

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

**DATE:** September 12, 2025

**TIME:** 8:30 A.M.

**LOCATION:** Fairfield Inn & Suites Boone  
2060 Blowing Rock Road, Boone, North Carolina, 28607

**SUBMITTED BY:** William Mitchell, Director

**I. CALL TO ORDER**

**Sheriff Van Shaw**

The North Carolina Sheriffs' Education and Training Standards Commission meeting was called to order by Sheriff Van Shaw on Friday, September 12, 2025.

Vice Chairman Shaw requested a roll call of Commission members. Robin Pendergraft recorded the following:

**MEMBERS PRESENT**

Sheriff Shelton White	Sheriff Chip Hughes
Sheriff Mike Roberson	Sheriff Don Brown
Sheriff James McVicker	Sheriff Jeff Crisco
Sheriff Banks Hinceman	Sheriff Lowell Griffin
Sheriff Van Shaw	Sheriff Ed McMahon
Retired Sheriff BJ Barnes	Mr. Jamie Markham
Ms. Jennifer Fisher	

**MEMBERS ABSENT**

Sheriff Jack Smith
Sheriff Terry Johnson
Sheriff Alan Norman
Mr. Wayne Branch

**STAFF**

William Mitchell	Director – Sheriffs' Standards Division
Sirena Jones	Deputy Director - Sheriffs' Standards Division
Joy Strickland	NC Department of Justice, Legal Counsel

Robin Pendergraft	North Carolina Sheriffs’ Standards Division
Alan Jones	North Carolina Sheriffs’ Standards Division

Robin Pendergraft declared a quorum was present.

Sheriff Van Shaw addressed the Commission to welcome everyone to Watauga County. Sheriff Len Hagaman Jr. of Watauga County also addressed the Commission and hoped everyone enjoyed their stay.

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
Karen Ashley	NCLEA
Chris Anderson	North Carolina Justice Academy
Alex Gazaway	North Carolina Justice Academy
Tim Fuss	Cape Fear Community College
Tim Branch	Burke County SO
Dawn Branch	Burke County
Dominic Alvarado	Harnett County SO
Weldon Bullock	Yancey County SO
Jamie Orr	Vance County SO
Taylor Inscoe	Vance County SO
Dr. Osiris Carter	Buncombe County 911
Lauren Earnhardt	NC Sheriffs’ Association
Eddie Caldwell	NC Sheriff’s Association
Ronnie Allen Jr.	Wake Forest PD
Jeremy Strickland	Wake Forest PD
Ricky Oliver	Retired Sheriff Yadkin County
Sheriff Scott Howell	Anson County SO
Steven Kelly	Anson County SO
David Spencer	Anson County SO
Charles Mickey III	Yadkin County SO
Lynette Clements	Granville County SO

**Sheriff Van Shaw**

**II. MINUTES OF JUNE 13, 2025, AND JULY 22, 2025, MEETINGS**

A **MOTION** was made by Sheriff Lowell Griffin to approve the minutes of June 13, 2025, and July 22, 2025, meeting minutes: Second by Sheriff Chip Hughes. **MOTION CARRIED**.

**III. CERTIFICATES/AWARDS/RESOLUTIONS**

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

**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 North Carolina Sheriffs’ Association Annual Business Conference took place July 25–29, 2025 in Myrtle Beach, South Carolina, with 61 sheriffs attending or represented.

The State v. Dobson oral argument, concerning whether the odor of marijuana constitutes probable cause for a search, is scheduled for September 9, 2025, at the North Carolina Supreme Court, with NCSA filing an Amicus Curiae brief and sheriffs attending.

The 2025 Jail Administrators’ Institute of Leadership will run October 12 through 17 with 53 registered participants. A joint NCSA State Auditor’s Office project on returning jail inmates’ funds will begin with a working group meeting on November 18, 2025, in Burlington NC, with 33 sheriffs and staff attending.

