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

DATE: December 5, 2025

TIME: 8:30 A.M.

LOCATION: DoubleTree by Hilton Raleigh Crabtree Valley
4100 Glenwood Avenue Road, Raleigh, North Carolina, 27612

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, December 5, 2025.

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

MEMBERS PRESENT		MEMBERS ABSENT
Sheriff Chip Hughes	Sheriff Mike Roberson	Sheriff Shelton White
Sheriff Don Brown	Sheriff Terry Johnson	Sheriff Jack Smith
Sheriff Banks Hinceman	Sheriff Van Shaw	Sheriff James McVicker
Sheriff Ed McMahon	Sheriff Alan Norman	Sheriff Jeff Crisco
Mr. Wayne Branch	Retired Sheriff BJ Barnes Jr.	Sheriff Lowell Griffin
		Mr. Jamie Markham
		Ms. Jennifer Fisher

STAFF

William Mitchell	Director – Sheriffs' Standards Division
Sirena Jones	Deputy Director - Sheriffs' Standards Division
Joy Strickland	North Carolina Department of Justice, Legal Counsel
Ian Courts	North Carolina Department of Justice, Legal Counsel
Arnetha James	North Carolina Department of Justice

Robin Pendergraft	North Carolina Sheriffs' Standards Division
Alex Radford	North Carolina Sheriffs' Standards Division

Alex Radford declared a quorum was present.

Sheriff Alan Norman addressed the Commission to welcome everyone to Wake County.

Legal Counsel Ian Courts 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

Jeff Jackson	North Carolina Attorney General
Boz Zellinger	North Carolina Criminal Bureau Chief
Eddie Caldwell	North Carolina Sheriff's Association
Lauren Earnhart	North Carolina Sheriff's Association
Ronald Ivey	Robeson County Sheriff's Office
Jacqueline Stephen	North Carolina Department of Justice
Jenica Hughes	North Carolina Department of Justice
Jonathan Aldred	Burke County Sheriff's Office
Penny Smith	Burke County Sheriff's Office
Candace Herring	North Carolina Sheriffs' Standards Division
Nathan Triche	Guilford County Sheriff's Office
Hillary Campbell	North Carolina Sheriffs' Standards Division
Michelle Andrews	North Carolina Sheriffs' Standards Division
Megan Anderson	North Carolina Sheriffs' Standards Division
John Humphries	North Carolina Sheriffs' Standards Division
Adriana Phelps	North Carolina Sheriffs' Standards Division
Myra Frederick	North Carolina Sheriffs' Standards Division
Marc Nichols	Ex Sheriffs' Commission Member
Trey Piland	North Carolina Sheriffs' Standards Division
Alan C. Jones	North Carolina Sheriffs' Standards Division
Andy Stone	North Carolina Sheriffs' Standards Division
Kevin Smith	North Carolina Sheriffs' Standards Division
Keith Perkins	North Carolina Sheriffs' Standards Division
Alex Gazaway	North Carolina Justice Academy
Tim Fuss	Cape Fear Community College
Cherry Walls	Lenoir County Sheriff's Office

Lauren Jackson	North Carolina Sheriffs' Standards Division
Jasmine Caldwell	North Carolina Sheriffs' Standards Division
Autumn Hanna	North Carolina Sheriffs' Standards Division
Kaya Stratton	North Carolina Sheriffs' Standards Division
Leya Drumm	North Carolina Sheriffs' Standards Division
Storm Odom	Harnett County Sheriff's Office
Jake Bertolini-Felice	North Carolina Department of Justice
Jeff Smythe	North Carolina Criminal Justice Standards
Karen Ashley	NCLEA
Greta Mallard	NCLEA
Melania Martin	Cleveland County Sheriff's Office

Attorney General Jeff Jackson spoke to everyone and thanked the Sheriffs' Commission for allowing him to be there. He spoke on everything he has been working on and also thanked the Commission and the North Carolina Sheriffs' Training and Standards Staff for all the hard work they do.

