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

DATE: March 13, 2026

TIME: 8:30 A.M.

LOCATION: DoubleTree by Hilton New Bern
100 Middle Street, New Bern, North Carolina, 28560

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, March 13, 2026.

Chair Norman requested a roll call of Commission members. Robin Pendergraft recorded the following:

MEMBERS PRESENT		MEMBERS ABSENT
Sheriff Shelton White	Sheriff Chip Hughes	Sheriff Terry Johnson
Sheriff Mike Roberson	Sheriff Don Brown	Sheriff Jack Smith
Sheriff James McVicker	Sheriff Jeff Criso	Sheriff Van Shaw
Sheriff Banks Hinceman	Sheriff Lowell Griffin	
Sheriff Ed McMahon	Sheriff Alan Norman	
Mr. Wayne Branch	Retired Sheriff BJ Barnes Jr.	
Mr. Jamie Markham	Mrs. 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 Criminal Justice Standards Division

Robin Pendergraft declared a quorum was present.

Sheriff Chip Hughes addressed the Commission to welcome everyone to Craven County.

Legal Counsel Ian Courts read the Ethics Reminder to the Commission. Mr. Courts 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 / Criminal Justice Standards Division
Eddie Caldwell	North Carolina Sheriff's Association
Lauren Earnhardt	North Carolina Sheriffs Association
Chris Davenport	Forsyth County Sheriff's Office
Matthew Cox	Pender County Sheriff's Office
Philip Pete	Lenoir County Sheriff's Office
James Thacker	Randolph County Sheriff's Office
Larry Greene	Lenoir County Sheriff's
Michael William	Lenoir County Sheriff's
Bryan Bloodworth	Wake Forest Police Department Communications
Ronnie Allen	Wake Forest Police Department Communications
Madison Jordan	Granville County Sheriff's Office
Christopher Forsythe	Wilson County Sheriff's Office
Zachary Byers	Wilson County Sheriff's Office
Donald Hilburn	Craven County Sheriff's Office
Michael Jarman	Craven County Sheriff's Office
Kevin Klinglesmith	Cabarrus County Sheriff's Office
Travis Zimmerman	Cabarrus County Sheriff Office
Gage Covington	Pamlico County Sheriff's Office
Shameka Ruffin	Wake County Sheriff's Office
Allison Ormond	Pamlico County Sheriff's Office
Sheriff Robert Fountain Jr.	Granville County Sheriff's Office
Andy Stone	Sheriffs' Standards Division
Trey Piland	Sheriffs' Standards Division
Alan C. Jones	Sheriffs' Standards Division

Sheriff Alan Norman

II. MINUTES OF DECEMBER 5, 2025, AND JANUARY 20, 2026, MEETINGS

A **MOTION** was made by Retired Sheriff BJ Barnes Jr. to approve the minutes of December 5, 2025, and January 20, 2026, meeting minutes: Second by Sheriff Jeff Crisco. **MOTION CARRIED**.

III. CERTIFICATES/AWARDS

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

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

Sheriff Lowell Griffin and Sheriff Don Brown spoke regarding the accreditation to the Cabarrus County Sheriff's Office. They proposed a motion to approve the accreditation.

A **MOTION** was made by Sheriff Don Brown to approve the Cabarrus County Sheriff's Office accreditation; Second by Sheriff James McVicker. **MOTION CARRIED**

NCLEA Accreditation manager Karen Ashley presented an award to Travis Zimmerman for his success with collaborating with Criminal Justice Standards to have the Cabarrus County Sheriff's Office accredited.

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 2026 Jail Administrators' Institute of Leadership Week Two was rescheduled due to inclement weather and will be held March 29th – April 2nd at the Rizzo Center in Chapel Hill. Graduation will be held on April 3rd. All sheriffs are invited and encouraged to attend this very important graduation.

The 2026 AENC Legislative Reception will be held on April 21st at the NC Museum of Natural Sciences Nature Exploration Center in Raleigh. A notice will go out on March 24th

The 2026 NCSA Spring Meeting will be held April 24th – April 28th at the Lumina in Wrightsville Beach. Registration information was sent in late February.