Upcoming 2025 Statewide Misdemeanant Confinement Program trainings will be held in:

- Haywood (Sept. 23)
- Catawba (Sept. 24)
- Duplin (Oct. 9)
- Pitt (Oct. 10)
- Wake (Oct. 21)

Legislative Update trainings are set for:

- Haywood (Oct. 28)

- Catawba (Oct. 29)
- Duplin (Nov. 12)
- Pitt (Nov. 13)
- Wake (Dec. 9)

The 2025 NCSA Fall Meeting is scheduled for November 1-5, 2025, in Cherokee, North Carolina.

The General Assembly has sessions scheduled on:

- September 22–25, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025
- January 13, 2026
- February 10, 2026
- March 10, 2026
- April 7, 2026
- April 21, 2026.

#### **\*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.

We are requesting approval to change the DOCC Subject Control block to Compliance and Control Techniques for Detention Officers, effective January 1, 2026.

Notable changes from the CCT lesson used for BLET are the removal of the training objective related to the hazards and considerations when making an arrest, and the discussion of arrests with or without an arrest warrant.

A **MOTION** was made by Sheriff Mike Roberson to approve the transition of Subject Control Arrest Techniques to Compliance and Control Techniques for Detention Officers to be effective January 1, 2026; Second by Sheriff Don Brown. **MOTION CARRIED**

#### **\*BLET REVISIONS Updates**

**Alex Gazaway**

Alex Gazaway presented an update on the BLET 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.

### **State-wide Implementation**

- 44 Basic Law Enforcement Training (BLET) classes delivered across the state.
- Mix day and night classes.

### **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.
- Ongoing Webinar Series.

### **\*NC Law Enforcement Accreditation**

**Karen Ashley**

Karen Ashley presented an update on NCLEA. Ms. Ashley provided a Draft NC Public Safety Communications Accreditation Program (NCPSCAP) for the Sheriffs’ Commission to review and approve.

<p>A MOTION was made by Sheriff Lowell Griffin to approve the NCPSCAP as proposed; Second by Sheriff James McVicker. <b>MOTION CARRIED</b></p>
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Ms. Ashley addressed the Commission regarding Chapter 10 of the program guide. NCLEA Program is jointly managed by the North Carolina Sheriffs’ Education and Training Standards Commission and the North Carolina Criminal Justice Education and Training Standards Commission. While there is overlap in some areas, the individual Commissions retain approval authority for individual programs as indicated in this chapter.

The jointly appointed Accreditation Committee will meet and review all final reports for agencies under consideration for accredited status. The Accreditation Committee will vote on each agency and make recommendations to the appropriate Commission on awarding accredited status. The Chair of the Accreditation Committee, or the Vice-Chair, in the absence of the Chair, shall present the agency to the Commission as soon as feasible to do so following a recommendation from the Accreditation Committee on accreditation status.

She is asking the Commission to approve adding chapter 10 to the program guide.

**A MOTION** was made by Sheriff Don Brown to approve chapter 10 of the program guide; Second by Sheriff Lowell Griffin.  
**MOTION CARRIED**

#### **\*Probable Cause Committee**

**Sheriff Ed McMahon**

Sheriff McMahon reported that the Probable Cause Committee met on September 10-11, 2025. During those two sessions, the Committee reviewed a total of sixty-seven (67) cases. Probable cause was found in forth-two (42) cases with twenty-five (25) of those cases resulting in Consent Agreements. Twenty-three (23) Consent Agreements were signed and are presented for approval today. Two (2) of those Consent Agreements may be executed at your next meeting. No Probable cause was found on eleven (11) cases. Three (3) cases were postponed until the December 2025 Meeting. Four (4) cases were continued for further investigation. Seven (7) cases were closed pursuant to Probable Cause Policy.

**A MOTION** was made by Sheriff Mike Roberson to approve the Probable Cause Committee’s recommendation of the twenty-three (23) signed Consent Agreements. Second by Sheriff Don Brown.  
**MOTION CARRIED**

#### **VIII. DIVISION REPORT**

**William Mitchell**

#### **\*NEW EMPLOYEES**

Director William Mitchell presented the Division Report to the Sheriff’s Commission.

