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

DATE: January 20, 2026

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 Tuesday, January 20, 2026, 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		MEMBERS ABSENT
Sheriff Shelton White	Sheriff Jack Smith	Sheriff Terry Johnson
Sheriff Chip Hughes	Sheriff Mile Roberson	Sheriff James McVicker
Sheriff Don Brown	Sheriff Banks Hinceman	Sheriff Jeff Crisco
Sheriff Lowell Griffin	Sheriff Van Shaw	Sheriff Ed McMahon
Sheriff Alan Norman	Wayne Branch	
Retired Sheriff BJ Barnes Jr.	Jamie Markham	
Jennifer Fisher		

STAFF

Joy Strickland	North Carolina Department of Justice
Ian Courts	North Carolina Department of Justice
William Mitchell	Sheriffs' Standards Division
Sirena Jones	Sheriffs' Standards Division
Robin Pendergraft	Interim CJ Director
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
Boz Zellinger	Chief Criminal Bureau

DECLARATION OF A QUORUM — Sheriff Alan Norman

Chair Norman welcomed everyone and declared a quorum.

ETHIC REMINDER — Ian Courts

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

II. RULES — Robin Pendergraft

Robin Pendergraft addressed the Commission and stated that The Sheriffs' Commission will review and vote on permanent approval of proposed rules 12 NCAC 10B .0502, .2103, .2104, and .2105, which were filed with the Rules Review Commission in October 2025 and were the subject of a public hearing on December 3, 2025, at which no public comments were received. If approved, the earliest possible effective date for the rules will be March 1, 2026. The amendments include adjusting the cost of the Basic Law Enforcement Training manual purchased from the NCJA (.0502), specifying required topics for annual firearms qualification training (.2103), establishing firearms qualification specifications for authorized deputy sheriffs and detention officers and removing incorporation by reference to the Basic Law Enforcement Training Course (.2104), and requiring officers who fail to qualify to immediately surrender their weapons and requalify within 30 days (.2105).

Sheriff Norman asked if there were any questions.

A **MOTION** was made by Sheriff Mike Roberson to permanently approve rules 12 NCAC 10 B .0502, .2103, .2104, and .2105; seconded by Sheriff Don Brown. **MOTION CARRIED**

Robin Pendergraft addressed the Commission and stated that The Sheriffs' Commission will be asked to review and approve rule-making authority for proposed amendments to Rules 12 NCAC 10B .0601, .0603, .0703, .0908, and .2004, which are submitted for authorization to proceed through the rule-making process. If authority is granted, the earliest possible effective date of the amendments will be June 1, 2026. Collectively, the proposed changes update terminology in the detention officer training curriculum by replacing "Subject Control Techniques" with "Compliance and Control Tactics," as recommended by the NCJA. In addition, Rule .0603 revises training requirements by increasing the hours for the renamed course from 32 to 40 hours, resulting in a new total of 75 training hours.

Sheriff Norman asked if there were any questions.

A **MOTION** was made by Sheriff Van Shaw to approve rule-making authority for rules 12 NCAC 10B .061, .0603, .0703, .0908 and .2004; seconded by Sheriff Chip Hughes. **MOTION CARRIED**

III. ACADIS THC TRAINING — William Mitchell

Director William Mitchell addressed the Sheriffs' Commission regarding the recently added THC training in Acadis for all Justice Officers that needed to be completed by January 31, 2026. He stated that notification was sent out to all the Sheriffs whose Sheriff's Offices compliance report came back with individuals who had not completed it. He mentioned that a lot of feedback came back from those reports of individuals who were listed as "not completed" where no longer with the Sheriff's Office. Director Mitchell is asking the Commission for a training extension for all Sheriffs Offices to have their officers complete the training.

A **MOTION** was made by Sheriff Lowell Griffin to approve an extension for the THC training; seconded by Sheriff Banks Hinceman. **MOTION CARRIED**

Sheriff Alan Norman requested a motion to go into closed session to discuss training related items.

A **MOTION** was made by Sheriff Mike Roberson to go into closed session; seconded by Sheriff Lowell Griffin. **MOTION CARRIED**
A **MOTION** was made by Sheriff Van Shaw to go into open session; seconded by Don Brown. **MOTION CARRIED**

Three training waivers were presented to action and be approved.

A **MOTION** was made by Sheriff Mike Roberson to approve the three training extensions discussed in closed session; seconded by Sheriff Lowell Griffin. **MOTION CARRIED**

IV. ADJOURNMENT