As Attorney General, I am proud to house the Criminal Justice Standards Division in the Department of Justice and to work closely with the North Carolina Criminal Justice Education and Training Standards Commission. The Commission’s work to regulate and oversee officers’ training and certification is critical to public safety in our state.

In 2017, the Criminal Justice Standards Division oversaw the certifications of more than 19,000 law enforcement officers at 517 agencies and conducted 173 investigations. The Division also took important steps toward addressing North Carolina’s law enforcement officer shortage, an important issue that I will continue to address in 2018.

I also intend to continue my work to confront the opioid epidemic that is responsible for much of the crime we see in North Carolina. Training officers on techniques and strategies for finding traffickers and dealers, as well as creative approaches to divert appropriate low-level offenders into drug treatment, are critically important.

I strongly believe that ongoing training and education for law enforcement officers is key to public safety. I thank the Commission and the Division for their important and impressive efforts last year to create a safe and healthy North Carolina. I look forward to working with North Carolina’s law enforcement community in 2018 to continue these goals.
**Commission**

**Vision**
The system of selection, training, and retention of criminal justice officers will support the continued professional development and growth of all officers and the most effective and ethical provision of protection to all citizens.

**Mission**
To assure that all of the State’s criminal justice officers are both competent and ethical in the conduct of their duties.

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**A Message From Director Steven Combs**

The Criminal Justice Standards Division, working on behalf of the NC Criminal Justice Education and Training Standards Commission, completed a great deal of work throughout 2017. The Division began participating in the National Decertification Index (NDI) sponsored by the International Association of Directors of Law Enforcement Standards Training (IADLEST). The purpose of the NDI is to serve as a national registry of certificate or license revocation actions relating to officer misconduct. Participation in the NDI was recommended in the final report of The President’s Task Force on 21st Century Policing.

The Division held the annual School Director’s Conference in Asheville, North Carolina this past year in which over 300 School Directors and Qualified Assistants attended. Feedback from the conference indicated this was one of the best conferences in recent years.

The Commission directed the Division to develop a plan to begin recognizing federal law enforcement training to be evaluated toward North Carolina law enforcement certification, a major change from past practices. Working with our partners in the Division of Adult Correction and Juvenile Justice, we have enhanced the certification process, streamlined our audit process and the Division’s executive staff is now attending the monthly Prisons Region Directors’ Meeting. The Division staff understands the important role of all our criminal justice officers, and as you read in this report you will see the great amount of work completed by staff as directed by the Commission. The Division staff is committed to serving the criminal justice officers across our state and we look forward to working with you and successfully fulfilling our mission in 2018.

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**Commission**

The North Carolina Criminal Justice Education and Training Standards Commission, through N.C.G.S. Chapter 17C, establishes minimum employment, training and retention standards for all North Carolina criminal justice officers. The Commission plans for the effective implementation of innovations in the State’s system of criminal justice employment, training and education.

The Commission is comprised of 34 Members who represent the interests of all state and municipal law enforcement officers; company/campus police officers; probation/parole officers, correctional and juvenile justice officers.

The Commission conducts its business through three Standing Committees and an Executive Committee.

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**Division**

In 1971, the General Assembly adopted the Criminal Justice Training and Standards Council Act. The Act created the Criminal Justice Education and Training Standards Commission and led to the adoption of minimum entrance standards, as well as mandatory basic training requirements, for all criminal justice officers, effective in 1973.

To ensure a consistent level of competency and professionalism among law enforcement officials, the Criminal Justice Standards Division administers the Commission’s mandatory certification and training programs. Those programs now cover all sworn police officers, correctional officers, probation/parole officers, juvenile justice officers, and juvenile court counselors.
# Commission Members

