

**NORTH CAROLINA CRIMINAL JUSTICE
EDUCATION AND TRAINING STANDARDS COMMISSION**

MINUTES

DATE: May 24, 2019

TIME: 9:00 A.M.

LOCATION: Wake Technical Community College - Public Safety Education Campus
Raleigh, North Carolina

SUBMITTED BY: Steven G. Combs
Director

MEMBERS PRESENT

Chief Chris Blue
Captain Marianne Bond
Sergeant Randy Byrd
Mr. Eddie Caldwell
Ms. Leslie Cooley-Dismukes
Mr. David Dail
Chief Cerelyn Davis
Mr. Richard Epley
Captain Lee Farnsworth
Ms. Stephanie Freeman
Ms. Jane Gilchrist
Chief Robert Hassell
Chief Tim Hayworth
Mr. Andrew Hendry
Chief Bill Hollingsed
Ms. Teresa Jardon
Mr. Steve Johnson
Chief Tim Ledford
Colonel Glenn McNeill
Chief Jeff McCracken
Ms. Tracy McPherson
Mr. Nathan Mizell
Mr. Kenneth Mullen
Chief Ron Parrish
Mr. Trey Robison
Sergeant David Rose
Mr. Michael Slagle
Mr. Jeff Welty
Ms. Angela Williams

MEMBERS ABSENT

Ms. Tasha Jones Butts
Deputy Chief Brian James
Mayor Bobby Kilgore
Mr. Brent Herron
Director Bob Schurmeier

I. CALL TO ORDER

Commission Chairman Bill Hollingsed called the meeting to order. Chairman Hollingsed read the Ethics Responsibility into the minutes. He declared that a quorum was present and welcomed all visitors to the Commission meeting.

Commission Chairman Hollingsed welcomed Mr. Bradford Sneed, Legislative Liaison to Attorney General Josh Stein. He welcomed Director Diane Konopka and Deputy Director Sirena Jones of the Sheriffs' Standards Division.

Commission Chairman Hollingsed personally thanked Ms. Joleigh Kelley and Mr. Jon Gregory for hosting the Commission at the Wake Technical Community College Public Safety Education Campus.

**II. AWARDING OF ADVANCED CERTIFICATES
[Agenda Memorandum No. 02-19]**

Commission Chairman Hollingsed reported that staff had evaluated the applications of all two hundred and ninety-seven (297) candidates. There were two hundred and fifty (250) candidates for the Advanced Law Enforcement Certificate and forty-seven (47) candidates for the Advanced Criminal Justice Certificate. He noted that each of these applicants had met the requirements to receive the Advanced Certificate and the Advanced Certificate pin.

MOTION was made by Commissioner Robert Hassell that the Commission award the Advanced Law Enforcement Certificate or Advanced Criminal Justice Certificate to each named individual. The MOTION was seconded by Commissioner Ron Parrish and carried unanimously.

The following individuals were present to personally receive their Advanced Law Enforcement or Advanced Criminal Justice Certificates:

Benjamin M. Anderson	NCDPS/Division of Adult Correction Presented by Commissioners Teresa Jardon, Michael Slagle and Stephanie Freeman
Bret Bullis	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Patricia A. Chargois	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Demetrius A. Clark	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Gerald Freeman	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Tyrell D. Griggs	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Jennifer D. Jackson	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Genevieve Lohmeyer	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Tanjawa McMurray	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Embery L. Morton, Jr.	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Sheila G. Sauls	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Julia Swink	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Wade Walston	NCDPS/Division of Adult Correction Presented by Commissioners Slagle, Jardon and Freeman
Ronald D. Hill	Charlotte-Mecklenburg Police Department Presented by Commissioner Hollingsed