Sheriff Alan Norman

II. MINUTES OF SEPTEMBER 12, 2025, AND OCTOBER 15, 2025, MEETINGS

A **MOTION** was made by Sheriff Mike Roberson to approve the minutes of September 12, 2025, and October 15, 2025, meeting minutes: Second by Sheriff Banks Hinceman. **MOTION CARRIED**.

III. CERTIFICATES/AWARDS/RESOLUTIONS

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

Sheriff Alan Norman and members of the Commission presented several Professional Certificates and Service Awards.

Sheriff Don Brown spoke regarding the accreditation to the Cleveland County Sheriff's Office. He proposed a motion to approve the accreditation.

A **MOTION** was made by Sheriff Banks Hinceman to approve the Cleveland County Sheriff's Office accreditation; Second by Sheriff Mike Roberson. **MOTION CARRIED**

NCLEA Accreditation manager Karen Ashley presented an award to Lieutenant Melanie W. Martin for her success with collaborating with Criminal Justice Standards to have the Cleveland County Sheriff's Office accredited.

Director William Mitchell and Sheriffs' Commission Chair Sheriff Alan Norman presented Mr. Marc Nichols with a Resolution of Appreciation for his years of service sitting on the Commission.

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 Jail Administrators' Institute of Leadership Week One was held October 12th – 17th at the Rizzo Center in Chapel Hill. 53 students attended. Week Two is scheduled for January 25th – 30th with graduation being held on January 30th. All sheriffs are invited and encouraged to attend this very important graduation.

The 2025 NCSA Fall Meeting was held November 1st – 5th in Cherokee at The Cherokee Convention Center. 59 sheriffs attended or were represented. It was at this meeting where the Hurricane Helene video was unveiled.

A joint project between NCSA and the State Auditor's Office on returning jail inmates' funds started with a working group meeting between sheriffs and staff of the Auditor's office. It was held on Tuesday, November 18th in Raleigh. There were 83 sheriffs and sheriffs' personnel attended.

Upcoming 2025 Legislative Update training courses are set for:

- Wake (Dec. 9)

The Upcoming 2026 NCSA Regional Meetings are set for:

- February 11, 2026 – Haywood County
- February 12, 2026 – Catawba County
- February 24, 2026 – Wake County
- February 25, 2026 – Martin County
- February 26 – Duplin County

The Upcoming 2026 Firearms Laws and Permits Training Classes are set for:

- June 10, 2026 – Pitt County
- June 24, 2026 – Catawba County
- July 8, 2026 – Wake County

The Upcoming 2026 Sex Offender Registration Training Classes are set for:

- June 9, 2026 – Pitt County
- June 23, 2026 – Catawba County
- July 7, 2026 – Wake County

The 2026 NCSA Spring Meeting is scheduled for April 24-28, 2026, in Wrightsville Beach, North Carolina.

The General Assembly has sessions scheduled on:

- 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.

Academy Authorized Instructor: This program provides an avenue for NCJA courses of high demand to be delivered locally at community colleges or individual agencies. I provided information on this program at the September meeting. The NCJA course *'Officer Safety/Survival Training'* has been added to the list of available courses under that program.

The new Joint Mandatory In-Service Training Committee met on October 30th, 2025, to review and approve the draft 2026 In-Service training material, and to discuss and adopt the 2027 topics.

Currently, we are submitting the 2027 Law Enforcement, Detention, and Telecommunicator In-service training topics for approval

A **MOTION** was made by Sheriff Van Shaw to approve the 2027 MIST topics; Second by Sheriff Mike Roberson. **MOTION CARRIED**

***BLET REVISIONS Updates** **Alex Gazaway**

Alex Gazaway presented an update on the BLET Revision. The North Carolina Justice Academy's BLET Team continues to monitor the statewide implementation of the 2025 BLET curriculum. Most schools have begun the transition to the new curriculum whereas a small number of schools are just beginning their first delivery of the new program. I will be providing an overview of the statewide implementation status and the 2027 revision process. Mr. Gazaway addressed the commission regarding the Basic Law Enforcement Training Revision Cycle for 2026-2028.

