

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

**DATE:** October 15, 2025

**TIME:** 10:00 A.M.

**SUBMITTED BY:** William Mitchell, Director

**I. CALL TO ORDER**

**Sheriff Alan Norman**

The North Carolina Sheriffs' Education and Training Standards Commission was called to order by Sheriff Alan Norman on Wednesday, October 15, 2025, at 10:00 am. The Special Commission Meeting was held via teleconference.

**ROLL CALL**

**Alex Radford**

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

**MEMBERS PRESENT**

Sheriff Shelton White

Sheriff Chip Hughes

Sheriff Don Brown

Sheriff Banks Hinceman

Sheriff Van Shaw

Mr. Wayne Branch

Mr. Jamie Markham

Sheriff Jack Smith

Sheriff Mike Roberson

Sheriff Terry Johnson

Sheriff Lowell Griffin

Sheriff Alan Norman

Retired Sheriff BJ Barns Jr.

Ms. Jennifer Fisher

**MEMBERS ABSENT**

Sheriff James McVicker

Sheriff Jeff Crisco

Sheriff Ed McMahon

**STAFF**

Joy Strickland/Arnetha James North Carolina Department of Justice

Ian Courts North Carolina Department of Justice

William Mitchell Sheriffs' Standards Division

Robin Pendergraft Sheriffs' Standards Division

Sirena Jones Sheriffs' Standards Division

Alex Radford Sheriffs' Standards Division

**VISITORS**

Lauren Earnhardt	NC Sheriffs’ Association
Eddie Caldwell	NC Sheriffs’ Association
Trevor Allen	NC Justice Academy
Chris Anderson	NC Justice Academy

**DECLARATION OF A QUORUM**

**Sheriff Alan Norman**

Chair Norman welcomed everyone and declared a quorum.

**ETHIC REMINDER**

**Joy Strickland**

Legal Counsel Joy Strickland read the ethics reminder to the Commission.

**II. REVIEW ADMINISTRATIVE RULES FOR APPROVAL**

**Robin Pendergraft**

Robin Pendergraft addressed the Commission and stated that they would be reviewing several rules for approval. The Commission will review and vote on the permanent approval of the rules outlined in Section A, followed by consideration of rulemaking authority for the rules in Section B.

Rules 12 NCAC 10B .0403 and .0407, filed on July 24, 2025, and presented at a public hearing on September 2, 2025, received no public comments. If approved, these rules may take effect as early as December 1, 2025.

Rule .0403 updates probationary certification requirements, allowing issuance prior to completion of Basic Law Enforcement Training (BLET) and clarifying the authority of officers during this period.

Rule .0407 removes the four-year minimum service requirement for former sheriffs seeking certification under specified conditions.

Additional rules (.0412, .1002–.1606, and .1901), filed on July 10, 2025, were discussed at a public hearing on August 19, 2025, with one public comment received on the Critical Incident Reporting rule (.0412). If approved, these may also take effect December 1, 2025.

Rule .0412 establishes requirements for reporting critical incidents, while amendments to rules .1002 through .1606 streamline and consolidate the Professional Certificate programs for sheriffs, deputies, detention officers, reserve deputies, and telecommunicators, including updated application procedures.

Rule .1901 simplifies language regarding documentation submission for military transferees. Rules .1004, .1005, .1204, .1205, .1404, .1405, .1604, and .1605 are repealed, as their provisions have been incorporated into the amended rules.

A **MOTION** was made by Sheriff Chip Hughes to adopt the rules as written in section A of the agenda and memo which also allows the repeal of the rules identified in section A; seconded by Sheriff Mike Roberson. **MOTION CARRIED**

Robin Pendergraft addressed the Commission regarding section B.

Rules 12 NCAC 10B .0502 and .2103 through .2105 are being presented for authorization to begin the rulemaking process, with a potential effective date of March 1, 2026. The proposed amendments include an update to Rule .0502, which revises the cost of purchasing a Basic Law Enforcement Training manual from the North Carolina Justice Academy (NCJA).

Rule .2103 specifies the required topics to be included in Annual Firearms Qualification courses, while Rule .2104 establishes training standards for deputy sheriffs and detention officers authorized to carry handguns, removing the prior adoption by reference to the Basic Law Enforcement Training Course.

Finally, Rule .2105 mandates that deputy sheriffs and detention officers who fail to meet firearms qualification standards must immediately surrender their weapons to the sheriff or authorized representative and are granted 30 days to achieve the required qualification score.

A **MOTION** was made by Sheriff Lowell Griffin to adopt rulemaking authority as identified in section B; seconded by Sheriff Don Brown. **MOTION CARRIED**

### III. NEW BUSINESS

Ian Courts

Ian Courts, Counsel for the Sheriffs’ Commission addressed the commission regarding the new law Governor Stein signed into law, HB 926. The new law would create room for the Commission to provide further guidance to the Probable Cause Committee.

**IV. PROPOSED 2026 COMMISSION DATES/LOCATIONS**

**Sheriff Alan Norman**

Director Mitchell addressed the Commission and stated that the following dates for the 2026 had been approved:

- March 12-13 (New Bern, NC)
- June 4-5 (Concord, NC)
- September 17-18 (Hickory, NC)
- December 3-4 (Burlington, NC)

**V. NEXT MEETING**

Chair Norman addressed the Commission and stated that our next meeting will be held in Raleigh North Carolina on December 4-5, 2025.

**VI. ADJOURNMENT**