The North Carolina Sheriffs' Education and Training Standards Commission was called to order by Sheriff Van Shaw on Tuesday, December 17, 2024, at 9:00 am. The Special Commission Meeting was held via teleconference.

**ROLL CALL**

**Alex Radford**

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

**MEMBERS PRESENT**

Sheriff Jack Smith

Sheriff Mike Roberson

Sheriff James McVicker

Sheriff Banks Hinceman

Sheriff Ed McMahon

Sheriff Chip Hughes

Mr. Marc Nichols

Sheriff Jeff Crisco

Sheriff Don Brown

Sheriff Lowell Griffin

Sheriff Van Shaw

Sheriff Terry Johnson

Mr. George Dunlap

Mr. Jamie Markham

**MEMBERS ABSENT**

Sheriff Shelton White

Sheriff Alan Norman

Ms. Jennifer Fisher

**STAFF**

Richard Squires

Melissa Bowman

Alex Radford

Sirena Jones

Sheriffs' Standards Division

Sheriffs' Standards Division

Sheriffs' Standards Division

Sheriffs' Standards Division

**VISITORS**

Lauren Earnhardt                      NC Sheriffs’ Association  
Eddie Caldwell                        NC Sheriffs’ Association  
Chief Deputy Jackie Fortner      Alamance County Sheriff’s Office

**DECLARATION OF A QUORUM**

**Sheriff Van Shaw**

Vice Chair Shaw welcomed everyone and declared a quorum.

**ETHIC REMINDER**

**Richard Squires**

Director Richard Squires read the ethics reminder to the Commission.

**II.    CONSIDERATION OF ADOPTION OF RULES**

**Melissa Bowman**

- 12 NCAC 10B .0305 – Background Investigation
- 12 NCAC 10B .0408 – Verification of Records to Division
- 12NCAC 10B .0409 – Employing Agency Retention of Records

Melissa Bowman addressed the Commission regarding rules 12 NCAC 10B .0305, .0408, and .0409. Ms. Bowman related that the changes in these three rules would limit the amount of paperwork submitted to the Sheriffs’ Division because the division is working on moving to digital. We are proposing that the Commission adopt the new rule and have it submitted to the RRC and hope to be approved and move forward with them starting January 1, 2025.

The Commission also discussed the impact of the new F-B form would have in the field and the need for all the questions on the form. After discussion, it was decided to address the matter at the March 2025 meeting.

A **MOTION** was made by Sheriff Jeff Crisco to adopt 12 NCAC 10B .0409, .0409, but table rule .0305 for more discussion; seconded by Sheriff James McVicker. **MOTION CARRIED**

**III. F-4 REPORT OF APPOINTMENT**

**Richard Squires**

Director Squires address the Commission regarding the new F-4 report of appointment form for Sheriff’s applications and Telecommunicator applications. He stated that once the above rule change occurred, the form would need to be modified to reflect the changes.

A **MOTION** was made by Sheriff James McVicker to adopt the new F-4 report of appointment form; seconded by Sheriff Lowell Griffin. **MOTION CARRIED**

**IV. REQUEST FOR RULE MAKING AUTHORITY**

**Melissa Bowman**

- 12 NCAC 10B .0505 – Evaluation for Training Waiver

Melissa Bowman addressed the Commission regarding rules 12 NCAC 10B .0505. The purpose of this rule is to grant training waivers for individuals who separate within the one-year probationary period without having to go back and retake a full BLET course.

A **MOTION** was made by Sheriff Ed McMahon to adopt rule making authority for 12 NCAC 10B .0505; seconded by Sheriff Chip Hughes. **MOTION CARRIED**

**V. MARCH 2024 SHERIFFS’ COMMISSION MEETING**

**Sheriff Van Shaw**

Vice Chair Shaw addressed the Commission and stated that our next meeting will be held in Kitty Hawk North Carolina on March 20-21, 2025.

**VI. ADJOURNMENT**