

**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 Jack Smith
Sheriff Chip Hughes	Sheriff Mike Roberson
Sheriff Don Brown	Sheriff Terry Johnson
Sheriff Banks Hinceman	Sheriff Lowell Griffin
Sheriff Van Shaw	Sheriff Alan Norman
Mr. Wayne Branch	Retired Sheriff BJ Barns Jr.
Mr. Jamie Markham	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