Mandated In-Service Training Manual

The North Carolina Justice Academy presents this *Mandated In-Service Training Manual* to assist you in finding answers to frequently asked questions. Both the Sheriffs' and the Criminal Justice Commissions are included, with a Table of Contents at the beginning of each of those sections.

Whether you are an agency head, School Director, In-Service Training Coordinator, Instructor, or student, the Commissions and the North Carolina Justice Academy appreciate the work you do for your profession.

TABLE OF CONTENTS

SHERIFFS' EDUCATION AND TRAINING STANDARDS…….....…...1

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS.……29

Sheriffs' Education & Training Standards Commission

TABLE OF CONTENTS

General Information…….……..6

Instructors…….……8

Lesson Plan Information…….10

Delivery Issues…….15

Certification Issues……..21

In-Service Training Coordinator…….…..26

SHERIFFS' EDUCATION & TRAINING STANDARDS COMMISSION
IN-SERVICE TRAINING

WHAT'S NEW?

Firearms Training and Qualification

Day and night qualification is required for ALL weapons that an officer carries – including rifles, automatic, and specialty weapons. See FAQ 24.
Reference: Firearms Qualification Manual published by the NCJA

Exceptions for Sheriff's Choice/Agency Head Topics

There are now some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors. See FAQ 29.

Effective in 2019, Training delivered pursuant to National Certification Programs administered by the International Association of Directors of Law Enforcement Standards and Training (IADLEST) may be completed during the mandated in-service year to satisfy in-service training topics in part or in whole. It is not required that this IADLEST training be written in the Instructional Systems Design (ISD) format or delivered by a Commission certified instructor. IADLEST courses may only be credited toward Sheriff's choice/Agency Head in-service topics. Mandated topics are still required.

Training Together

For 2020, a few law enforcement topic lesson plans indicate "2020 In-Service Law Enforcement, Detention Officer and Telecommunicator Training" in the **footer** and additional information may be provided within the **instructor notes page** advising that credits earned for course completion can also be used for the required specified in-service topic.

These topics have been identified as having the same cognitive value across the indicated platforms and as such, students can attend a collective training session and receive credit accordingly. Specifically, these topics are: Armed/Unarmed Security and Company Police: Understanding Their Roles and Authority (law enforcement and telecommunicator), The Signs Within: Suicide Prevention Education and Awareness (law enforcement, detention, and telecommunicator), Career Survival: Training and Standards Issues (law enforcement, detention, telecommunicator), Bloodborne Pathogens (law enforcement, detention and telecommunicator), and Situational Awareness/Subject Control (law enforcement and detention).

Specialized Instructor Certification - CPR requirement

- Per 12 NCAC 09B .0304, applicants for Specialized Instructor Certification shall possess a valid CPR certification that includes cognitive and skills testing through the American Red Cross, American Heart Association, American Safety and Health Institute, or National Safety Council.

- Initial applications and renewal applications for Specialized Instructor Certification had been accompanied by a copy of a CPR card from one of these organizations.

- Due to the increasing cost of the CPR card, the Criminal Justice Standards Division is no longer requiring a copy of the CPR card, though the card is still acceptable proof of a CPR certification.

- Applicants for initial Specialized Instructor Certification and those applying for renewal of their Specialized Instructor Certification(s) can now send a copy of the completion certificate of the CPR course, or a copy of the class roster signed by the instructor, along with the required Specialized Instructor Certification application, and other documents as listed in 12 NCAC 09B .0304 and 12 NCAC 09B .0305.

Reminders

- If a Sheriff's Office or Telecommunicator Agency is going to conduct in-service training in-house they must **first** have an In-Service Training Coordinator (ITC) designated by the Commission. Merely being a School Director does not satisfy the Sheriffs' Commission requirements.
- A person who has prior service as either a local or state police officer between January and July 2020 is under an obligation to complete the 2020 in-service training even if they do not transfer or move to active status with a Sheriff's Office until July 1st or later.

  This also applies if an individual was active status with a Sheriff's Office or Telecommunication Agency and transfers or is made active with another Sheriff's Office or Telecommunication Agency. The obligation to complete in-service training follows officers as they move from one agency to another.