<table>
<thead>
<tr>
<th>Commissioners</th>
<th>Appointing Organization</th>
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<tbody>
<tr>
<td>William Hollingsed, Chairman</td>
<td>NC Police Executives Assn.</td>
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<tr>
<td>Eddie Caldwell, Vice-Chairman</td>
<td>NC Law Enforcement Officers Assn.</td>
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<tr>
<td>Chris Blue</td>
<td>NC Police Executives Assn.</td>
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<tr>
<td>Marianne Bond</td>
<td>NC Law Enforcement Women’s Assn.</td>
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<tr>
<td>Tasha Jones Butts</td>
<td>Governor (Juvenile Justice)</td>
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<tr>
<td>Randy Byrd</td>
<td>Speaker of the NC House</td>
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<tr>
<td>Robert Hassell</td>
<td>NC Assn. of Chiefs of Police</td>
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<tr>
<td>Erik Hooks (Jane Gilchrist*)</td>
<td>Secretary, Dept. of Public Safety</td>
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<tr>
<td>David Dail</td>
<td>Speaker of NC House (Corrections)</td>
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<tr>
<td>Richard Epley</td>
<td>NC Senate Pro Tempore</td>
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<tr>
<td>Lee Farnsworth</td>
<td>NC Law Enforcement Officers’ Assn.</td>
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<tr>
<td>James Fisher-Davis</td>
<td>Governor (Citizen)</td>
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<tr>
<td>Jay Fortenbery</td>
<td>Governor (Chief of Police)</td>
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<tr>
<td>Stephanie Freeman</td>
<td>Governor (Corrections-OSDT)</td>
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<td>Tim Hayworth</td>
<td>NC Assn. of Chiefs of Police</td>
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<tr>
<td>Brent Herron*</td>
<td>President, University of NC</td>
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<td>Brian James</td>
<td>North State Law Enforcement Assn.</td>
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<tr>
<td>Teresa Jardon</td>
<td>NC Senate Pro Tem. (Corrections)</td>
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<tr>
<td>Steve Johnson</td>
<td>Speaker of the NC House</td>
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<tr>
<td>Bobby Kilgore</td>
<td>NC League of Municipalities</td>
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<td>Tim Ledford</td>
<td>NC Assn. of Chiefs of Police</td>
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<tr>
<td>Glenn McNeill Jr.</td>
<td>NC State Highway Patrol</td>
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<td>Tracy McPherson*</td>
<td>President, NC Com. College System</td>
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<tr>
<td>Nathan Mizell</td>
<td>NC LE Training Officers’ Assn.</td>
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<td>James Moore</td>
<td>NC Police Executives Assn.</td>
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<td>Kenneth Mullen</td>
<td>NC Criminal Justice Assn.</td>
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<td>Ron Parrish</td>
<td>NC Senate Pro Tempore</td>
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<tr>
<td>Robin Pendergraft*</td>
<td>Attorney General</td>
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<tr>
<td>David Rose</td>
<td>Attorney General (Citizen)</td>
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<tr>
<td>Trey Robison</td>
<td>NC Conference of District Attorneys</td>
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<tr>
<td>Robert Schurmeier</td>
<td>NC State Bureau of Investigation</td>
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<td>Michael Slagle</td>
<td>NC Senate Pro Tem. (Corrections)</td>
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<tr>
<td>Jeff Welty*</td>
<td>Dean, NC School of Government</td>
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<tr>
<td>Angela Williams</td>
<td>Speaker of NC House (Corrections)</td>
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*Serving as Ex officio Member

Commissioners are appointed from a variety of agencies and organizations, representing the interests of all criminal justice personnel across the state.
The Commission welcomed a number of new members in 2017. The new members include Colonel Glenn McNeill Jr., representing the N.C. Highway Patrol; Chief Robert Hassell of Reidsville Police Department, representing the N.C. Association of Chiefs of Police; Ms. Tasha Jones Butts with the N.C. Department of Public Safety, Division of Adult Corrections & Juvenile Justice, appointed by Governor Roy Cooper; Sergeant David Rose with the Winston-Salem Police Department, appointed by Attorney General Josh Stein; Sergeant Randy Byrd with the Cary Police Department, appointed by the Speaker of the House; Ms. Stephanie Freeman with the N.C. Department of Public Safety/Office of Staff Development & Training, appointed by Governor Roy Cooper; and Secretary Erik Hooks, of the North Carolina Department of Public Safety (Ex Officio member Jane Gilchrist).

