

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

DATE: March 21, 2025

TIME: 8:30 A.M.

LOCATION: Hilton Garden Inn Outer Banks / Kitty Hawk
5353 N Virginia Dare Trail, Kitty Hawk, NC 27949

SUBMITTED BY: Robin Pendergraft, Interim Director

I. CALL TO ORDER

Sheriff Ed McMahon

The North Carolina Sheriffs' Education and Training Standards Commission meeting was called to order by Sheriff Ed McMahon on Friday, March 21, 2025.

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

MEMBERS PRESENT

Sheriff Shelton White
Sheriff Don Brown
Sheriff James McVicker
Sheriff Banks Hinceman
Sheriff Terry Johnson
Ms. Jennifer Fisher

Sheriff Jeff Crisco
Chief Deputy Durwin Briscoe
Sheriff Lowell Griffin
Sheriff Ed McMahon
Sheriff Chip Hughes

MEMBERS ABSENT

Sheriff Jack Smith
Sheriff Mike Roberson
Sheriff Van Shaw
Mr. Marc Nichols
Mr. George Dunlap
Mr. Jamie Markham

STAFF

Sirena Jones
Jasmine Caldwell
Alex Radford
Joy Strickland

Deputy Director - Sheriffs' Standards Division
Sheriffs' Standards Division
Sheriffs' Standards Division
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 Ed McMahon addressed the Commission to welcome everyone to Dare County. Sheriff McMahon also opened the floor for Attorney General Jeff Jackson and asked if he would like to speak.

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

Chris Anderson	North Carolina Justice Academy
Alex Gazaway	North Carolina Justice Academy
Chris Cooper	North Carolina Justice Academy
Tim Fuss	Cape Fear Community College
Eddie Caldwell	North Carolina Sheriffs’ Association
Lauren Earnhardt	North Carolina Sheriffs’ Association
Amy Thompson	North Carolina Criminal Justice NCLEA
Michelle Shilling	North Carolina Criminal Justice Training and Standards
Courtney Scott	Wake County Sheriff’s Office
Sandra Cary	Wilson County Emergency Communications
Parrien Hebert	Wilson County Emergency Communications
Alan Cloninger	Retired Sheriff Gaston County
Ricky Oliver	Retired Sheriff Yadkin County
Brian Chism	Sheriff, Brunswick County
Serena Chism	Sheriff Chism wife
Jeff Jackson	North Carolina Attorney General
Ben Conroy	North Carolina Attorney General’s Office

Sheriff Ed McMahon

II. MINUTES OF THE NOVEMBER 22, 2024, AND DECEMBER 17, 2024, MEETINGS

A **MOTION** was made by Sheriff Terry Johnson to approve the minutes of November 22, 2024, and December 17, 2024, meeting minutes: Second by Sheriff Jeff Crisco. **MOTION CARRIED.**

III. CERTIFICATES/AWARDS/RESOLUTIONS

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

Joy Strickland

IV. 12 NCAC 10B .0403 – PROBATIONARY CERTIFICATION REQUIREMENTS

Ms. Joy Strickland addressed the Sheriffs’ Commission regarding rule 12 NCAC 10B .0403 which is a proposed rule change for probationary certification requirements for a deputy sheriff. Ms. Strickland asked for a motion to approve rule making authority for this rule.

A **MOTION** was made by Sheriff Lowell Griffin to approve rule making authority for 12 NCAC 10B .0403; Second by Sheriff Don Brown. **MOTION CARRIED**

V. 12 NCAC 10B .0407 – CERTIFICATION OF FORMER SHERIFF

Joy Strickland

Ms. Joy Strickland addressed the Sheriffs’ Commission regarding rule 12 NCAC 10B .0407. Ms. Strickland asked for a motion to approve rule making authority for this rule.

A **MOTION** was made by Sheriff Lowell Griffin to approve rule making authority for 12 NCAC 10B .0407; Second by Sheriff Chip Hughes. **MOTION CARRIED**

VI. UPDATE ON STATE DECERTIFICATION DATABASE

Michelle Shilling

Ms. Michelle Shilling addressed the Sheriffs’ Commission regarding the decertification database.