- Make certain you are using Commission certified instructors as several instructors have failed to renew their certifications, resulting in many individuals having to repeat training. See FAQ 8 and 14.

- The Sheriffs' Standards Commission does not allow the use of "stamped/electronic" signatures on the F-9A.

- In-Service Firearms Training and Qualification yields 4 credits for 2020. If additional firearms training is to be used as a choice topic then that separate lesson plan must be provided with your F-2100 report and kept on file by your agency.

- Credits vs. Hours

  Prior to 2013, the obligation to complete in-service training was measured in hours. Both the Sheriffs' Commission and Criminal Justice Commission recognize when instruction occurs with only a small number of students, that the full number of hours required may not always be needed to fully cover the materials. Therefore, if a lesson plan is developed for a specific number of hours and a person completes the training in less than or more than the recommended hourly increments, the person will receive the number of credits that correspond to the number of hours (i.e., Legal Update is designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

- Instructor Certification Procedure

  The process for obtaining and maintaining certification as a General and/or Specialized Instructor issued by the **Criminal Justice Education and Training Standards Commission** was updated on January 1, 2017, with the following changes. See FAQs 14-18.

- All certified General and Specialized instructors are required to complete a 1-hour instructor update training course once per calendar year.

- This course is offered via the NC Justice Academy's online training portal.

- In order to maintain certification as a General Instructor, there is no longer a requirement to deliver a specific number of instructional hours. However, to maintain certification as a Specialized Instructor you will continue to be required to deliver a minimum of twelve (12) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course every three years. This instruction must be delivered in each topical area for which the instructor holds specialized certification.

  Note: Pursuant to 12 NCAC 09B.0305, in order to renew a Specialized Firearms Instructor certification, the applicant must have met the minimum score of 92 on day and night BLET firearms qualification courses. For Specialized Physical

Fitness, applicant must have passed the POPAT. Proficiency for both must be completed during the three year period of certification preceding the application for renewal, and administered by a like certified instructor.

GENERAL INFORMATION

1. What are the In-Service Training requirements for Deputy Sheriffs?

The in-service training requirement for 2020 is 24 credits of mandatory training. The following topical areas are the mandated topics:

- 2020 Firearms Training and Qualification
- 2020 Legal Update
- 2020 Long-Term Effects of Childhood Adversity
- 2020 The Signs Within: Suicide Prevention Education and Awareness
- 2020 Career Survival: Training and Standards Issues
- 2020 Communication Strategies When Encountering Persons Who are Deaf or Hard of Hearing
- 2020 Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority

Any remaining credits may be on topics of the Sheriff's choosing.

2. What are the In-Service Training requirements for Detention Officers?

The in-service training requirement for 2020 is 16 credits of mandatory training. The following topical areas are the mandated topics:

- 2020 Overcoming Negativity in the Detention Center
- 2020 Documenting the Incident Refresher
- 2020 The Signs Within: Suicide Prevention Education and Awareness
- 2020 Career Survival: Training and Standards Issues
- 2020 Recognizing Signs of Assaultive Behavior

Any remaining credits may be on topics of the Sheriff's choosing.

3. What are the In-Service Training requirements for Telecommunicators?

The in-service training requirement for 2020 is 16 credits of mandatory training. The following topical areas are mandated:

- 2020 Suicide Callers
- 2020 Overcoming Negativity in the Communications Center
- 2020 Processing Calls/Quality Assurance
- 2020 Responding to Domestic Violence Callers
- 2020 Career Survival: Training and Standards Issues

Any remaining credits may be on topics of the Sheriff's or other agency head's choosing.

4. When will Deputy Sheriffs, Detention Officers, and Telecommunicators have to complete their in-service training requirement?

2020 In-Service training must be completed by December 31, 2020.

5. How does a Deputy Sheriff, Detention Officer, and Telecommunicator get his/her training?

The Sheriff/Agency Head is responsible for ensuring that all required deputy sheriffs, detention officers, and telecommunicators receive the training.

6. How will Sheriff's Offices document compliance with the in-service training requirements?

By January 15, 2021, agencies will report in-service training to the Sheriffs' Commission staff by filing a report confirming Active or Inactive status during 2020 and indicating who did and did not complete the required training for the year. Agencies will keep a copy of the roster and/or certificates showing attendance at the training for inspection.
Agencies should also keep test results and a master copy of each test administered.