William Mitchell joined the office on August 18, 2025, as the Division’s new Director. He served in a law enforcement capacity with the Franklin County SO and Vance County SO. William began his career in 1992 with the Youngsville Police Department and joined the Franklin County Sheriff’s Office in 1994. In 2019 he accepted employment with the Vance County Sheriff’s Office where he retired as the Major.

Candance Herring has been promoted from Certification Specialist II to Certification Specialist III and has worked with the Division for 3 years. She was previously the Certification Specialist for

the Piedmont Region and worked as a Courtroom Clerk in Wake County for many years before joining the Division.

She enjoys working with our staff and is excited to continue her career with us.

Kevin Smith joined our office on September 2, 2025, as the Division’s Investigator. Kevin brings nearly 29 years of law enforcement experience having been employed with the Wilson County Sheriff’s Office and then onto the Wilson Police Department where he retired in July of 2024.

### **\*VACANT POSITIONS**

The Division currently has an open Criminal Justice Certification Specialist II position. This position only recently became vacant with the promotion of Candance Herring to the III position and is in the HR process to be filled.

### **\*TEMPORARY POSITIONS**

Robin Pendergraft, our Interim Director for 5 months has agreed to stay on with the SSD in a new role of Projects Manager.

### **\*CERTIFICATION TURN-AROUND TIME**

As of September 12, 2025, the turn-around time for new applications when there are no issues that require further review/inquiry/investigation is within 5 days for all regions and telecommunicators

### **\*INVESTIGATIONS**

As of 09/12/25, we have significantly reduced the number of certification matters pending investigation from 143 (which was reported in June) to approximately 19 certification files. Our staff has worked diligently conducting interviews and obtaining necessary documents to memorialize their findings in investigative reports/memos on all the files but the 19 that remain.

Already, we have about 25 cases (with written memos or investigative reports which require further review by management to resolve per policy or submit the PC Committee in December.

### **\*CERTIFICATION WORKSHOPS**

Since the November 2024 meeting, staff have delivered 13 certification workshops. The Division has four more certification workshops scheduled for the following dates / locations:

September 9, 2025, Onslow County, NC

October 7, 2025, Wake County, NC

November 18, 2025, Iredell County, NC

December 16, 2025, Salemburg, NC

There are plans to continue these workshops in 2026.

#### **\*UPLOADING CERTIFICATION FILES IN ACADIS**

Temporary employees hired last fall have made significant progress scanning and uploading certification files into ACADIS. All active deputy files have been uploaded into ACADIS. They are currently working through the Detention Officer files.

Our certification assistants recently began assisting the Telecommunicator Specialists in our Division with the uploading of telecommunicator files when time permitted. They have uploaded all files of those telecommunicators employed by sheriff offices. Now they are working through the 911 centers’ certification files which should be completed by the end of September at the latest

#### **IX. ACTION ITEMS**

**Joy Strickland/William Mitchell**

#### **\*PC POLICY UPDATES**

Joy Strickland addressed the Commission and proposed a request to amend the Probable Cause Policy set forth by the Sheriffs’ Commission.

A MOTION was made by Sheriff Mike Roberson to adopt the proposed changes to the PC policy; Second by Sheriff Shelton White. MOTION CARRIED

#### **\*DRUG USE ISSUE/DETENTION OFFICER FIREARMS REQUIREMENTS**

Director William Mitchell addressed the Commission and asked if they had reviewed the risk of taking CBD products letter and the detention officer firearms letter. It was a consensus that the Commission agreed with what Director Mitchell had proposed, and he may send both letters to all 100 sheriffs.