VII. INFORMATIONAL REPORTS

***N.C. Sheriffs’ Association**

Eddie Caldwell

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

The 2025 Sheriffs’ Executive Assistants’ Institute was held during the week of January 5th–10th with graduation being held on Friday, January 10th. 61 students have graduated.

The 2025 Spring Meeting will be held in Wilmington, April 25th–29th. Registration information was sent in late February.

The 2025 Legislative Day meeting date has moved to June 3rd– 4th. A Retired Sheriffs’ Luncheon will be held on June 3rd. At this luncheon, the Sheriffs’ Standards Division Director customarily provides an update on the Sheriffs’ Supplemental Pension Fund.

The 2025 Jail Administrators’ Institute of Leadership will be held October 12th–17th. Registration information will be sent in the next few weeks.

The 2025–2026 Legislative Session started January 29th.

The bill filing deadline for the Senate is March 25th and for the House is April 3rd.

House Bill 50, LEO Special Separation Allowance Options–received a favorable report on March 4th from the House Judiciary 1 Committee and was referred to the House State and Local Government Committee for further consideration. A status update will be provided at the Sheriffs’ Education and Training Standards Commission meeting on March 21st.

The Association has participated in many productive meetings with Attorney General Jeff Jackson and members of his staff including Criminal Bureau Chief Boz Zellinger and Senior Deputy Attorney General Joy Strickland to discuss and keep the Attorney General’s office aware of the current and future needs of North Carolina sheriffs.

The North Carolina Sheriffs’ Association has updated our website at: www.ncsheriffs.org which is a tremendous resource for information regarding the Office of Sheriff in North Carolina.

***North Carolina Justice Academy**

Chris Anderson

Deputy Director Chris Anderson addressed the Commission members and thanked them for the opportunity to present the North Carolina Justice Academy updates.

Mr. Anderson reported on training statistics for In-Person Courses, In Person Students, Online Courses, Online Instructor Updates and SRO Updates.

***BLET REVISIONS Updates**

Alex Gazaway

Mr. Gazaway presented an update on the BLET update Revision; BLET Curriculum & Instructor Update was held December 12, 2024, at Western Piedmont Community College, led by Bryan Christie. There were four school directors who missed the original conference due to Hurricane Helene. A breakdown of the updates is as follows:

Specialized Instructor Updates (Firearms & CCT):

- Updates published in Acadis and distributed via email.
- Deadline: December 31, 2025.
- 685 Firearms and 91 CCT instructors still need to complete updates.
- Monthly sessions for Firearms are ongoing through 2025.
- CCT (formerly SCAT) is offered statewide, including east/west campuses.
- A new pilot instructor course for CCT began on March 10, 2025.

Second Pilot Deliveries (July–Dec 2024):

- 8 schools participated: 6 completed by December 2024.
- 100% pass rate on the state exam.
- CMPD and Carteret CC (night class) to graduate in April 2025.

BLET 2025 Implementation:

- 40 schools using 2025 curriculum.
- 18 schools finishing legacy curriculum by June 2025.

Progress Highlights:

- Feedback-driven curriculum improvements.
- Key successes: webinar participation (803 completions), online testing implementation, and validated exam questions.

Next Steps:

- Ongoing curriculum validation and field feedback collection.
- Continued support and guidance for schools, directors, and instructors.
- NCJA now has three full-time BLET field reps: West: Amber Burgess Cox, Central: Aaron Moore and East: Chris Cooper.

***NC Law Enforcement Accreditation**

Amy Thompson

Amy Thompson presented an update on NCLEA. To date, 80 agencies have submitted online enrollment applications for accreditation, including 15 Sheriff's Offices. The Application and Enrollment Coordinator has trained 63 new Accreditation Managers individually, with 5 more scheduled for training. Fourteen agencies are expected to complete the self-assessment phase and undergo reviews in 2025, while 42 agencies are projected to complete assessments in 2026. To support this demand, the NCLEA Assessment Coordinator created an online Assessor training course, with 15 Assessors completing refresher training and 10 new Assessors completing the initial course - 8 of whom have also received required one-on-one training. Efforts are underway to expand the Assessor pool in preparation for the upcoming assessments. The Lincolnton Police Department received its first NCLEA award in November 2024, and the Knightdale Police Department is set to receive its award in May 2025. Additionally, the federally funded Mentor program continues to support accreditation efforts, with 8 Mentors currently assisting 40 agencies.