We also want to thank the following members of the Commission whose terms expired; Ray Davis, Jay Fortenberry, Robin Pendergraft, and Colonel William Grey. We thank them for their service to the Commission and to the state of North Carolina.
**GROWTH & CHANGES**

**DIVISION**

The Criminal Justice Standards Division also had staff changes in 2017. Deputy Director Trevor Allen who managed the Training & Research Section was promoted to Director of the N.C. Justice Academy after Mark Strickland retired after many years of service to the state of North Carolina.

We are excited to announce that Investigator Michelle Schilling was promoted to Deputy Director of the Training, Research, & Field Services Section. Deputy Director Schilling’s promotion led to a vacancy for one of the investigator positions. Alex Gazaway, former police officer with Cary Police Department was hired to fill the Investigator position. Susan Myers was hired as the Corrections Processing Assistant. Susan was a current part-time employee with the Division and has also worked for the Division previously as the Law Enforcement Officer Coordinator.

These additions fill our staff with individuals who are not only competent, but eager to provide excellent service to our regulated public. A listing of our staff, as well as contact information is provided on page 12 of this report.
The Training, Research, & Field Services Section oversees a variety of functions for the Division. The Section oversees the accreditation of all schools, institutions and agencies delivering Commission training programs, as well as those seeking accreditation of post-secondary criminal justice programs. Further, it is responsible for the certification of all School Directors, Instructors, Professional Lecturers, and In-Service Training Coordinators who coordinate and deliver instruction within these programs. In addition, it is responsible for all agency audits.

**In 2017 the Training, Research, & Field Services Section:**

- Accredited 13 schools, institutions and agencies; and 1 Post-Secondary CJ Program
- Processed 1,655 new and renewal certifications for General Instructors, Specialized Instructors and Professional Lecturers
- Managed the certification of 116 School Directors and 429 In-Service Training Coordinators

Due to the stringent academic and testing standards established by the Commission, the North Carolina Speed Measuring Instrument (SMI) program is recognized as one of the nation’s best. All law enforcement officers operating Radar, LIDAR, or Time-Distance instruments must pass both written and practical exams before applying for certification.

**In 2017 the Training, Research, & Field Services Section:**

Comprised of 36 instructional topics, the Basic Law Enforcement Training (BLET) Curriculum prepares entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina. The administrative code has now been revised with approval from the Commission and reduces the minimum number of students from 10 to 8. The goal of this revision is to help ensure the continued delivery of BLET across the state.

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>Canceled BLET Courses:</th>
</tr>
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<tbody>
<tr>
<td>2013: 2,713</td>
<td>2013: 9 (6.4%)</td>
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<tr>
<td>2014: 2,457</td>
<td>2014: 18 (13.6%)</td>
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<tr>
<td>2015: 2,220</td>
<td>2015: 12 (9.4%)</td>
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<tr>
<td>2016: 2,324</td>
<td>2016: 21 (15.8%)</td>
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<tr>
<td>2017: 2,536</td>
<td>2017: 16 (10 %)</td>
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</table>

**FAST FACT:**
The section processed 2,608 Radar Certifications and certified 57 Radar Instructors in 2017.

**Basic Law Enforcement Training**

In 1994, the NC legislature adopted G.S. 14-415.11, granting properly certified individuals the ability to legally carry a concealed handgun. The Commission, through the Standards Division, reviews applications for certification as a Concealed Carry Handgun (CCH) Instructor. In order to carry a concealed handgun, individuals must first complete a handgun safety course and pass a firearms qualification administered by the certified CCH Instructor prior to obtaining a concealed carry permit.

- In 2017, the CCH Program Administrator processed 202 CCH Instructor applications; 1,721 CCH Instructor Renewals; and 1,061 certificate requests.

**Concealed Carry Handgun Program**
**Retired Law Enforcement Firearms Program**

In 2007, the North Carolina General Assembly enacted legislation to allow for the NC Criminal Justice Education and Training Standards Commission to “establish standards and guidelines for the annual firearms certification of qualified retired law enforcement officers.” This action was a result of the passage by the US Congress of the Law Enforcement Officers Safety Act of 2004 (known as H.R. 218), which allows for qualified and trained active law enforcement officers and retired law enforcement officers to carry concealed weapons nationwide.