7. Why are HazMat, Bloodborne Pathogens and Juvenile Minority Sensitivity Training required by the Commissions for mandatory training?

The Commission **does not** mandate agencies to conduct annual HazMat and Bloodborne Pathogens training. These requirements are made by the Federal Government. The Juvenile Minority Sensitivity Training (JMST) was mandated by the North Carolina General Assembly. If a Sheriff would like instruction in HazMat and Bloodborne Pathogens to be credited toward the Commission-mandated in-service training, please review the instructional requirements

stated in this document. See FAQ 31 regarding bloodborne pathogens.

INSTRUCTORS

8. Do all instructors teaching mandated in-service training need to be instructor certified?

Instructors conducting mandated in-service training **MUST BE** certified by the Criminal Justice Education & Training Standards Commission or Sheriffs' Standards Commission. The use of guest participants is permitted provided they are subject to the direct on-site supervision of a Commission-certified instructor. General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers. See FAQ 29 reference exceptions.

9. Do I have to attend the Instructor Update sessions to teach a block of instruction for in-service training?

No. The In-Service Instructor Updates courses are optional only, and provided on both the east and west campuses of the North Carolina Justice Academy in order for Training Coordinators and instructors to hear directly from the lesson plan developers. This may be helpful by providing insight into how you may want to deliver the course and in choosing the best instructor for those blocks.

10. Where can I find a listing of Instructor Update courses?

In-Service Instructor Updates are listed in the *NC Justice Academy Training Calendar* and on the NC Justice Academy webpage: http://ncja.ncdoj.gov/Home.aspx

11. Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. The School Director/In-Service Training Coordinator should administer the test to instructors. In order for the officer who is teaching to

receive credit towards their own in-service requirement/credit, documentation

that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider.

On-line Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

12. If an instructor teaches an in-service topic in a traditional setting, does that instructor have to attend an offering of that topic when delivered by another instructor?

No. The instructor is not required to teach and attend the same block of instruction. However, the instructor must teach **or** attend the entire block of instruction. He/she must be able to provide proof of instruction for this block.

13. Who can teach the Legal Update topic for in-service?

All instructors who teach the in-service training must be Commission-certified instructors. If an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer Certification.

14. What happens if I do not complete the required 1-hour instructor update during a given calendar year?

General or Specialized Instructors failing to complete the 1-hour instructor update during a given calendar year must deliver eight (8) hours of evaluated Commission-mandated basic or Commission-recognized in-service training **and** complete the 1-hour instructor update before March 1 of the following year. Note: The 8 hours of evaluated training must take place between January 1 and March 1 of the following year.

Failure to complete both of these steps will result in a loss of all instructor certifications.

Note: If you hold a DOCC or TCC instructor certification that's dependent on a Criminal Justice Standards Division general instructor certification, you are required to complete the annual instructor update.

15. What schools or agencies will offer the 1-hour annual instructor updates?

The NC Justice Academy will be the only school offering the annual instructor

update course. This course will be offered via the NCJA online portal. All instructors are encouraged to set up an account via this link: https://ncja-portal.acadisonline.com/acadisviewer/login.aspx

16. If I am a trainer, do I get my in-service training credit by attending an In-Service Instructor Update?

In-Service Instructor Updates are generally delivered in a modified version highlighting delivery techniques and recommendations for instructors. However, for Instructor Updates where those courses are delivered in their entirety and as designed, instructors will receive in-service credit, provided attendance and testing requirements are met.

17. Do I need to submit a Form F-12A (Renewal of Instructor Certification) to the Criminal Justice Standards Division?

General Instructor certifications no longer require to submission of Form F-12A.

Note: Probationary and Specialized Instructors will be required to submit Form F-12A in order to maintain certification. Also, DOCC and TCC instructor renewal procedures have not changed. **DOCC and TCC instructors are still required to submit a renewal application with supporting documentation to renew certification(s).**

18. Will instructors holding Probationary status through Criminal Justice Standards Division still be required to deliver 12 hours of evaluated instruction?