Daniel C. Redford	Charlotte-Mecklenburg Police Department Presented by Commissioner Hollingsed
Joseph Engel	Haw River Police Department Presented by Chief Toby Harrison and Assistant Chief Scott Thomas
Bobby M. Gallimore	Lilesville Police Department Presented by Commissioner Hollingsed
Matthew L. Davis	Morrisville Police Department Presented by Chief Patrice Andrews
Gerald Morris	Morrisville Police Department Presented by Chief Andrews
Chad R. Penland	Morrisville Police Department Presented by Chief Andrews
Nicolas J. Cadenas	New Hanover Regional Medical Center Company Police Presented by Deputy Chief Don Nichols
Michael Anderson	North Carolina State Highway Patrol Presented by Colonel Glenn McNeill and Major Shane Manuel
Brian R. Crissman	North Carolina State Highway Patrol Presented by Colonel McNeill and Major Manuel
Fred J. Hargro, Jr.	North Carolina State Highway Patrol Presented by Colonel McNeill and Major Manuel
Jessica Lee Camara	Holden Beach Police Department Presented by Commissioner Marianne Bond
Dale Eason	N.C. Department of Motor Vehicles License & Theft Bureau Presented by Commissioner Hollingsed
Kenneth Mannon	Morehead City Police Department Presented by Commissioner Hollingsed

III. **MINUTES OF FEBRUARY 15, 2019 MEETING**

Chairman Hollingsed entertained a motion to approve the minutes of the previous Commission meeting.

MOTION was made by Commissioner Lee Farnsworth that the Commission approve the minutes of the February 15, 2019 meeting as mailed. The MOTION was seconded by Commissioner Ron Parrish and carried unanimously.

VI. **STANDING COMMITTEE REPORTS**

A. **Executive Committee - Chairman Eddie Caldwell**

Chairman Caldwell stated that the Executive Committee met on Wednesday and covered a number of matters involving motions that need to be passed by the Commission. Chairman Caldwell asked Director Steven Combs to give an update on the Criminal Justice Standards Division.

Director Combs reported that the State Bureau of Investigation would be retaining a database of officer fingerprints. He explained that if an officer is arrested anywhere in the US and fingerprinted, both Standards Divisions will be alerted. A copy of his written report is attached.

Director Combs reported that the Commission dates for 2020 are: February 19-21, 2020; May 13-15, 2020; August 12-14, 2020 and November 18-20, 2020.

MOTION was made by Commissioner Caldwell that the Commission adopt the Commission dates for 2020; seconded by Commissioner Richard Epley. The MOTION carried.

Chairman Caldwell asked Director Trevor Allen to give an update on the Justice Academy. A copy of his written report is attached.

B. Education and Training Committee – Chairperson Stephanie Freeman

Chairperson Freeman reported that the Education and Training Committee met on Wednesday, May 22, 2019 at Wake Technical Community College, Raleigh, North Carolina.