***NC Law Enforcement Accreditation** **Karen Ashley**

Karen Ashley presented an update on NCLEA. She asked the Commission to review the Essential Standards Program (ESP) and contact the NCLEA Program Manager with any questions or concerns. Your feedback and suggestions are welcomed and encouraged as we continue to work together to reduce risk and increase professionalism in public safety. It is our hope that we can present the ESP to this Commission soon for your approval.

***Probable Cause Committee** **Sheriff Ed McMahon**

Sheriff McMahon reported that the Probable Cause Committee met on December 4, 2025, the Committee reviewed a total of forty (40) cases. Probable cause was found in seventeen (17) cases with seven (7) of those cases resulting in Consent Agreements. Five (5) 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 nine (9) cases. One (1) case was continued for further investigation. Twelve (12) cases were closed pursuant to Probable Cause Policy. One (1) case will expire prior to the next meeting; CJ Standards has acted. One (1) consent agreement from the September 2025 meeting was signed and is ready for your approval.

A **MOTION** was made by Sheriff Mike Roberson to approve the Probable Cause Committee's recommendation of the five (5) signed Consent Agreements. Second by Sheriff Don Brown. **MOTION CARRIED**

V. DIVISION REPORT **William Mitchell**

Director William Mitchell presented the Division Report to the Sheriff's Commission. He also mentioned that he would be requesting five (5) extension requests and giving details of those requests in closed session.

***NEW EMPLOYEES**

The Division is currently processing application for one vacant position, a certification specialist. Interviews with the candidate have begun.

***CERTIFICATION ISSUED**

The Division has issued the following certifications from September 1 through December 1, 2025:

- Deputy Sheriff – 113
- Detention Officer – 256
- Telecommunicators - 58

***UPLOADING FILES INTO ACADIS**

The Division continues to scan and upload existing paper files into the ACADIS system. We have designated Friday as our "all hands of deck" day. All available staff are participating in the project, along with our temporary staff, to complete this project as quickly as possible.

***ACADIS PROJECT**

The Director is currently in conversation with ACADIS to streamline the process of submitting applications to the division. Steps are being taken which would allow for an agency to enter an employee profile into ACADIS. Upon entry of the employee profile numerous "upload tabs" would appear, each requiring a document to be uploaded to the profile. Only after all required documents were uploaded would the "Submit" button appear.

If this project arrives at completion, the process of submitting applications will be streamlined and much more efficient. It is the hope of the division that these changes will also reduce the number of incomplete application packets which we receive, thereby reducing the turnaround time for the issuance of certifications.

***CERTIFICATES ISSUED**

Our In-Service/Professional Certification Team has been working diligently to review applications for various certificates and awards. Our staff receive, on average, 80 applications per month. Our highest month for applications stands at 101.

For the Period September 1st – November 21, 2025:

Advanced Certificates	41
Advanced Service Awards	25
Intermediate Certificates	47
Intermediate Service Awards	22
Total Certificates Issued	135

***SHERIFF'S DISCLOSURE LETTERS**

As of November 21, 2025, the division has issued 147 Disclosure Letters with an additional 20 applications awaiting response from the SBI and/or AOC.

***CERTIFICATION WORKSHOPS**

The division will be continuing the delivery of our Certification Workshop classes through 2026. These classes have proven to be most beneficial to the agencies who have attended. Several modifications and updates will be added to the delivery to reflect recent changes in the NCAC.

