

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

DATE: June 13, 2025

TIME: 8:30 A.M.

LOCATION: Embassy Suites by Hilton Charlotte Concord
5400 John Q. Hammons Dr. NW, Concord, NC 28027

SUBMITTED BY: William Mitchell, 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, June 13, 2025.

Chairman Norman requested a roll call of Commission members. Interim Director Robin Pendergraft recorded the following:

MEMBERS PRESENT

Sheriff Jeff Crisco	Sheriff Mike Roberson
Sheriff Don Brown	Sheriff Alan Norman
Sheriff James McVicker	Sheriff Lowell Griffin
Sheriff Van Shaw	Sheriff Ed McMahon
Sheriff Terry Johnson	Sheriff Chip Hughes
Jamie Markham	Jennifer Fisher

MEMBERS ABSENT

Sheriff Shelton White
Sheriff Jack Smith
Sheriff Banks Hinceman
Mr. Marc Nichols

STAFF

Robin Pendergraft	Interim Director – Sheriffs' Standards Division
Sirena Jones	Deputy Director - 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

Interim Director Robin Pendergraft declared a quorum was present.

Sheriff Van Shaw addressed the Commission to welcome everyone to Cabarrus County.

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

Trevor Allen	North Carolina Justice Academy
Chris Anderson	North Carolina Justice Academy
Merrily Cheek	North Carolina Justice Academy
Karen Ashley	North Carolina Criminal Justice NCLEA
Tim Fuss	Cape Fear Community College
Eddie Caldwell	North Carolina Sheriffs’ Association
Banjamin B. Rose	Harnett County Sheriff’s Office
Deborah Rose	Angier Police Department
John C. Schwab Jr.	Pasquotank-Camden Central Communications
Pam Schwab	Pasquotank-Camden Central Communications
Kendra P. Grant	Mecklenburg County Sheriff’s Office
Bradley L. McKinney	Durham County Sheriff’s Office

Sheriff Alan Norman

II. MINUTES OF MARCH 21, 2025, APRIL 10 AND 30, 2025, MEETINGS

<p>A MOTION was made by Sheriff Chip Hughes to approve the minutes of March 21, 2025, April 10 and 30, 2025, meeting minutes: Second by Sheriff Terry Johnson. MOTION CARRIED.</p>
--

III. CERTIFICATES/AWARDS/RESOLUTIONS

<p>A MOTION was made by Sheriff Mike Roberson to approve the list of Professional Certificates and Service Awards; Second by Sheriff Don Brown. MOTION CARRIED</p>
--

Sheriff Norman and Joy Strickland on behalf of the Sheriffs’ Commission presented an award of appreciation to Richard Squires for his years of service as the Director of the Sheriffs’ Standards Division.

IV. INFORMATIONAL REPORTS

***N.C. Sheriffs’ Association**

Eddie Caldwell

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

The 2025 Legislative Day was held June 3-4. A retired Sheriffs’ Luncheon was held on June 3rd. At this luncheon, the Sheriffs’ Standards Division Deputy Director Sirena Jones provided an update on the states Sheriffs’ Supplemental Pension Fund.

The 2025 North Carolina Sheriffs’ Association annual business conference will be held July 25-29, in Myrtle Beach South Carolina at the Hilton Myrtle Beach.

The 2025 Jail Administrators’ Institute of Leadership will be held October 12-17. As of now, 51 Jail administrators are registered for the class.

The 2025 Statewide Misdemeanant Confinement Program Training Classes will be held at the following locations:

- Haywood County – September 23
- Catawba County – September 24
- Duplin County – October 9
- Pitt County – October 10
- Wake County – October 21

The 2025 Legislative Update Training classes will be held at the following locations:

- Haywood County – October 28
- Catawba County – October 29
- Duplin County – November 12
- Pitt County – November 13
- Wake County – December 9

The 2025 North Carolina Sheriffs’ Association Fall meeting will be held November 2-5 in Cherokee North Carolina at the Cherokee Conference Center.

House Bill 50, Law Enforcement Officer Special Allowance Options – received a favorable report from the Senate Rules Committee and it is anticipated that it will be approved by the full Senate

on June 10, 2025, and sent to Governor Josh Stein for his signature. A status update will be provided at the Sheriffs’ Education and Training Standards Commission meeting on June 13, 2025, in Boone North Carolina.

***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.

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

***BLET REVISIONS Updates**

Chris Anderson

Deputy Director Chris Anderson presented an update on the BLET update Revision; The Academy’s BLET Team has begun monitoring the statewide implementation of the 2025 BLET curriculum. The Team has started receiving feedback for both student and instructor materials. I will be providing an overview of the curriculum status, the revision process, student evaluation, course management and implementation. One pilot school is continuing to teach the BLET pilot curriculum, and various delivery sites throughout the state have started implementing the new curriculum.