Chairperson Freeman reported that on behalf of the Criminal Justice Standards Division, Director Combs requested a rule change regarding certification and training for school resource officers. The request would require a rule change to Rule 12 NCAC 09B .0313 – Certification Training for School Resource Officer. She stated that the Committee approved and made a motion that the Commission authorize the Planning and Standards Committee to conduct a rulemaking hearing to amend the rule as follows: Title shall be modified to read as follows: “Certification and Training for School Resource Officers”. Language in paragraph “a” shall read: “School Resource Officer (SRO) is defined as any law enforcement officer assigned to one or more public schools within a public school unit, who works in a school at least 20 hours per week for more than 12 weeks per calendar year to assist with all of the following: (1) school safety; (2) school security; (3) emergency preparedness; (4) emergency response; and, (5) any additional responsibilities related to school safety or security assigned by the officer’s employer while the officer is acting as a School Resource Officer. The requirements shall be consistent with any written memorandum of understanding between the public school unit and the law enforcement agency governing the School Resource Officer.” Language in paragraph “b” shall read as follows: “Law Enforcement Officer assigned by their agency to perform duties as a School Resource Officer shall: (1) have been issued general certification by the North Carolina Criminal Justice Education & Training Standards Commission as a law enforcement officer; and (2) have until 12/31/2020 to complete the Basic School Resource Officer training course, if they are acting in the capacity of a School Resource Officer between 10/1/2018 and 12/31/2019”. Any officer assigned as a School Resource Officer effective 10/1/2020 or later shall complete the “School Resource Officer Training” course pursuant to Paragraph (f) of this Rule, within one year after being assigned as a School Resource Officer. Law Enforcement Officers who previously completed the training pursuant to Paragraph (f) of this Rule and who have been continually assigned as an SRO pursuant to Paragraph (a) of this Rule shall be credited with completion of the “Basic School Resource Officer Training.” Language in paragraph “c” shall read as follows: “A law enforcement officer assigned to one or more public schools within a public school unit, who works in a school at least 20 hours per week for more than 12 weeks per calendar year and who has not completed the initial training as established by subsection (f) of this section shall not work in a school as a School Resource Officer until the officer has completed the initial training as established by subsection (f) of this section.” Language in paragraph “d” shall read as follows: “The agency head shall submit to the Criminal Justice Standards Division a Form F-20 Commission School Resource Officer Assignment Form for the person(s) selected to act as a School Resource Officer for the agency. The Form F-20 is located on the agency website and must be completed in its entirety”. Language in paragraph “e” shall read as follows: “The term of certification as a School Resource Officer is indefinite, provided the School Resource Officer completes during each calendar year a minimum of one hour of School Resource Officer refresher training authored by North Carolina Justice Academy. For School Resource Officers who complete the basic SRO training requirement in 2020 or earlier, this requirement becomes effective 1/1/2021. Otherwise, this requirement becomes effective the year following the officer’s successful completion of the Basic School Resource Officer Training course. A certified School Resource Officer who has not completed the refresher training during a calendar year as established by this section shall not work in a school as a School Resource Officer until the officer has completed the required refresher training as established by this section.” Language in paragraph “f” shall read as follows: “The School Resource Officer training course for law enforcement officers shall provide the trainee with the skills and the knowledge to perform in the capacity of a School Resource Officer. The “School Resource Officer Training” course authored by the North Carolina Justice Academy shall

be used as the curriculum for this training course". Copies of this publication may be inspected at the office of the agency: Criminal Justice Standards Division, North Carolina Department of Justice, 1700 Tryon Park Drive, Post Office Box 149, Raleigh, North Carolina 27602 and may be obtained at the cost of printing and postage from the North Carolina Justice Academy at the following address: North Carolina Justice Academy, Post Office Drawer 98, Salemburg, North Carolina 28385. The Motion carried.

Chairperson Freeman stated that Director Combs presented four options for consideration in regards to allowing accredited delivery agencies (community college, municipal agency and state agency) to voluntarily remove the Sheriff-Specific Unit (Unit 6) from the Basic Law Enforcement Training course. The options were a result of earlier discussion by the Education & Training Committee and a recent survey of law enforcement agency heads (including Sheriffs). The Sheriff Specific Unit consists of the following topics: (A) Civil Process (24 hours); (B) Sheriffs' Responsibilities – Detention Duties (4 hours); (C) Sheriffs' Responsibilities – Court Duties (6 hours) with a unit total 34 hours of training. The rule 12 NCAC 09B .0205 – Basic Law Enforcement Training; Option 1 – leave current rule as written and make no changes; Option 2 – language in new paragraph "c" would read as follows: "Accredited delivery criminal justice agencies may elect to exclude (b)(6) the Sheriff-Specific Unit. The course entitled "Basic Law Enforcement Training" shall consist of a minimum of 606 hours of instruction (b)(1-5), (7-8), for those agencies who elect to exclude (b)(6) the Sheriff-Specific Unit." Previous paragraph "c" would be lettered paragraph "d". Option 3 – language in new paragraph "c" would read as follows: "Accredited delivery criminal justice agencies and community colleges may elect to exclude (b)(6) the Sheriff-Specific Unit. The course entitled "Basic Law Enforcement Training" shall consist of a minimum of 606 hours of instruction (b)(1-5), (7-8), for those accredited delivery agencies who elect to exclude (b)(6) Sheriff-Specific Unit." Previous paragraph "c" would be lettered paragraph "d". Option 4 – language in new paragraph "c" would read as follows: "Accredited delivery criminal justice agencies that facilitate their own Basic Law Enforcement Training Course and accredited delivery criminal justice agencies with an established partnership and memorandum of understanding with a community college to facilitate that agency's Basic Law Enforcement Training course may elect to exclude (b)(6) the Sheriff-Specific Unit". The course entitled "Basic Law Enforcement Training" shall consist of a minimum of 606 hours of instruction (b)(1-5), (7-8), for that agency who elect to exclude (b)(6) the Sheriff-Specific Unit. Chairperson Freeman reported that the Committee approved Option 1 to leave the current rule as written pending completion of the BLET Job Task Analysis.