VI. ACTION ITEMS — William Mitchell/Robin Pendergraft/Ian Courts

***ADMINSTRATIVE RULES**

Robin Pendergraft addressed the Commission regarding several rules to be reviewed and voted on approval. On November 10, 2025, the Rules Review Commission approved a series of rule changes submitted by the Sheriffs' Education and Training Standards Commission, effective December 1, 2025. The updated rules NCAC 10B (.0403, .0407, .0412, .1002, .1006, .1202, .1206, .1402, .1406, .1602, .1606, .1901) modify probationary certification requirements to allow issuance before completion of BLET and clarify deputy authority; revise certification eligibility for former sheriffs by removing the four-year service requirement under certain conditions; establish a new rule requiring agencies to report Critical Incidents for inclusion in a Division database; and streamline and update Professional Certificate programs for sheriffs, deputy sheriffs, detention officers, reserve deputies, and telecommunicators by consolidating information and clarifying application procedures. The amendments also simplify military transferee documentation requirements. As part of the restructuring, several related rules (.1004, .1005, .1204, .1205, .1404, .1405, .1604, .1605) were repealed because their content was incorporated into the revised rules

A **MOTION** was made by Sheriff Mike Roberson to authorize rulemaking authority for the above listed rules; Second by Sheriff Don Brown. **MOTION CARRIED**

***90-96 CONDITIONAL DISCHARGE FOR FIRST OFFENSE RULE**

Ian Courts addressed the Commission regarding the 90-96 Conditional discharge for first offense rule. This statute allows certain first-time drug offenders—those with no prior felony or drug convictions—to receive a conditional discharge instead of a conviction for qualifying misdemeanor possession offenses or certain felony possession charges. With the defendant's consent, the court may defer judgment and place the person on probation, often requiring completion of a drug education program; if the person successfully completes probation, the charge is dismissed without a conviction, but failure to comply can result in adjudication of guilt and loss of expunction eligibility. Discharge and dismissal may occur only once per person, and

certain prior convictions within seven years are considered in determining eligibility. The law also outlines circumstances under which individuals may seek expunction of related records, particularly for eligible first-time offenders or when charges are dismissed or result in acquittal.

A **MOTION** was made by Sheriff Chip Hughes to go into closed session; Second by Sheriff Banks Hinceman. **MOTION CARRIED**

The Commission summarized the closed session matters as follows:

Director William Mitchell discussed personnel related training / Certification Requests, Training Extensions/Waivers in closed session.

A **MOTION** was made in closed session by Sheriff Terry Johnson to approve the Extension and waiver requests; Second by Sheriff Van Shaw. **MOTION CARRIED**

The Commission discussed in closed session the five (5) 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 Van Shaw. **MOTION CARRIED**

Sheriff Shaw addressed the Commission regarding a few discussion topics.

He stated that there was a proposal to divide the instructor training courses into two separate classes. One class would be individuals who would be instructing the justice office courses, lesson plans and teaching those plans. The other class would be in the development part of those courses, which you would send individuals to teach those courses. The Criminal Justice Commission is moving forward with this new method with the first week being mandatory and the second week would be optional.

The Sheriffs' Commission was in favor of this proposed method.

Director Mitchell brought up the fact that whenever the Division receives information regarding an expungement with an application, staff do not see the information about the expungement. He recommends that all information about the expungement should be submitted to our staff.

The Sheriffs' Commission was in favor of this.

Joy Strickland addressed the Commission regarding Jeff Smythe stepping down as the Criminal Justice Director as he has been appointed as the Secretary of Department of Public Safety. Robin Pendergraft will be stepping in as the Interim Director for the Criminal Justice Director for now.

Director Mitchell asked the commission for their opinion on digital signatures on the F-9A firearms form. The commission felt like the idea of instructors filling out the form with a digital signature was fine.

Director William Mitchell discussed the two members committee regarding the professional certificate program. He asked who would like to volunteer for those positions. Sheriff Don Brown stated he would sit on the committee and Sheriff Van Shaw.

Sheriff Alan Norman stated that our next meeting will be a special meeting on January 20, 2026, via TEAMS.

VII. ADJOURNMENT

A **MOTION** was made by Sheriff Van Shaw to adjourn the December 5, 2025, Sheriffs' Commission meeting: Second by Commissioner Wayne Branch. **MOTION CARRIED**