- In 2017 the Division certified 714 retired officers under this program.

**Research and Planning**

**General Instructor Training**

Pilot authority was approved for revisions to the General Instructor Training course as requested by the General Instructor Training Revision Committee. General Instructor training courses at the North Carolina Justice Academy; Wake Technical Community College; Pitt Community College; and Wilkesboro Community College have run the pilot general instructor training course. These revisions included new lesson plans for the Audio Visual Aids, Lesson Plan Format and Development, and Professional Resources.

**BLET Pilot Programs**

Pilot authority was also granted for delivery of a new “24 Hour Individuals with Mental Illness and Developmental Disabilities” block. Pilot participants were: Cleveland Community College; Coastal Carolina Community College; Fayetteville Community College; Raleigh Police Department; and Wake Technical Community College. The goal of an increase in hours of BLET regarding mental illness from 8 to 24 is to address the need for more training regarding mental illness for law enforcement. The increase in hours, which became effective January 1, 2018, will provide additional classroom practical exercises, new video and auditory hallucination simulations and role playing.

**Decennial Review**

Criminal Justice Standards Division began the Decennial Review of over 200 active rules. Per Office of Administrative Hearing: “In the 2013 legislative session, the General Assembly enacted Session Law 2013-413. This law established G.S. § 150B-21.3A, “Periodic Review and Expiration of Existing Rules.” This statute requires the Rules Review Commission (“Commission”) to establish a process and schedule for those covered agencies to ensure compliance with the law. This schedule and process requires agencies to review all of their active rules codified in the NC Administrative Code (“the Code”) every 10 years”. Our process is due to be completed in March of 2019.

**The Higher Education for Law Enforcement Committee**

The Higher Education for Law Enforcement Committee made a great deal of progress in 2017. Though some of the following initiatives are not a direct result of the committee, all of them work toward the goals. These initiatives include:

- North Carolina High School Public Safety Academy – Law and Justice
- North Carolina Criminal Justice Fellowship Program
- Associate in Applied Science Degree - Public Service Administration

**FAST FACT:**

In 2017, the Division also processed orders for over 87,000 CCH certificates.

**FAST FACT:**

In 2017, CCH Program Administrator Ed Zapolsky conducted 7 CCH Instructor classes in Salemburg and 1 CCH Instructor class in Edneyville.

**FAST FACTS:**

The Section also conducted a New School Director Orientation at the NC Justice Academy in Salemburg in June, and at various community colleges throughout the year.
PROFESSIONAL CERTIFICATE PROGRAM

In order to recognize the level of competence of criminal justice officers serving governmental agencies within the State, foster interest in college education and professional training programs, and attract highly qualified candidates into a law enforcement career, the Commission established the Law Enforcement Officers’ Professional Certificate Program. The Commission, via the Training and Research Section awards law enforcement, corrections, probation/parole, and juvenile justice officers who attain educational and experience points commensurate with specific award levels.

In 2017 the Section awarded:

- 538 Intermediate Law Enforcement Certificates; and 51 Intermediate Corrections Certificates
- 535 Advanced Law Enforcement Certificates; and 52 Advanced Corrections Certificates
- 39 Basic Corrections Certificates

2017 SCHOOL DIRECTORS’ CONFERENCE

CJ Standards Division held the annual School Director’s Conference on August 24th and 25th, in Asheville, NC. Over 300 School Directors and Qualified Assistants attended this conference, which included the Attorney General as a keynote speaker. The conference focused on “Training the Millennial Student”.

INSTRUCTOR CERTIFICATION PROCESS

A new process for obtaining and maintaining certification as a General and/or Specialized Instructor issued by the Criminal Justice Education and Training Standards Commission became effective on January 1, 2017.

In summary, the Commission reduced the number of instructional hours required to obtain a certification as a General Instructor, and established a new requirement for all instructors to complete an annual 1-hour online instructor update in order to maintain certification. The goal of this change was to provide a more efficient process for individuals, schools and agencies, and to help ensure our instructors receive the most up-to-date training skills and information for delivering instruction to the Criminal Justice and Law Enforcement Officers across our State.