Chairperson Freeman stated that Commissioner Steve Johnson proposed rule changes regarding Concealed Carry Handgun Training Rule 12 NCAC 09F .0102 – Topical Areas and Rule 12 NCAC 09F .0105 – Instructor Responsibilities. This request will address and clarify the previously approved revisions and questions posed by the Planning and Standards Committee. She made a motion that the Commission authorize the Planning and Standards Committee to conduct a rulemaking hearing to amend the Rule 12 NCAC 09F .0102 - Topical Areas as follows: modify language in paragraph "8" to read as follows: "Ammunition: The instructor shall list and explain the four components of ammunition". Paragraph 9 will be deleted. The Motion carried.

Chairperson Freeman made a motion that the Commission authorize the Planning and Standards Committee to conduct a rulemaking hearing to amend Rule 12 NCAC 09F .0105 – Instructor Responsibilities as follows: "administer a written examination which the student shall pass with a minimum score of 70% on the legal issues block of instruction to demonstrate that the student is knowledgeable in the laws of this State governing the carrying of a concealed handgun and the use of deadly force; and." Add letter (d) to paragraph "9" to read as follows: "if the proficiency examination includes the parameters in (9) (a) and (b) above, and additional rounds are fired, the student shall pass with a minimum score of 70% on that course of fire." Commissioner Caldwell made a motion to modify the motion that the Commission authorize the Planning and Standards Committee to conduct a rulemaking hearing to amend Rule 12 NCAC 09F .0105 – Instructor Responsibilities - modify language in paragraph "8" to read as follows: "administer a written examination that includes at a minimum, questions provided by the Commission which the student shall pass with a minimum score of 70% on the questions provided by the Commission; seconded by Commissioner Jeff Welty. The Motion carried.

Chairperson Freeman noted that on behalf of the School Accreditation Subcommittee, Jason McIntyre, Criminal Justice Standards Division, recommended the accreditation and re-accreditation

of the following institutions for a period of 5 years: Accreditation: North Carolina Justice Academy – Diversion and South Piedmont Community College – GI, and reaccreditation for the North Carolina Justice Academy – GI, SMI, Firearms, PT, SCAT, HazMat, Driving, College of the Albemarle – BLET, GI, SMI, McDowell Technical Community College – BLET, GI and Cleveland Community College – BLET, GI. The Committee approved this request.

Chairperson Freeman stated that on behalf of the BLET Advisory Group, Jennifer Fisher, North Carolina Justice Academy requested approval for major revisions made to lesson plans: Criminal Investigation – major revisions were made throughout the lesson plan to include adding a practical exercise and practical skills evaluation form. An equipment/supplies sheet is being provided in preparation for a requested January 2020 implementation date. Elements of Criminal Law – minor revisions were made throughout the lesson plan to include removing the outdated video. Motor Vehicle Laws – minor revisions were made throughout the lesson plan. A new video was produced, “The Ignition Interlock Program in North Carolina.” Responding to Victims and the Public – minor revisions were made removing the content about the “The Communication Book” that is no longer available to officers and a new video was added, “Law Enforcement Interactions with People Who Are Low Vision or Blind.” Sheriff’s Responsibilities: Court Duties – the video has been removed and no longer available. The Committee approved this request.