No. Instructors holding Probationary status are required to deliver 8 hours of evaluated instruction in a Commission-mandated basic or Commission-recognized in-service training course.

19. Are there any changes to the certification requirements for Professional Lecturers?

No. Professional Lecturers are not required to complete the annual 1-hour instructor update. However, they are still required to submit Form F-12A for recertification once every three (3) years.

LESSON PLAN INFORMATION

20. Are we required to use the lesson plans written by the North Carolina Justice Academy?

No. The Sheriff or designee may approve a lesson plan developed by another

entity, or may develop one on their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Certification Course.

21. Does the Sheriff's Office have to physically keep a lesson plan from such places as a community college or the Justice Academy?

No. When the training is delivered through a community college or the Justice Academy, a certificate or roster is satisfactory.

Yes. **IF** the Sheriff or designee opts to develop and deliver their own lesson plan written by personnel within the agency (using the ISD Model) or uses a lesson plan developed and delivered by an entity other than a community college or the Justice Academy.

22. How long will the training provider have to keep the lesson plans?

The training provider should keep the lesson plan(s) indefinitely (preferably a hard copy in case technology changes).

23. Is the instructor required to provide each student a copy of the student lesson plan/outline when teaching mandated in-service training?

Yes. It is required that instructors provide each student a copy of the student lesson plan during the course delivery.

24. What counts as the annual firearms qualification requirement?

Sheriff's Offices must still follow the 12 NCAC.2100 and In-Service Firearms Qualification Manual.

As before, re-qualification consists of:

- Instruction on Use of Force, Safety and Review of Basic Marksmanship Fundamentals (see Rule .2103)
- Day and Night handgun qualification (including the mandatory use of the flashlight at the five-yard line as specified in BLET night qualification course)
- Day and Night shotgun qualification (for officers who are authorized to carry a shotgun)
- Day and Night combat course
- Day and Night off-duty handgun qualification

- **Effective 1/1/2020, if officers are also authorized to carry a rifle, automatic weapons, or specialty weapons they must also qualify day and night. In short, day AND night qualification is required on all firearms that are carried or issued to an individual officer.**

Completion of the in-service firearms requirement includes range qualification, as well as the classroom requirement. Classroom training alone, is not credited when the range qualification has not been completed during the same year.

25. Can additional firearms hours (above the four required) be used for a portion of the Department Topic of Choice requirement?

Yes, but the firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

26. What lesson plans will be developed by the NC Justice Academy for 2020?

Sheriff's Offices, Regional Jails, District Confinement Facilities, or voluntarily reporting Telecommunication Agencies may develop their own lesson plans or use the following lesson plans available through the NC Justice Academy. These agencies can also choose to shorten the NC Justice Academy developed lesson plans and still be compliant provided the academic checklist is updated to reflect that it has been revised, by whom and when and the agency physically keeps the revised copy of the lesson plan. The NC Justice Academy lesson plans are not required to be used. Below are listed the lesson plans that are available through NCJA.

Deputy Sheriffs:

- 2020 Firearms Training and Qualification 4 Credits
- 2020 Legal Update 4 Credits
- 2020 Long-Term Effects of Childhood Adversity 2 Credits
- 2020 The Signs Within: Suicide Prevention Education and Awareness 2 Credits
- 2020 Career Survival: Training and Standards Issues 2 Credits
- 2020 Communication Strategies When Encountering Persons Who are Deaf or Hard of Hearing 2 Credits
- 2020 Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority 2 Credits

- Sheriff's/Agency Head Choice:
    - Hazardous Materials 2 Credits
    - Bloodborne Pathogens 2 Credits
    - Law Enforcement Threat Assessment 4 Credits
    - Situational Awareness/Subject Control 4 Credits (Classroom, Practical)

Detention Officers:

- 2020 Overcoming Negativity in the Detention Center 2 Credits
- 2020 Documenting the Incident Refresher 2 Credits
- 2020 The Signs Within: Suicide Prevention and Awareness 2 Credits
- 2020 Career Survival: Training and Standards Issues 2 Credits
- 2020 Recognizing Signs of Assaultive Behavior 4 Credits
- Bloodborne Pathogens 2 Credits
- Situational Awareness/Subject Control 4 Credits

Telecommunicators:

- 2020 Suicide Callers 4 Credits
- 2020 Overcoming Negativity in the Telecommunications Center 2 Credits
- 2020 Processing Calls/Quality Assurance 2 Credits
- 2020 Responding to Domestic Violence Callers 2 Credits
- 2020 Career Survival: Training and Standards Issues 2 Credits
- Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority 2 Credits
- The Signs Within: Suicide Prevention Education and Awareness 2 Credits
- Bloodborne Pathogens 2 Credits
- Mass Casualty Incident Preparedness Awareness for Telecommunicators 4 Credits

27. Can a prior year's lesson plan developed by the NC Justice Academy be used for a Topic of Choice?

Yes, agencies may use a prior year's lesson plan under the following conditions:

a) The lesson plans are reviewed for correctness.

b) The academic checklist is updated to reflect that it is reviewed, by whom and when.

c) The footer is updated to reflect the current training year, and the Sheriff or designee will have to physically keep the revised copy of the lesson plan.

If you are planning on using prior year's lesson plans developed by the North Carolina Justice Academy, please use the following guide:

Topical Lesson Plan	**Instructor Certification Needed**
Legal Update	Commission certified instructors/recommended background in
Response to Critical Incidents	Commissioned certified instructors/recommended background in ICS and/or tactical operations
Weapons Retention and Disarming Techniques	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Spontaneous Attack Defense	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Handcuffing and Impact Weapons Refresher	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Subject Control Arrest Techniques: Ground Fighting	Commission certified instructors who hold a Subject Control/Arrest Techniques certification
Wellness and Stress Awareness	Commission certified instructors who hold a Physical Fitness Instructor certification
Health and Fitness for Detention Officers	Commission certified instructors who hold a Physical Fitness Instructor certification
Law Enforcement Driver Training – Classroom	Commission certified instructors who hold a Specialized Law Enforcement Driver Training Instructor certification
Law Enforcement Driver Training – Practical Exercise	Commission certified instructors who hold a Specialized Law Enforcement Driver Training Instructor certification
In-service Firearms Training	Commission certified instructors who hold a Specialized Firearms Instructor certification
Rapid Deployment	Commission certified instructors/recommended to be taught by an instructor who has successfully completed the NCJA "Rapid Deployment Instructor Training Course"

Active Shooter: Practical Refresher	Commission certified instructor who has successfully completed the NCJA "Rapid Deployment Instructor Training
SCAT: Equipment Retention	Commission certified instructors who hold a Subject Control/Arrest Techniques certification

28. How do I get the in-service training materials produced by the Justice Academy?

Training materials may be obtained from the North Carolina Justice Academy. There are two methods to obtain materials:

a) Instructor and student lesson plans, PowerPoint shows, handouts, and CDs/DVDs can be purchased from the Academy bookstore. These materials will be available on CD/DVD and flash drive (with the exception of Situational Awareness/Subject Control, which is unavailable on a flash drive). You can email the bookstore at ncjabookstore@ncdoj.gov or call 910-525-4553 to order material at cost.

b) Training materials will also be available for download for no cost, via the Academy's In-Service webpage. If you are the Sheriff, his/her designee, the Training Coordinator, or an instructor, e-mail:

- Ms. Merrily Cheek at mcheek@ncdoj.gov to obtain the access information for the law enforcement in-service lesson plans.

- Ms. Amanda Stephenson at arstephenson@ncdoj.gov to obtain the access information for the detention in-service lesson plans.

- Ms. Susan Gillis at sgillis@ncdoj.gov to obtain the access information for the telecommunicator in-service lesson plans.

DELIVERY ISSUES

29. What are the Commission's criteria for training delivery?

The provider of training will ensure the following criteria are met:

- Training must be documented by roster which includes: student names, date/time of training, instructional topic, credits taught,

instructor's name, test results and training provider.

NOTE: An example training roster has been created and training providers are highly encouraged to use it. The form can be downloaded from the Sheriffs' Education and Training Standards webpage at: https://ncdoj.gov/law-enforcement-training/sheriffs/all-commission-forms-publications/

- The training must be taught by a Commission-certified instructor, except for instructors:
  - Delivering CPR certifications that include cognitive and skills testing;
  - Delivering use of equipment training conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; or
  - Delivering Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.

