



NORTH CAROLINA DEPARTMENT OF JUSTICE

SHERIFFS' STANDARDS DIVISION

PO DRAWER 629

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JEFF JACKSON
ATTORNEY GENERAL

WILLIAM MITCHELL
DIRECTOR

Form F-7 (eff. 08/2025)

**REQUEST FOR SCHOOL ACCREDITATION
FOR
DETENTION OFFICER CERTIFICATION COURSE**

Instructions:

1. This Form F-7 is to be completed and executed by the institutional or agency executive officer.
2. Please TYPE or PRINT clearly.
3. If necessary, attach additional pages and identify responsive information by item number.

I. APPLICANT

Name of Institution/Agency: _____

Institutional/Agency Executive Officer: _____

Mailing Address: _____

II. DESIGNATED "SCHOOL DIRECTOR"

Full Name: _____

Current Institutional Title or Agency Rank: _____

Professional Address: _____

Professional Telephone Number: _____ Pager Number: _____

Is the School Director currently certified as such by the Sheriffs' Education and Training Standards Commission? (If not, please submit a "Request for Detention School Director Certification". (Form I-1) ☐ Yes ☐ No

III. FACILITIES

A. Classroom

1. Provide a comfortable, well-lighted and ventilated classroom with a seating capacity sufficient to accommodate attending trainees. ☐ Yes ☐ No
2. Provide audio-visual equipment and other instructional devices and aids necessary and beneficial to the delivery of effective training as depicted in the Detention Officer Certification Course Management Guide. ☐ Yes ☐ No

B. Library

1. Is a library maintained for the use of trainees? ☐ Yes ☐ No
2. Does the library cover subject matter relevant to the training course, maintained in current status and having sufficient copies for convenient trainee access? ☐ Yes ☐ No

C. Specialized Control Techniques

1. Location _____
2. Distance from classroom _____
3. A minimum of 30 square feet of floor space per student. ☐ Yes ☐ No
4. Restrooms and drinking water within 100 yards of training site. ☐ Yes ☐ No
5. Telephone or radio communication immediately available on-site. ☐ Yes ☐ No
6. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. ☐ Yes ☐ No ☐ N/A

D. Fire Emergencies

1. Location _____
2. Distance from classroom _____
3. A well-ventilated, open area for the setting and putting out of a fire. ☐ Yes ☐ No
4. Restrooms and drinking water within 100 yards of training site. ☐ Yes ☐ No
5. Telephone or radio communication immediately available on-site. ☐ Yes ☐ No
6. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. ☐ Yes ☐ No ☐ N/A

E. Physical Assessment

1. Location _____
2. Distance from classroom _____
3. An area for running and weight lifting. ☐ Yes ☐ No
4. A minimum of 20 square feet per trainee during the performance of the required assessment exercises. ☐ Yes ☐ No
5. Restrooms and drinking water within 100 yards of training site. ☐ Yes ☐ No
6. Telephone or radio communication immediately available on-site. ☐ Yes ☐ No
7. Shower facilities (if assessment performed prior to classroom training). ☐ Yes ☐ No
8. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. ☐ Yes ☐ No ☐ N/A

F. First Aid and CPR

1. Location _____
2. Distance from classroom _____
3. An area providing a minimum of 20 square feet per trainee during the practical exercise portions and testing for proficiency in administering CPR. ☐ Yes ☐ No
4. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. ☐ Yes ☐ No ☐ N/A

G. Contraband Searches

1. Location _____
2. Distance from classroom _____
3. An area designated for use as a jail cell for performing practical exercises. ☐ Yes ☐ No
(If a county jail cell is unavailable, a simulated jail cell is acceptable provided it is built to the same specifications required by the Department of Human Resources with regards to size).
4. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. ☐ Yes ☐ No ☐ N/A

IV. SCHOOL DIRECTOR'S STATEMENT

I, as designated "school director", do hereby certify that I have read and understand the responsibilities of a school director as specified in Title 12 NCAC, Chapter 10B, Section .0704.

Signature of "School Director"

Date

V. REQUEST AND CERTIFICATION

I, as the executive officer of the applicant's institution/agency, herewith request the Sheriffs' Education and Training Standards Commission to grant accreditation with due recognition to deliveries of Commission-accredited Basic Detention Officer Certification Course in accordance with Title 12 NCAC, Chapter 10B, Section .0802. I hereby certify that there are no willful misrepresentation, omissions, and that all statements and answers are true and correct to the best of my knowledge and belief.

Signature of Executive Officer

Date

VI. FOR STANDARDS DIVISION USE ONLY

I, as the representative of the North Carolina Sheriffs' Education and Training Standards Commission, do hereby certify that I have performed the necessary inspection of the above school and find that it meets the standards for accreditation in accordance with Title 12 NCAC, Chapter 10B, Section .0703.

Signature of Standards Commission Representative

Date