Next, Chairperson Freeman noted that Jason McIntyre presented information from the SMI Advisory Group related to their evaluation of new technology proposed by various manufacturers for addition to the North Carolina Approved List of Speed Measuring Instruments as published in Appendix A of the Supplement for Speed Measuring Instrument Training Courses. Three speed measuring instruments were submitted for review during the 2018-2019 evaluation cycle. The SMI Advisory Group requests the following: approval of the applied concepts, Inc. “Stalker DSR-EC” Radar; Denial of the Kustom Signals, Inc. “Eagle 3” Radar and the Denial of the MPH Industries, Inc. “SURESHOT” radar. The Committee approved this request.

Ms. Jennifer Fisher briefed the Committee on minor revisions to the BLET curriculum as approved by the BLET Advisory Group. Alcohol Beverage Control Laws and Procedures – minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Civil Process – minor revision was made to the lesson plan adding an instructor note regarding the Juvenile Summons AOC-J-142 form; Explosives and Hazardous Materials Emergencies – minor revisions made to the lesson plan, deleting repeated content on escorting hazardous materials. Field Note-taking and Report Writing – minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Fingerprinting and Photographing Arrestee – minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Firearms – minor revision was made to the lesson plan instructor notes. In-Custody Transportation – minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Preparing for Court and Testifying in Court – minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Techniques of Traffic Law Enforcement – minor revision was made regarding certain individuals being authorized by law to carry a concealed weapon without a permit.

Chairperson Freeman stated that on behalf of the SMI Advisory Group, Terry Miller, North Carolina Justice Academy, provided an update to SMI concerns raised by a select number of individuals from the SMI field.

Chairperson Freeman noted that Deputy Director Michelle Schilling provided an instructor completion and instructor certification revocation update for the year 2018 regarding the required one-hour online renewal training.

Next, Deputy Director Schilling provided an update on the current BLET Job Task Analysis process.

Deputy Director Schilling provided an update on the current Diversion Investigations Test process.

C. Planning and Standards Committee – Chairman Jeff Welty

Chairman Welty reported that the Planning and Standards Committee met on Wednesday, May 22, 2019 at Wake Technical Community College Public Safety Center.

Chairman Welty reported that the minutes of the February meeting were approved as written.

Chairman Welty reported that the Committee considered a request from the Division of Adult Correction and Juvenile Justice (DACJJ) for a change to the Interpretive Rule, which lists the job titles that fall under the Commission's jurisdiction. The new Special Operations-Intelligence Unit draws personnel from both community corrections and the prison system. The personnel in the unit would need to be certified and be able to pull personnel from both the correction officer and the probation officer ranks. It is requested that these job titles within the unit be listed as titles under both the correction officer and the probation officer categories within the rule. He reported that some management/supervisory positions in community corrections have been listed in the Interpretive Rule in the past, however, they have not been listed recently. The agency feels that Supervisors and Managers should be certified so that they will have the best insight into the positions that they are managing, and skills be taught in certification classes to be job relevant to responding to prison escapes, serving warrants and other field activities. There are four Directors of Confinement in Response to Violation Facilities across the state. Currently, they are not certified, but DACJJ agreed that they should be. They could be drawn from both the correction officer and the probation officer ranks. The Director title should be listed under both the correction officer and the probation officer categories within the rule. A motion was by Chairman Welty that the following be added as State Correctional Officer positions: Confinement In Response Violation (CRV) Facility Director; Director, Special Operations & Intelligence, Chief of Special Operations – Communications; Chief of Special Operations – Intelligence; Chief of Special Operations – Field Operations; Operations Specialist; Lead Criminal Analyst; Criminal Analyst; DCC Assistant Chief of Special Operations. A motion to add as Probation/Parole Officer positions: CRV Facility Director; Director, Special Operations & Intelligence; Chief of Special Operations – Communications; Chief of Special Operations – Intelligence; Chief of Special Operations – Field Operations; Operations Specialist; Lead Criminal Analyst; Criminal Analyst; DCC Assistant Chief of Special Operations; Director, Division of Community Corrections; Deputy Director, Division of Community Corrections; Training Administrator; Special Populations Administrator; Judicial Division Administrator; Assistant Judicial Division Administrator; Judicial District Manager; and Assistant Judicial District Manager. The Motion carried.