FIELD SERVICES

Field Services Representatives audit certification and training records maintained by law enforcement agencies and Commission-accredited training schools. An important duty is to establish and maintain effective working relationships with the law enforcement agencies and criminal justice professionals in the state. In addition, the Field Services Representatives also administer written examinations for all Commission-mandated training programs. These exams are administered throughout the State at established regional locations.

In 2017, the Field Services Representatives conducted:

- Agency Audits: 194
- Exams: 5,930
- School Accreditation Renewals: 13
- School/Training Facility Inspections/ Site Visits: 80
CERTIFICATION & OPERATIONS SECTION

The Certification and Operations Section is responsible for verifying that all applicants seeking certification in North Carolina meet the minimum requirements established by the Commission. Daily, the Section serves as a liaison between the Commission and the criminal justice field, providing services for agency heads, officers, government entities, and the public. The Section also conducts certification workshops throughout the State, providing training for new agency heads and hiring officers regarding certification standards and Commission programs.

The Section is comprised of the Law Enforcement Certification Program, the Corrections Certification Program, the Company/Campus Police Program, and Investigators.

CORRECTIONS CERTIFICATION PROGRAM

The Section is also responsible for processing applicants for certification for Probation/Parole, Correctional and Juvenile Justice Officers, as well as Juvenile and Chief Court Counselors. Working closely with the staff at four regional Department of Public Safety employment offices, Program Administrator Kim Pulley and Processing Assistant Susan Myers verify that every applicant for the above positions has met the minimum standards established by the Commission.

The Division’s Correctional Coordinator conducted the first annual audit of all certified officers assigned to the Division of Adult Correction and Juvenile Justice. Staff is also now participating in the Regional Directors’ Meeting of the Division of Adult Correction.

At the end of 2017, the Section oversaw over 14,389 officer certifications.

In 2017, the Section certified 2,411 officers in the following categories:

- Correctional: 2,023
- Probation/Parole: 247
- Juvenile Justice Officers: 107
- Juvenile/Chief Court Counselors: 34

In 2017, the Section also processed 2,236 separations from the following categories:

- Correctional: 1,926
- Probation/Parole: 198
- Juvenile Justice Officers: 88
- Juvenile/Chief Court Counselors: 24

FAST FACTS:

In 2017, the Section processed:

- 112 Correctional Officer name changes.
- 13 Correctional Officer training extension requests.
- 3,477 Correctional Officer fingerprint cards.

Richard Squires,
DEPUTY DIRECTOR, Certification & Operations Section

CRIMINAL JUSTICE STANDARDS DIVISION

2017 ANNUAL REPORT
The Commission demonstrates its commitment to US military service members by providing the opportunity for men and women who are military police to receive credit to transfer to law enforcement. Approved military police applicants are granted limited enrollment in the BLET program, and are required to complete up to 300 hours of training and take the state comprehensive written exam. Their approval is dependent on past military police training and experience.

In 2017, the Section completed 28 Military Police training evaluations.

Fast Facts:
In 2017, the Section received 13 training extension requests and processed 3,477 fingerprint cards.

National Decertification Index—IADLEST

The purpose of the National Decertification Index (NDI) is to serve as a national registry of certificate or license revocation actions relating to officer misconduct. The registry is sponsored by the International Association of Directors of Law Enforcement Standards Training (IADLEST) and participation was recommended in the final report of The President’s Task Force on 21st Century Policing. The records contained in the NDI are provided by participating state government agencies and inclusion in the database does not necessarily preclude any individual from appointment as an officer.

- The Criminal Justice Standards Division began participating in the NDI in 2017 and has entered every officer that has had their law enforcement certification denied, suspended or revoked in North Carolina.

Commission Investigators

The Certification and Operations Section conducts investigations of alleged rule violations pertaining to the certifications of certified officers, instructors, school directors, and accreditation of schools administering training programs accredited by the Criminal Justice Commission. These investigations help to ensure the quality and integrity of the North Carolina Criminal Justice System. The investigators in this section interact with criminal justice professionals across the state explaining rules and laws governing certifications.