#### **\*MEDICAL FORMS**

Joy Strickland addressed the Commission and presented several medical forms changes. She presented the Medical History Statement (F-1), Medical Examination Report (F-2), Tuberculosis Questionnaire (F-2A) and Medical Examination Report Addendum (F-2B). If approved by the Sheriffs’ Commission today, we will present these to the Criminal Justice Commission for their approval.

A MOTION was made by Sheriff Ed McMahon to adopt the proposed changes for the F-1, F-2, F-2A and F-2B forms; Second by Sheriff James McVicker. **MOTION CARRIED**

#### **\*F-6, F-4A, AND F-33 FORMS**

Robin Pendergraft addressed the Commission and presented several forms that have been revised. The F-6 Application for Professional Certificate/Service Award, F-4 Report of Appointment, F-4A Lateral Report of Appointment and F-33 Officer Charges and Orders Report Form.

A MOTION was made by Sheriff Mike Roberson to adopt the proposed changes for the F-6, F-4A and F-33 forms; Second by Sheriff James McVicker. **MOTION CARRIED**

#### **\*RULES**

Robin Pendergraft addressed the Commission regarding several rules to be reviewed and voted on approval. The following rules are: 12 NCAC 10B .0101 Location, 12 NCAC 10B .0104 Sheriffs Standards Division, 12 NCAC 10B .0105 Administrative hearing procedures, 12 NCAC 10B .0106 Procedures for petitions for rulemaking and 12 NCAC 10B .0107 procedures for petitions for declaratory rulings.

A MOTION was made by Sheriff Mike Roberson to adopt the proposed change to rule .0101; Second by Sheriff Jeff Crisco. **MOTION CARRIED**

A MOTION was made by Sheriff Jeff Crisco to repeal rules .0104 and .0105; Second by Sheriff Ed McMahon. **MOTION CARRIED**

A MOTION was made by Sheriff James McVicker to adopt the proposed change to rules .0106 and .0107; Second by Sheriff Lowell Griffin. **MOTION CARRIED**

#### **\*BLET OUT OF STATE TRANSFER OBJECTIVES**

Joy Strickland addressed the Commission regarding the proposed out-of-state BLET learning objectives.

A MOTION was made by Sheriff Mike Roberson to adopt the objectives and practical recommendations; Second by Sheriff Ed McMahon. **MOTION CARRIED**

**\*JOINT IN-SERVICE COMMITTEE POLICY**

Joy Strickland addressed the Commission regarding the joint mandatory in-service training committee policy.

A **MOTION** was made by Sheriff Mike Roberson to accept the policy; Second by Sheriff Don Brown. **MOTION CARRIED**

**\*IADLST REVIEW/CONTRACT FOR SHERIFFS AND CJ COMMISSION**

Joy Strickland addressed the Commission regarding the review of the IADLST contract.

The Commission approved the IADLST contract.

A **MOTION** was made by Sheriff Lowell Griffin to go into closed session; Second by Sheriff Shelton White. **MOTION CARRIED**

**The Commission summarized the closed session matters as follows:**

Director William Mitchell 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 Lowell Griffin to approve the Extension and waiver requests; Second by Sheriff Banks Hinceman. **MOTION CARRIED**

Director William Mitchell discussed that there were some certification issues and wanted to request sending out cease and desist letters to individuals.

A **MOTION** was made in closed session by Sheriff Chip Hughes to approve the cease-and-desist letters; Second by Sheriff Don Brown. **MOTION CARRIED**

**The Commission discussed in closed session the twenty-three (23) consent agreements from the Probable Cause Committee.**

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

A **MOTION** was made by Retired Sheriff BJ Barnes to go into open session; Second by Sheriff James McVicker. **MOTION CARRIED**

Sheriff Shaw addressed the Commission regarding the Commission date and location that would be December 4-5, 2025, in Raleigh North Carolina.

## **XI. ADJOURNMENT**

A **MOTION** was made by Sheriff Van Shaw to adjourn the September 12, 2025, Sheriffs’ Commission meeting; Second by Sheriff Mike Roberson. **MOTION CARRIED**