Chairman Welty reported that the Committee originally had 11 rules at the February meeting for adoption by the full Commission; however, the time for public comments had not expired. He noted that Rule 12 NCAC 09 G .0307 received a comment. The Committee asked staff to re-draft the rule and bring forward at the next meeting in August. A motion was made to adopt 12 NCAC 09A .0107 concerning rule-making procedures and 12 NCAC 09A .0207 for administrative hearings procedures only. Rule 12 NCAC 09B .0301 – Certification of Instructors, when a person loses his or her certification as an officer, whether under CJ Standards, the Fire Commission, or the EMS Commission, the person must notify the Commission and the person automatically loses his or her Criminal Justice Instructor certification. This provision would expand to cover instructors whose "home" certification is a federal or out-of-state agency. Rule 12 NCAC 09B .0302 - Terms and Conditions of General Instructor Certification requires probationary instructors to teach 8 hours within one year. A motion to allow the Director of the Standards Division to extend this for up to one year for "just cause", consistent with a similar provision that already exists for specialized instructors. Rule 12 NCAC 09B .0503 – School Directors and 09G .0407 (corrections) amend both rules to require suspension, revocation, or denial of a school director's certification if he or she fails to meet standards applicable to instructors. Rule 12 NCAC 09C .0307 (law enforcement) and 12 NCAC 09G .0306 (corrections) Recommend minor adjustments to those rules to make them consistent with current practice. Rule 12 NCAC 09E .0105 Update the in-service training rule with the 2020 topics; Rule 12 NCAC 09F .0105 – Carry Concealed Handgun Instructor Responsibilities to transfer unused completion certificates to other instructors with the consent of the Director of the Standards Division.

The idea is to enable instructors who are getting out of the business to dispose of their certificates in an appropriate way. The Motion carried.

Next, Chairman Welty reported that the Committee had a rule-making hearing in which they discussed proposed rule changes. The Committee asked staff to redraft three of these rules, 12 NCAC 09B .0303 – Certification of Instructors; 12 NCAC 09B .0314 – Certification of Diversion Investigators and Supervisors; and, 12 NCAC 09B .0315 – Terms and Conditions for Diversion Investigators and Supervisors and submit at the next Commission meeting. The Committee recommends adopting the remaining revisions. Rule 12 NCAC 09B .0504 – Certification of Qualified Assistant, 12 NCAC 09B .0505 – Terms and Conditions of Qualified Assistant Certification, and similar correction rules, 12 NCAC 09G .0417 – Certification of Qualified Assistant and 12 NCAC 09G .0418 – Terms and Conditions of Qualified Assistant Certification. These proposed rules would define the job of “Qualified Assistant” and would contain information about the requirements of that position and the consequences of not meeting the requirements. He asked that the Commission delay the effective date for the provisions until January 1, 2020, to allow school directors time to adjust to the new rules. Chairman Welty made a motion that the Commission adopt the proposed rules and rule changes as set forth in the packet with the minor modifications made by the Committee and with a change in effective date to January 1, 2020. The Motion carried.

Chairman Welty reported that the Committee considered whether to revise 12 NCAC 09B .0302 – Law Enforcement General Instructor Certification. The revision under consideration would make it easier for out-of-state instructors to come to North Carolina. Presently, the rule allows “equivalent” out-of-state instructor training to substitute for our instructor training course. The rule also requires the instructor to take the North Carolina Instructor Certification examination within 60 days of completing instructor training, which out-of-state officers will generally not foresee the need to do so. The Committee asked staff to bring back to the Committee a proposal that (1) remove references in the rule to “ISD model” and (2) allow for recent, but not current, out-of-state instructors be certified.