The 2026 Legislative Day will be held May 26th – May 27th. The notice will be sent to all sheriffs by the end of March.

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

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

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

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

The General Assembly has sessions scheduled on:

- 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.

Faculty Street resurfacing project: Curbing and paving complete. Repaved parking lots, with expanded lot at LRC. The Residence Hall and Administration Building Renovation (Edneyville). Design plans and schematics are with the State Construction Office. Once approved, we will go to bid.

HVAC in the cafeteria/classroom building (Edneyville): Design provided to the State Construction Office has been approved, and the bid was published on 3/11/26.

Meeting with designers for the renovation of the firearms range (Phase I): Designs for turning targets, expansion of berms, environmental, expansion of range #3 for sniper training, and live-fire shoot house. ($2.3 Million for this phase).

Driver Instructor completed late December '25. Another course scheduled for AB Tech this year; SFIT completed in Feb. 2026. Next scheduled for March 23.

We will be hosting a DOCC course at Salemburg through July 13 to August 13, 2026.

Officer Wellness (BLET): The Cooper Institute is no longer collecting data or supporting validations for law enforcement. NCJA is exploring other options, including PEB, to replace the Cooper Institute for BLET fitness assessments (no change to POPAT at this time).

The North Carolina Justice Academy will host the ICAT train-the-trainer course (funded by a grant). Dates to be determined.

The 2026 Peace Officers' Memorial Day Ceremony will be held on Tuesday, April 14, 2026, at 10:00 AM located at the Lawndale Baptist Church in Greensboro North Carolina.

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

Karen Ashley presented an update on NCLEA. She presented the Essential Standards Program (ESP) as a "gateway to accreditation" and a Professional Certificate program and requested approval.

A **MOTION** was made by Sheriff Don Brown to approve the Essential Standards Program and professional certificate program; Second by Sheriff Commissioner Wayne Branch. **MOTION CARRIED**

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

Sheriff McMahon reported that the Probable Cause Committee met on March 12, 2026, the Committee reviewed a total of forty-eight (48) cases. Probable cause was found in twenty-nine (29) cases with ten (10) of those cases resulting in Consent Agreements. Eight (8) 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 six (6) cases. Nine (9) cases were postponed until the June 2026 meeting. One (1) case was separated prior to Probable Cause Committee. Three (3) cases were closed pursuant to Probable Cause Policy.

A **MOTION** was made by Sheriff Chip Hughes to approve the Probable Cause Committee's recommendation of the two (2) signed Consent Agreements. Second by Sheriff Shelton White. **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 thirty-one (31) extension requests and giving details of those requests in closed session.

*EMPLOYEE INFORMATION

Ms. Lauren Jackson, the divisions 2025 Employee of the Year, was promoted from Certification Specials to Certification Specialist II. Ms. Jackson Has been with the division for 3 ½ years.

The Division currently has five (5) staff members on leave for various reasons, including one part-time employee taking a mandatory 30-day break.

Alex Radford is one of the individuals on leave right now; he and his wife recently celebrated the arrival of their second child. Division staff are stepping up to assist one another during this period.

*EMPLOYEE INFORMATION

The Division currently has one (1) open position. This position recently became vacant with the promotion of Candace Herring to the Criminal Specialist III position. The posting for this position has not been approved for posting yet.

*CERTIFICATION ACTIVITY BREAKDOWN BY REGION

The data provided below reflects work performed from December 1st, 2025, through March 1st, 2026.