- Instructors may use the lesson plans prepared by the NC Justice Academy, another entity or develop their own.

- If the topic requires testing, instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NC Justice Academy.

- The training provider should issue a certificate to the officer showing the number of credits or hours completed.

- The training provider (Community College, Justice Academy, or Sheriff's Office) should maintain a copy of the lesson plan(s) indefinitely.

- The training provider should also keep test results and a master copy of each test administered.

- There are now some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors.

- Effective in 2019, Training delivered pursuant to National Certification Programs administered by the International Association of Directors of

Law Enforcement Standards and Training (IADLEST) may be completed during the mandated in-service year to satisfy in-service training topics in part or in whole. It is not required that this IADLEST training be written in the Instructional Systems Design (ISD) format or delivered by a Commission certified instructor. IADLEST courses may only be credited toward Sheriff's choice/Agency Head in-service topics. Mandated topics are still required.

30. Does the delivery site (including firing ranges, SCAT room, etc.) for mandated in- service training have to be accredited by the Commission?

No.

31. Can Haz-Mat and Bloodborne Pathogens be used as a portion of the Department Topic of Choice?

Yes. Specialized Hazardous Materials instructors certified through the Commission are the only instructors permitted to instruct Haz-Mat and any Commission-certified instructor is eligible to teach bloodborne pathogens for in-service training.

It is recommended that the instructor teaching bloodborne pathogens have some practical experience within this area. It is essential that the employing agency and the instructor delivering the training review the BBP standards in order to be in compliance with State and Federal rules.

32. Can Bloodborne Pathogens training be taken via a generic or on-line course?

The use of a generic or on-line BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction and should be delivered in traditional classroom settings only.

The requirement in the Bloodborne Pathogens (BBP) Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and other potentially infectious materials. Because the training required by paragraph (g)(2) is to be provided initially (i.e., at the time of initial assignment to duties with occupational exposure) and annually, it must also include agency site-specific elements such as the location and content of the agencies exposure control plan –

(g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens may not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires

employee training to provide an opportunity for interactive questions and answers with the person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

33. Does training at conferences count toward the in-service training requirement?

Yes, provided the training is taught by a Commission-certified instructor or a specialized instructor or a professional lecturer as required by the topic area or is a guest participant as set out in FAQ 8. The training must also be documented by a roster and students must pass tests as explained in FAQ 28.

34. Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider. Note: Instructor testing is available on-line via the NCJA in-service page.

On-line Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

35. What are the requirements for testing?

Written tests are now required for each block of instruction taught with the exception of the following:

a) In-Service Firearms Training and Qualification;

b) CPR certifications that include cognitive and skills testing;

c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.)

conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; and

d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.

Officers attending courses requiring testing must be tested with a certified instructor leading the training.

The test must include the following:

a) All courses requiring testing must have a written test with 5 questions per credit. Courses which are more than 4 hours in length are required to do a MINIMUM of 20 test questions**.** The tests created as part of the lesson plans, written by the NC Justice Academy, may be used or the training provider may create their own test.

b) Scenario based questions are recommended but not required.

c) A minimum score of 70% is required to pass the required test.

If a student fails to achieve a passing score on a test, it is up to the Sheriff or Department Head to determine what, if any, remediation is needed. This differs from the Criminal Justice Commission which has set parameters for remediation. If you have individuals that hold deputy sheriff and police officer certifications, then the remediation requirements set out by the Criminal Justice Commission should be followed in order for the police officer certification to remain valid.

36. What are the requirements for the lead instructor when delivering a required test?

Instructors should comply with the following:

a) Students are prohibited from collaborating with each other when answering test questions.

b) Individual student learning must be evaluated and documented immediately following training. (Take-home testing is not allowed for traditional classroom delivery.)

c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow “open book / open notes” testing.

d) For on-line training, required testing may be administered and submitted electronically.

37. Will online, computer or video training count toward in-service?

Yes. This training will count toward in-service **if approved in advance by the**

Sheriff/Agency Head or designee and the Commission-certified instructor can provide:

- a completed roster,
- ensure that the credit requirements have been met, and
- the officer passed the required tests as explained in FAQ 35.