State-wide Implementation

- 44 Basic Law Enforcement Training (BLET) classes delivered across the state.
- Mix day and night classes.
- The remaining schools will begin new BLET programs in summer.

Multi-site Pilot (Through June 2025)

- Carteret CC (night class) completed state exam on April 24.
- Charlotte-Mecklenburg Police Department (CMPD) finishing pilot deliveries:
 - Pilot #4: State exam on March 11.
 - Pilot #5: State exam on June 26.

Testing

- The end-of-block test results are consistent with those from pilot schools.
- All schools now use online testing via Acadis.
- Continued test question and content validation.
- Student performance trends mirror pilot schools.
- State exams are now fully online.

Moving Forward

- BLET Field Representatives:
 - Support implementation and address concerns.
 - Maintain and develop curriculum.
 - Serve as resources for school staff.
- Continued collection and incorporation of field feedback.
- Curriculum is validated.
- Ongoing Webinar Series.

Future Updates (*Per E&T Committee Direction*)

- Specialized Firearms:
 - Most instructors updated; some still need to attend.
 - Update classes run through the end of 2025.
- Compliance and Control Tactics (CCT):
 - Majority updated; remaining classes continue through year-end.
- Updates published in Acadis and shared via email.
- Deadline for completion: December 31, 2025.

***DOCC Course Revisions**

Merrily Cheek

Ms. Merrily Cheek presented an update on the DOCC update Revision; The Detention Officer Certification Course Advisory Group met in March to finalize all formatting and minor changes identified in the pilot delivery of DOCC, as well as to discuss proposed changes for 2026. As of now, all changes have been completed. By May 16, the instructional material will be available for school directors to download on the DOCC page of the NCJA website. They may access the revised materials to provide their instructor in preparation for teaching and to prepare end-of-block tests. The material is also available for purchase at the NCJA bookstore. These activities mark the end of the pilot and an effective date of July 1, 2025, for the new DOCC course.

Instructional Materials Updates:

- Lesson Plans & Slides: Reviewed and updated for clarity and formatting.
- Handouts: New or revised handouts added to blocks including Orientation, Contraband, Mental Illness, Physical Fitness, and a new F-17 Instructor Evaluation Form for all blocks.
- Instructor Notes: Enhanced guidance added for Orientation, Contraband/Searches, and Medical Care blocks.
- Course Management Guide: Now includes ACADIS registration confirmation for students.

2026 Changes:

- Subject Control and Arrest Techniques will transition to Compliance and Control Techniques, effective January 1, 2026.

- Specialized instructors must complete the update course by December 31, 2025.

Future Revisions:

- A DOCC "Wish List" of proposed changes (e.g., training objectives, combining blocks, video updates) has been created for annual review and approval.
- Ongoing revisions will continue throughout the year.

Upcoming Advisory Group Meetings:

- June 3, September 16, November 25 (with potential additional dates).

***NC Law Enforcement Accreditation**

Karen Ashley

Karen Ashley presented an update on NCLEA. To date, seventeen (17) Sheriff's Offices have applied for law enforcement accreditation (Beaufort, Brunswick, Buncombe, Cabarrus, Caldwell, Catawba, Cherokee, Cleveland, Columbus, Davie, Durham, Edgecombe, Franklin, Granville, Henderson, New Hanover, Orange).

The NCLEA Assessment Coordinator reports that a total of 26 trained NCLEA Assessors are poised to perform agency reviews and site-based assessments. We continue to recruit and train Assessors to ensure we have an adequate number as our programs grow. The Cleveland County Sheriff's Office is scheduled for their NCLEA site-based assessment on July 15, 2025. We anticipate they will receive their first award at the September Commission meeting in Boone. Two agencies received their first NCLEA award at the May 9th CJ Commission meeting (Knightdale Police Department and the Aberdeen Police Department). A total of eight (8) agencies has completed the law enforcement accreditation program since it was approved by both Commissions in July of 2023.

Our Mentor program, funded by a Federal Cops grant, continues to be extremely beneficial to law enforcement agencies new to accreditation. 8 Mentors are working with 40 agencies and assisting them as they navigate towards accredited status. We requested an additional year extension on this grant and have been granted approval to continue this program through August of 2026.

***Probable Cause Committee**

Sheriff Ed McMahon

Sheriff McMahon reported that the Probable Cause Committee met on June 12, 2025. During that session, the Committee reviewed a total of thirty-five (35) cases. Nine (9) cases were closed pursuant to the Probable Cause Policy. No probable cause was found in seven (7) cases. Probable cause was found in sixteen (16) cases with seven (7) 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.