Chairman Welty reported that there was an issue about how Division of Adult Correction and Juvenile Justice is conducting psychological screenings of correctional officer candidates. The rule requires that candidates “shall have been administered ... a psychological screening examination.” He stated that there is a similar rule for law enforcement. He noted that from 2014 – 2018, DACJJ used a system that involved face-to-face interviews of every candidate. Beginning June 1, 2019, DACJJ is returning to evaluating candidates based on written testing. There will be a small number of candidates that will have a face-to-face interview. After discussion, the Committee asked staff to form an advisory group to look into how psychological screenings are conducted with DACJJ and law enforcement according to the Commission rules.

Chairman Welty reported that staff was working on language context that can be used on Forms F-3, F-5B and F-8 concerning Giglio letters. The Committee has asked staff to bring forward at the August meeting the language context in each of the forms for review.

In closing, Chairman Welty noted that Deputy Director Richard Squires provided an update from the advisory group regarding BLET candidates’ criminal record searches. Hopefully, there will be recommendations at a future meeting.

D. Probable Cause Committee – Chairman Tim Hayworth

Chairman Hayworth reported that the Probable Cause Committee met on Wednesday, May 22nd and Thursday, May 23, 2019 at Wake Technical Community College, Raleigh, North Carolina.

Chairman Hayworth reported that the minutes of February 13, 2019 and February 14, 2019 were approved as presented.

Chairman Hayworth reported that no applicants/officers were certified in accordance with the Probable Cause Policy after having committed a criminal offense by the Criminal Justice Standards Division during the last quarter.

Chairman Hayworth reported that on Wednesday, May 22, 2019, fifteen officers/applicants were on the agenda with a total of 40 alleged violations of the Administrative Code. Three cases were continued. No Probable Cause was found against 11 officers/applicants involving 16 allegations. Probable Cause was found in the case of six officers/applicants involving 12 alleged violations. Probable Cause was found against 4 other officer/applicant involving 6 alleged violations with the offer of a lesser sanction of a written reprimand for Memorandum 19/028, Memorandum 19/034, Memorandum 19/044 and Memorandum 19/064.

On Thursday, May 23, 2019, there were 19 officers/applicants with a total of 26 alleged violations. No Probable Cause was found in the case of 14 officers/applicants involving 18 alleged violations. Probable Cause was found in the case of 4 officers/applicants involving 7 alleged violations. Probable Cause was found against 1 officer with 1 alleged violation with the offer of a lesser sanction of a written reprimand. Chairman Hayworth asked that the Commission accept the lesser sanction of agreement for Memorandum Number 19/060. The Commission approved the MOTION and carried.

E. CJ Fellows Program Committee – Chairman Nathan Mizell

Chairman Mizell reported that Ms. Erica Reid gave an overview of the applications received. The program received 17 applications in which 13 are eligible.

Chairman Mizell reported that funding for the Criminal Justice Fellow Programs was pending approval by the Senate and the Governor. He stated that once the funding is approved, there will be a total of \$16,800 per year to promote the program. Suggestions for promoting the program include: (1) hiring an advertising firm, (2) hiring someone to target social media, (3) radio ads, (4) registration fees for career fairs, and (5) targeting different types of students such as students in community college basic skills programs.

Chairman Mizell reported that the Community College system has developed: (1) a manual to distribute to the community colleges regarding fellows; (2) a handout that explains what steps the fellows must take for the Community College System and an email account for fellows. Also, staff will continue working to finalize the payment process.

In closing, Chairman Mizell reported that the fellows will attend an awards ceremony and orientation in July in Raleigh, North Carolina.

VII. OTHER BUSINESS

Ms. Charminique Williams presented a Rules Review presentation.

VIII. OLD BUSINESS

Ms. Marie Evitt distributed a document entitled "Pending Administrative Cases" for the membership's review.

IX. DATE OF NEXT MEETING

Commission Chairman Hollingsed advised that the next Commission meeting is scheduled for August 14 - 16, 2019 at the Wake Technical Community College, Public Safety Education Campus in Raleigh, NC.

X. MOTION TO ADJOURN

MOTION was made by Commissioner Epley that the Commission adjourn; seconded by Commissioner Randy Byrd. The MOTION carried unanimously.