Western Region (All applications received for this period have been completed)

- New Applications 105
- Certifications Issued 180
- Probationary to General Issuances 166
- Separations Completed 209

Piedmont Region (All applications received for this period have been completed)

- New Applications 209
- Certifications Issued 199
- Probationary to General Issuances 99
- Separations Completed 237

Eastern Region

- New Applications 178
- Certifications Issued 174
- Probationary to General Issuances 31
- Separations Completed 117

Central Region

- New Applications 240
- Certifications Issued 167
- Probationary to General Issuances 4
- Separations Completed 121

Telecommunicator

- New Applications 77
- Certifications Issued 72
- Probationary to General Issuances 54
- Separations 139
- Change of Status 80

TOTAL for the Period

- New Applications 704
- Separations 614
- Change of Status 80
- Probationary to General Issuances 188
- Certifications Issued 612

***CERTIFICATION WORKSHOPS**

Director Mitchell stated; since our December 2025 meeting, staff have delivered two (2) Certification Workshop Classes. The Division has ten (10) additional Certification Workshops scheduled for the following dates / locations:

- March 16, 2026 / Halifax
- April 8, 2026 / Rowan
- May 13, 2026 / Burke
- June 15, 2026 / Currituck
- July 7, 2026 / Beaufort
- August 12, 2026 / Buncombe
- September 21, 2026 / Cumberland
- October 15, 2026 / Guilford
- November 4, 2026 / Granville
- December 21, 2026 / NCJA Salemburg

***UPLOADING CERTIFICATION FILES INTO ACADIS AND NEW WORKSPACE**

All active files have now been uploaded into the ACADIS System. Staff have relocated nearly 15,000 files which await scanning. The area formally utilized to house paper files is in the process of being renovated to all for employees to be station in cubicle workspaces. Nine (9) rolling file cabinets have been removed in anticipation of this project. Space is at a premium. Utilizing this area for employees will greatly reduce overcrowding throughout the building.

VI. ACTION ITEMS — William Mitchell/Robin Pendergraft/Joy Strickland

*ADMINSTRATIVE RULES

Robin Pendergraft addressed the Commission regarding several rules to amend and voted for approval. She discussed the numerous changes in Rules 12 NCAC 10B .0502 (Basic Law enforcement training course for deputies), 12 NCAC 10B .2103 (Minimum Training Requirements), 12 NCAC 10B .2104 (Annual Firearms Qualification Specifications), and 12 NCAC 10B .2105 (Failure to Qualify).

A **MOTION** was made by Sheriff Mike Roberson to approve the amended rules; Second by Sheriff James McVicker. **MOTION CARRIED**

Joy Strickland addressed the Commission with an information item she wanted to discuss regarding the definition of a detention officer rule.

*FORMS

Director William Mitchell asked for the Commission's approval for new and/or modified Division Forms. The forms in discussion are F-4 (Report of Appointment), F-5 (Report of Separation), F-9 (Change in Status) and F-15 (Request for Training Extension).

A **MOTION** was made by Sheriff Chip Hughes to approve the new and/or modified Division Forms; Second by Sheriff Jeff Crisco. **MOTION CARRIED**

The Commission had great discussion regarding the proposed changes to professional awards and the proposal to remove service award program but ultimately decided to table both recommendations.

A **MOTION** was made by Sheriff Jeff Crisco to go into closed session; Second by Sheriff Chip Hughes. **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 Jeff Crisco to approve the Extension and waiver requests; Second by Sheriff Don Brown. **MOTION CARRIED**

The Commission agreed that the Director moving forward could approve all personnel-related training / Certification Requests, Training Extensions/Waivers instead of bringing those before the Commission every quarter.

The Commission discussed in closed session the eight (8) consent agreements from the Probable Cause Committee.

A **MOTION** was made in closed session by Sheriff Chip Hughes to approve the consent agreements; Second by Sheriff Shelton White. **MOTION CARRIED**

A **MOTION** was made by Retired Sheriff Chip Hughes to go into open session; Second by Sheriff Mike Roberson. **MOTION CARRIED**

VII. OTHER BUSINESS

Director William Mitchell proposed a new form for the Sheriffs' Commission. He stated that he would like the approval of the F-33 (Officer Charges and Orders Report Form) from the Commission. The Commission decided to table approval of the F-33 to allow the director more time to modify the form.

Sheriff Alan Norman stated that our next meeting will be in Concord June 4-5, 2026.

VIII. ADJOURNMENT

A **MOTION** was made by Sheriff James McVicker to adjourn the March 13, 2026, Sheriffs' Commission meeting: Second by Sheriff Jeff Crisco. **MOTION CARRIED**