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

VIII. DIVISION REPORT

Robin Pendergraft

Interim Director Robin Pendergraft presented the Division Report to the Sheriff’s Commission.

The Division currently has two opened Criminal Justice Specialist/Investigator III positions. One of the positions, which is 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 Certification Manager and Training Evaluation manager. This position was previously held by Chris Scott. This position has been posted.

The Division Director position remains open.

***CERTIFICATION TURN-AROUND TIME**

As of June 6, 2025, the turn-around time for new applications when there are no issues that require further review/inquiry/investigation is 5-7 days for all regions and telecommunicators.

***INVESTIGATIONS**

As of June 6, 2025, we have approximately 143 certification files that need further review or are pending investigation.

***CERTIFICATION WORKSHOPS**

Since the November 2024 meeting, staff have delivered 11 certification workshops. The Division has certification workshops scheduled for the following dates / locations:

July 9, 2025,	Edneyville, NC
August 20, 2025,	Caldwell County, NC
October 7, 2025,	Wake County, NC
September 9, 2025,	Onslow County, NC
November 18, 2025,	Iredell County, NC
December 16, 2025,	Salemburg, NC

***ETHICS TRAINING**

As a reminder, 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>

***NC LAW ENFORCEMENT ACCREDITATION**

The North Carolina Telecommunications Accreditation Program (NCTAP) will be rolled out soon. An advisory group comprised of subject matter experts has concluded their work drafting a standards manual, which is currently being reviewed by legal staff. I previously emailed information about this telecommunication accreditation program to all the sheriffs.

***UPLOADING CERTIFICATION FILES IN ACADIS**

Temporary employees hired last fall made significant progress scanning and uploading certification files into ACADIS. By the end of next week, we should have all active deputy files in ACADIS. The next section they will undertake is the Detention Officer files.

Our certification assistants recently began assisting the Telecommunicator Specialists in our Division with the uploading of telecommunicator files when time allows. By next week they will have uploaded all files of those telecommunicators employed by the sheriff offices. The next phase will be all the 911 centers.

***ACADIS IMPLEMENTATION**

Samarcand has begun the on-boarding process to use Acadis as their portal for training. This will maintain a single sign-on option for all LEO users across the state.

The implementation of the online testing module continues to be successful, and Legacy BLET materials have been uploaded for use over the remaining months of these deliveries.

***INFORMATIONAL**

Interim Director Robin Pendergraft presented a mock-up version of the Advance Certificate using digital signatures so that it would be easy for our staff members to make corrections and overall make the certificates much faster. She asked the commission for their consent to use their signatures moving forward. The commission unanimously agreed to allow our staff to use their signatures.

IX. ACTION ITEMS

Joy Strickland

***ADMINISTRATIVE RULES/CLASS B MISDEMEANOR MANUAL**

Joy Strickland addressed the Commission and proposed a request to amend the Class B Misdemeanor Manuals (including the DAC version) out of cycle to include new crime of Misdemeanor crime of domestic violence N.C. General Statute 14-32.5. Due to the importance of maintaining the ability to govern certification in situations involving crimes of domestic violence and the somewhat unique impact the very specific new statute has on that ability.

A MOTION was made by Sheriff Mike Roberson to adopt staff’s recommendations on the Class B Misdemeanor Manual; Second by Sheriff James McVicker. **MOTION CARRIED**

X. DISCUSSION ITEMS

Joy Strickland

Joy Strickland addressed the Commission and presented the Detention Officer Course Challenge and the Pre-Probable Cause Amended Process for their consideration for adoption, rulemaking authority, or tabled by the Commission.

Approval of the Detention Officer Course Challenge was tabled for the next meeting.

A MOTION was made by Sheriff Don Brown to approve the Pre-PC Amended Process; Second by Sheriff Mike Roberson. **MOTION CARRIED**

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

The Commission summarized the closed session matters as follows:

Interim Director Robin Pendergraft 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 Don Brown to approve the Extension and waiver requests; Second by Sheriff Chip Hughes. **MOTION CARRIED**

The Commission discussed in closed session the seven (7) consent agreements from the Probable Cause Committee.

A **MOTION** was made in closed session by Sheriff Chip Hughes to approve the consent agreements; Second by Sheriff James McVicker. **MOTION CARRIED**

A **MOTION** was made by Sheriff Terry Johnson to go into open session; Second by Sheriff James McVicker. **MOTION CARRIED**

Sheriff Norman addressed the Commission regarding the Commission date and location that would be September 10-12, 2025, in Boone North Carolina.

XI. ADJOURNMENT

A **MOTION** was made by Sheriff Chip Hughes to adjourn the June 13, 2025, Sheriffs’ Commission meeting: Second by Sheriff Terry Johnson. **MOTION CARRIED**