In 2017, investigators conducted:
- Certification Eligibility Investigations: 173
- Cases Presented to Probable Cause Committee: 96

Federal Law Enforcement Transfers

In 2017 the Commission began accepting federal law enforcement officer transferees. Each transferee is evaluated on a individual basis to determine the amount and quality of their training. These transferees cannot have had a break in service of more then three years, must have at least two years of full-time sworn law enforcement experience, and must have completed a basic law enforcement training course required by their appointing federal agency.

In 2017, the L.E. Certification turn-around time began to be posted online. The average turn-around time was 5.91 days. The peak processing times were in January and June.

Military Police Training Evaluations

The Commission demonstrates its commitment to US military service members by providing the opportunity for men and women who are military police to receive credit to transfer to law enforcement. Approved military police applicants are granted limited enrollment in the BLET program, and are required to complete up to 300 hours of training and take the state comprehensive written exam. Their approval is dependent on past military police training and experience.

- In 2017, the Section completed 28 Military Police training evaluations.
**LAW ENFORCEMENT CERTIFICATION PROGRAM**

The Law Enforcement Certification Program is responsible for processing applications for certification for all law enforcement and local confinement officers in North Carolina. The Program Administrator, Jenny Myers, and Processing Assistant, Tammie Dame, are responsible for verifying that all applicants for these positions meet Commission mandated minimum requirements for certification. Staff also corresponds with agencies, officers, and private industries, providing certification information.

- At the end of 2017, the Section oversaw the certifications of over 19,000 law enforcement and local confinement officers, appointed at 517 North Carolina agencies.

In 2017, the Section trained over 160 individuals at certification workshops conducted in the following cities:

- February 14-15: Salemburg (sponsored by the NC Justice Academy)
- April 25-26: Smithfield (sponsored by Johnston Community College)
- October 25-26: Shelby (sponsored by Shelby PD)
- December 13-14: Morehead City (sponsored by Morehead City PD)

**CASH RECEIPTS AUDIT**

The North Carolina Department of Justice, Office of Internal Auditing, completed an audit of the Criminal Justice Standards Division cash receipt process upon the request of Director Combs. The Division was pleased that no significant issues were found during this audit. There were three audit observations and one minor process improvement. All recommended changes were put in place on April 3, 2017, well ahead of the implementation date of May 1, 2017, to include the written procedure for Cash Receipts.

**COMPANY AND CAMPUS POLICE PROGRAM**

The Company and Campus Police Program is an independent program administered through the North Carolina Attorney General and staffed by members of the Criminal Justice Standards Division. The program began with Railroad Police in 1871. Company and Campus Police Officers must meet commissioning standards of their respective programs, while meeting the certification standards established by the Criminal Justice Commission. Officers commissioned/certified through these programs provide police services within their territorial jurisdiction.

- At the end of 2017, Program Administrator Randy Munn and Processing Assistant Alex Radford oversaw the commissions of:

  - Company Police Agencies: **63**
  - Campus Police Agencies: **18**
  - Company Police Officers: **1,071**
  - Campus Police Officers: **290**

- On June 20 and 21, 2017, the Company and Campus Police Program also conducted two workshops for Company/Campus Police Officers at the SBI Training Academy in Raleigh.

  **22** Company Police Officers attended the Company Police Program workshop and **11** Campus Police Officers attended the Campus Police workshop.
LOOKING FORWARD TO 2018

Commission Meetings
February 14-16
May 16-18
August 15-17
November 28-30

Law Enforcement Certification Workshops
March 20-21 - Salemburg (sponsored by the NC Justice Academy)
April 4-5 - Pinehurst (sponsored by Pinehurst PD)
Sept. 12-13 - Pitt Community College (sponsored by Greenville PD)
October 17-18 - Wilkes County SO (sponsored by North Wilkesboro PD)

School Director Conference
August 20-22 - Asheville

Company/Campus Police Program Workshop
July 17 - Fayetteville

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Ed Zapolsky (CCH/Professional Certificates)  919.662-4517  ezapolsky@ncdoj.gov
