

**THE PROFESSIONAL CERTIFICATES ARE
AWARDED AT THREE LEVELS AS FOLLOWS:**

BASIC DETENTION OFFICER CERTIFICATE

A detention officer can qualify for the **BASIC DETENTION OFFICER CERTIFICATE** if he or she has:

- * Completed the probationary period required (at least one year), and has demonstrated proficiency in the performance of official duties, and
- * has successfully completed an accredited Detention Officer Certification Course or the equivalent as determined by the Commission, and
- * holds a General or Grandfather Certification.

**INTERMEDIATE DETENTION OFFICER
CERTIFICATE**

A detention officer can qualify for the **INTERMEDIATE DETENTION OFFICER CERTIFICATE** if he or she:

- * meets the requirements for the **BASIC CERTIFICATE**, and
- * has accumulated at least thirteen (13) points (consisting of at least 6 detention officer training points) and at least eight (8) years experience, or
- * has accumulated at least twenty-three (23) points (consisting of at least 12 detention officer training points) and at least six (6) years experience, or
- * has accumulated at least thirty-three (33) points (consisting of at least 16 detention officer training points) and at least four (4) years experience, or
- * has an Associate Degree from an accredited technical institute, technical college, community college or university; has accumulated at least twenty-four (24) detention officer training points and at least four (4) years experience, or
- * has a Baccalaureate Degree from an accredited college or university; has accumulated at least twenty-three (23) detention officer training points and at least (2) years experience.

ADVANCED DETENTION OFFICER CERTIFICATE

A detention officer can qualify for the **ADVANCED CERTIFICATE** if he or she:

- * meets the requirements for the **INTERMEDIATE CERTIFICATE**, and
- * has accumulated at least twenty-three (23) points (consisting of at least 12 detention officer training points) and at least twelve (12) years experience, or
- * has accumulated at least thirty-three (33) points (consisting of at least 16 detention officer training points) and at least nine (9) years experience, or
- * has an Associate Degree from an accredited technical institute, technical college, community college or university; has accumulated at least twenty-seven (27) detention officer training points and at least nine (9) years experience, or
- * has a Baccalaureate Degree from an accredited college or university; has accumulated at least twenty-six (26) detention officer training points and at least six (6) years experience, or
- * has Graduate or Professional Degree from an accredited college or university; has accumulated at least twenty-six (26) detention officer training points and at least four (4) years experience.

POINT COMPUTATION FORMULA

Professional certificate awards are based upon a formula which combines formal education, law enforcement training, and actual experience as a law enforcement officer. Points are computed in the following manner.

- * Education - Each semester hour of college credit shall equal one point; each quarter hour shall equal two-thirds points.
- * Degrees- Applicants holding degrees will not be awarded additional points for those degrees and must instead meet the training point requirements of this Section through completion of law enforcement training
- * Training - Twenty classroom hours of Commission approved training gained in a detention officer's or correctional officer's area of expertise shall equal one point.
- * Experience - Only Full Time experience as a detention officer shall be accepted for consideration.

**THE SERVICE AWARDS ARE AWARDED
AS FOLLOWS:**

INTERMEDIATE SERVICE AWARD

An applicant can qualify for the **INTERMEDIATE SERVICE AWARD** if he/she:

- * is an elected or appointed Sheriff, or
- * holds General or Grandfather Certification, and
- * has a minimum of fifteen (15) years of service as a Full Time certified justice officer.

ADVANCED SERVICE AWARD

An applicant can qualify for the **ADVANCED SERVICE AWARD** if he/she:

- * is an elected or appointed Sheriff, or
- * holds General or Grandfather Certification, and
- * has a minimum of twenty (20) years service as a Full Time certified justice officer.

**HOW TO APPLY FOR A PROFESSIONAL
CERTIFICATE**

- Compute your qualifications. How many college credits do you have? How many hours of detention officer training do you have? Convert these hours to points as described in the chart on the back on this brochure. How many years of Full Time experience do you have?
- Compare your degree or accumulated points and your total experience as a detention officer with the certificate requirements in this brochure. Do you qualify?
- If you are qualified to receive an award, request an Application Form F-6 from your agency head or the agency personnel officer.
- Complete the application fully and attach the necessary documents to verify your qualifications. **Education and training MUST BE supported by transcripts, copies of diplomas, official training records, or other reliable documentary materials.**
- Return the application to your agency head for his/her endorsement. No award will be issued unless recommended by an agency head.

F. Your agency will forward the application to the Sheriffs' Education and Training Standards Division.

G. After consideration of your qualifications, if the Commission elects to grant the award, your proper certificate will be presented through your agency. Applicants should note that Advanced Certificate and Advanced Service Award applications must be presented to the Commission for approval at quarterly meetings. This requirement may result in a 3-4 month processing period for the Advanced award.

HOW TO APPLY FOR SERVICE AWARDS

A. Compute your total years of service as a certified justice officer.

B. Complete the Application Form F-6.

C. Have application signed by your agency head - no award will be issued unless recommended by an agency head.

D. Forward application to NC Sheriffs' Education and Training Standards Division.

E. If the Commission elects to grant the award, the proper certificate will be presented through your agency.

POINT COMPUTATION FORMULA FOR PROFESSIONAL CERTIFICATES

The BASIC CERTIFICATE may be awarded upon successful completion of an accredited Basic Training Course and receipt of General or Grandfather Certification.	Years Experience
BASIC TRAINING COURSE	1
The INTERMEDIATE CERTIFICATE may be awarded upon accomplishment of one of the following combinations:	Years Experience
13 points (consisting of at least 6 detention officer training points)	8
23 points (consisting of at least 12 detention officer training points)	6
33 points (consisting of at least 16 detention officer training points)	4
AA / AS Degree & 24 detention officer training points	4
BS / BA Degree & 23 detention officer training points	2
The ADVANCED CERTIFICATE may be awarded upon accomplishment of one of the following combinations:	Years Experience
23 points (consisting of at least 12 detention officer training points)	12
33 points (consisting of at least 16 detention officer training points)	9
AA / AS Degree & 27 detention officer training points	9
BA / BA Degree & 26 detention officer training points	6
Grad / Pro Degree & 26 detention officer training points	4

STATE OF NORTH CAROLINA DEPARTMENT OF JUSTICE

NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION

PROFESSIONAL CERTIFICATE PROGRAM FOR FULL-TIME DETENTION OFFICERS

Realizing the importance of recognizing our sheriffs and their detention officers who serve the State of North Carolina so well, and attempting to foster increased interest in formal education and professional training programs, the North Carolina Sheriffs' Education and Training Standards Commission is pleased to offer a Professional Certificate program. This program is designed to recognize those dedicated detention officers for education, professional training, and on-the-job experience.

The purpose of this brochure is to provide information about these certificates so that any interested detention officers may evaluate their qualifications and consider making application based on those qualifications.

For exact wording of rules regarding this program, please refer to Title 12 NCAC, Chapter 10B Section .1200.