***Probable Cause Committee**

Sheriff Ed McMahon

Sheriff McMahon reported that the Probable Cause Committee met on March 20, 2025. During that session, the Committee reviewed a total of thirty-nine (39) cases. Ten (10) cases were closed pursuant to the Probable Cause Policy. No probable cause was found in six (6) cases. Probable cause was found in twenty (20) cases with thirteen (13) of those cases resulting in Consent Agreements. Eleven (11) 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 June 2025 meeting. One (1) case was continued for further investigation.

<p>A MOTION was made by Sheriff Shelton White to approve the Probable Cause Committee’s recommendation of the eleven (11) signed Consent Agreements. Second by Sheriff Lowell Griffin. MOTION CARRIED</p>

VIII. DIVISION REPORT

Sirena Jones

Deputy Director Jones presented the Division Report to the Sheriff’s Commission. She advised that the Division has hired the following personnel:

Full-time

- a. Megan Anderson—Administrative Assistant for the western region. Her first day was February 3, 2025.
- b. Leya Drumm—Administrative Assistant for the tele communicator officer program. Her first day was January 13, 2025.
- c. Keith Perkins—Criminal Justice Specialist/Inv III—Professional Certificate Program & In-Service Program Manager. His first day was March 3, 2025.

Vacant Positions

The Division currently has three vacancies. One of the positions, the Division’s Rules Coordinator and Investigator, was previously held by Melissa Bowman and is in the HR process to be filled.

The second position is the Certification Manager and Training Evaluation manager. This position was previously held by Chris Scott. We are working to update the job responsibilities for this position.

The Division is also in the process of selecting a new Director.

***CERTIFICATION TURN-AROUND TIME**

As of March 11, 2025, there is less than a five-day turn-around time for new certification applications with no issues to investigate.

***POSITION REQUESTS**

The Division currently does not have any staff members whose sole function is investigations. The Division currently utilizes the three (3) field representatives to assist with investigations. These field representatives also conduct audits and deliver testing. The Division has requested two (2) full-time investigators (Criminal Justice Specialist/Investigator III) positions.

The Division utilized a part-time administrative assistant position to support the Professional Certificate Program and In-service Program. The Division has requested one (1) full-time administrative position to support these programs.

The Division also requested one (1) full-time attorney position to support the Division and the Commission. DOJ currently has an attorney assigned to support the Division, but this attorney has other clients assigned to it as well.

Overall Request: 4 Full-time Positions

2 full-time investigators

1 full-time administrative assistant

1 full-time attorney

Staff also provided the number of investigations completed to support the need for the positions:

07/01/19 to 06/30/20 116

07/01/20 to 06/30/21 128

07/01/21 to 06/30/22 120

07/01/22 to 06/30/23 124

07/01/23 to 06/30/24 489

07/01/24 to 02/05/25 234

***CERTIFICATION WORKSHOPS**

Since the November 2024 meeting, staff have delivered certification workshops at the following locations:

December 18, 2024, Salemburg, NC

January 14, 2025, Rowan County, NC

January 31, 2025, Henderson County, NC

February 12, 2025, Salemburg, NC

February 27, 2025, Guilford County, NC

March 5, 2025, Duplin County, NC

March 18, 2025, Perquimans County, NC

The Division also has certification workshops scheduled for the following dates/locations:

April 9, 2025,	Edneyville, NC
May 1, 2025,	Wake County, NC
May 14, 2025,	Davie County, NC
June 3, 2025,	Pitt County, NC
July 9, 2025,	Edneyville, NC
August 20, 2025,	Caldwell, NC
October 7, 2025,	Wake County, NC
November 18, 2025,	Iredell County, NC
December 16, 2025,	Salemburg, NC

***RETIRED SHERIFF SUPPLEMENT FUND**

One of the functions of the Division is that we administer the Sheriffs’ Supplemental Retirement Fund. As part of this function, staff create and issue the IRS 1099R forms to all retirees. As of December 31, 2024, there were one hundred seven (107) retired Sheriffs and one (1) beneficiary who were eligible for the program.

***ETHICS TRAINING**

Commission members must complete and file their Statement of Economic Interest (SEI) with the State Ethics Commission by April 15. Additionally, Commissioners are required to complete Ethic training at least every two years. You can submit your SEI by going to the State Ethics Commission website at:

<https://ethics.nc.gov/seis/regular-and-post-service-filers>

***CRIMINAL JUSTICE COMMISSION INFORMATION – INSTRUCTOR SCHOOL PROPOSED REVISION**

At their February 2025 meeting, the Criminal Justice Education and Training Standards Commission voted to move forward with a proposal to split the Instructor Training Program into two parts, Instructor and Developer. The instructor portion would focus on delivery skills, aspects of teaching adults, and adult learning. The Developer portion would focus on research, writing lesson plans, and writing appropriate testing instruments. The proposal would create two certifications, one for Instructors and one for Developers. The Committee directed the NC Justice Academy to develop the requisite program.

IX. ACTION ITEMS

Joy Strickland

***ADMINISTRATIVE RULES**

Joy Strickland 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 considered unnecessary.

A **MOTION** was made by Sheriff James McVicker to adopt staff’s recommendations on unnecessary rules; Second by Sheriff Shelton White. **MOTION CARRIED**

- 12 NCAC 10B .1901 – Military and Military Spouse Transferees

Staff has updated 12 NCAC 10B .1901 Military Transferees to streamline the language regarding when the applicant submits documentation of eligibility requirements to the Division.

A **MOTION** was made by Sheriff Don Brown to approve rulemaking authority for 12 NCAC 10B .1901; Second by Sheriff Lowell Griffin. **MOTION CARRIED**

- 12 NCAC 10B .1002 – Eligibility for Professional Certificates
- 12 NCAC 10B .1004 – Intermediate Law Enforcement Certificate
- 12 NCAC 10B .1005 – Advance Law Enforcement Certificate
- 12 NCAC 10B .1006 – How to Apply

Staff have updated the rules 12 NCAC 10B .1002, .1006 as drafted and recommend the repeal of NCAC 10B .1004 and .1005.

A **MOTION** was made by Sheriff Terry Johnson to approve rulemaking authority for 12 NCAC 10B .1002, .1006 and repeal NCAC 10B .1004 and .1005; Second by Sheriff Don Brown. **MOTION CARRIED**

- 12 NCAC 10B .1202 – Eligibility for Professional Certificates
- 12 NCAC 10B .1204 – Intermediate Detention Officer Professional Certificate

- 12 NCAC 10B .1205 – Advanced Detention Officer Professional Certificate
- 12 NCAC 10B .1206 – How to Apply

Staff have updated the rules 12 NCAC 10B .1202, .1206 as drafted and recommend the repeal of NCAC 10B .1204 and .1205.

A **MOTION** was made by Sheriff James McVicker to approve rulemaking authority for 12 NCAC 10B .1202, .1206 and repeal NCAC 10B .1204 and .1205; Second by Sheriff Terry Johnson.
MOTION CARRIED

- 12 NCAC 10B .1402 – Eligibility for Professional Certificates
- 12 NCAC 10B .1404 – Intermediate Reserve Deputy Sheriff Certificate
- 12 NCAC 10B .1405 – Advanced Reserve Deputy Sheriff Certificate
- 12 NCAC 10B .1406 – How to Apply

Staff have updated the rules 12 NCAC 10B .1402, .1406 as drafted and recommend the repeal of NCAC 10B .1404 and .1405.

A **MOTION** was made by Sheriff Terry Johnson to approve rulemaking authority for 12 NCAC 10B .1402, .1406 and repeal NCAC 10B .1404 and .1405; Second by Sheriff James McVicker.
MOTION CARRIED

- 12 NCAC 10B .1602 – Eligibility for Professional Certificates
- 12 NCAC 10B .1604 – Intermediate Telecommunicator Certificate
- 12 NCAC 10B .1605 – Advanced Telecommunicator Certificate
- 12 NCAC 10B .1606 – How to Apply

Staff have updated the rules 12 NCAC 10B .1602, .1606 as drafted and recommend the repeal of NCAC 10B .1604 and .1605.

A **MOTION** was made by Sheriff Banks Hinceman to approve rulemaking authority for 12 NCAC 10B .1602, .1606 and repeal NCAC 10B .1604 and .1605; Second by Sheriff Lowell Griffin.
MOTION CARRIED

- 12 NCAC 10B .0412 – Department Head Responsibilities: Critical Incident Reporting

This new rule sets forth the requirements of N.C.G.S. 17E-16 for agencies to report critical incidents to the Division to be maintained in a database.

A **MOTION** was made by Sheriff Jeff Crisco to approve rulemaking authority for 12 NCAC 10B .0412; Second by Sheriff Terry Johnson. **MOTION CARRIED**

- 12 NCAC 10B .0406 – Lateral Transfers and Reinstatements
- 12 NCAC 10B .0411 – In-State Lateral Transfer of a Deputy Sheriff
- 12 NCAC 10B .0505 – Evaluation for Training Waiver

The above rules streamline the process of the later transfer of in-state law enforcement officers. The Commission previously voted for rulemaking authority for these rules. A public hearing has been held and the public comment period ended on March 17, 2025. If adopted by the Commission, these rules will be submitted to the RRC within 30 days and if approved, the effective date will be June 1, 2025.

A **MOTION** was made by Sheriff Don Brown to adopt 12 NCAC 10B .0406, .0411, and .0505; Second by Sheriff Lowell Griffin. **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

The Commission previously voted for rulemaking authority for these rules. These rules were tabled at the last meeting. If adopted by the Commission, these rules will be submitted to the RRC within 30 days. The comment period ended on September 30, 2024. The Commission has one year to adopt the rules.

12 NCAC 10B .0402, .0403, .0404 and .0503 were tabled for the next meeting.

Joy Strickland addressed the Commission and gave a quick update on the following rules.

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

Rules limit the number of documents the agency submits to the Division with an application for certification. They were approved by the RRC on January 30, 2024, and became effective on February 1, 2025.

Staff have submitted additional rules to the RRC for pre-review and will submit these rules for your consideration for rule making at the upcoming Commission meeting this year.

Robin Pendergraft has been assigned as the rules review coordinator for the Commission. Robin and legal counsel have been working together on all rules related projects. The new rules review coordinator will be assigned in consultation with the Commission Chair.

X. DISCUSSION ITEMS

Joy Strickland

Joy Strickland addressed the Commission and presented the proposed F-8 background investigation form for their consideration for adoption, rulemaking authority, or tabled by the Commission.

Approval for the F-8 Mandated Background Investigation Form was tabled for the next meeting.

A **MOTION** was made by Sheriff Terry Johnson to go into closed session; Second by Sheriff Jeff Crisco. **MOTION CARRIED**

The Commission summarized the closed session matters as follows:

Joy Strickland discussed personnel related training / Certification Requests, Training Extensions/Waivers, Discussion of Division Director Candidates in closed session.

A **MOTION** was made in closed session by Sheriff Chip Hughes to approve the Extension and waiver requests; Second by Sheriff Jeff Crisco. **MOTION CARRIED**

The Commission Discussed in closed session the eleven (11) consent agreements from the Probable Cause Committee.

A **MOTION** was made in closed session by Sheriff Shelton White to approve the consent agreements; Second by Sheriff Lowell Griffin. **MOTION CARRIED**

A **MOTION** was made by Chief Deputy Brisco to go into open session; Second by Sheriff James McVicker. **MOTION CARRIED**

Sheriff McMahon addressed the Commission regarding the Commission date and location that would be June 12-13, 2025, in Concord North Carolina.

XI. ADJOURNMENT

A **MOTION** was made by Sheriff Jeff Crisco to adjourn the March 2025 Sheriffs' Commission meeting; Second by Sheriff Don Brown. **MOTION CARRIED**