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.
Instructors teaching in the online format should comply with the "Online Training Guide" as approved by the Commission. Available at:
https://ncdoj.gov/ncja/commission-courses/in-service/

Additionally, the student will receive credit equal to the hours which are designated in the academic checklist, if computer-based training is developed and utilizes all of the written materials, discussion points, exercises, PowerPoint presentations, and videos (where applicable).

See FAQ number 32 reference Bloodborne Pathogens training.

38. Does in-service training have to be delivered in days or can smaller increments of training such as roll call training be used?

In-service training can be broken into smaller increments of training if the Commission criteria for training providers are met as outlined in FAQ 29.

39. The NCJA Firearms Training and Qualification lesson plan requires a day and night combat/encounter course of fire. Can you provide additional clarifying information concerning this portion of the lesson plan?

Day and Night Combat/Encounter Shooting Still Required.

When conducting the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of "decision-making shooting"
component. This shooting requirement could include live fire range courses, simulator training, force-on-force training and stress-induced training. Officers must demonstrate the ability to pass a day and night "decision-making shooting" course of fire. The officer will have three attempts within a given day per course of fire to successfully complete these requirements.

Should an officer fail to successfully pass a combat/encounter course of fire, the course of fire must be modified before another attempt is made. Officers will not be allowed to simply re-try the same combat/encounter course of fire.

CERTIFICATION ISSUES

40. Who needs to attend the required in-service training?

All deputy sheriffs who are active with any sheriff's office or criminal justice agency on or between January 1 and June 30, 2020 must attend the training.

All detention officers who are active with any sheriff's office or District Confinement Facility on or between January 1 and June 30, 2020 must attend the training.

All telecommunicators who are under the direct control and supervision of a Sheriff and who are active with any sheriff's office or telecommunication agency on or between January 1 and June 30, 2020 must attend the training.

All telecommunicators who are voluntarily reported to the Division for certification and who are active with any telecommunication agency or sheriff's office on or between January 1 and June 30, 2020 must attend the training.

41. What is the difference between "active" and "inactive"?

Sheriff's Offices and Agency Heads vary widely in their various categories of deputy sheriffs (i.e., auxiliary, active reserves, inactive reserves…). Regardless of the category, whether paid or unpaid, full-time or reserve:

a) A deputy sheriff is considered active if at any time he/she performs any law enforcement function, for even one day in the year.

b) A detention officer is considered active if at any time he/she performs any detention function, for even one day in the year.

c) A telecommunicator is considered active if at any time he/she performs any telecommunication function, for even one day in the year.

An “inactive” status would be appropriate for someone on whom certification is being held, but is not actually performing any functions.

42. What constitutes a "law enforcement," “detention,” and “telecommunication” function?

A law enforcement function is any duty related to, or arising from, the person's authority as a law enforcement officer.

A detention function is any duty related to, or arising from, the person's authority as a detention officer.

A telecommunication function is any duty related to, or arising from, the person's authority as a telecommunicator.

43. How should the Sheriff's Office/Agency Head document who is "active" vs. "inactive"?

The Sheriff’s Office/Agency Head must indicate this status when a person is initially appointed, and can change a person’s status from active to inactive, or vice versa, by using a Change of Status Form.

44. If a deputy sheriff qualified with his/her firearm each year, does that mean he/she is active and must complete the remaining in-service training requirements?

No. Several Sheriff's Offices may have inactive deputy sheriffs who continue to maintain their firearms-carrying status. Merely qualifying annually with their firearm(s) does not change such a deputy sheriff's status to "active."

45. Can an active deputy still be placed in an "unauthorized to carry" status?

Yes. That deputy does not need to complete the firearms qualification until such time as he/she is being changed to Authorized to Carry and the Division has received a copy of the qualification record. However, the deputy sheriff must still receive a total of 24 credits of in-service training which meets the Commission’s criteria.

46. What about individuals who hold multiple certifications under the

Sheriffs' Commission?

Many individuals hold certification not only as deputy sheriffs, but as detention officer, and telecommunicators as well. If an employee holds multiple certifications within the same office/agency, the Sheriff/Agency Head or designee shall decide which is the person's primary certification and he/she will be required to take the mandated training for that certification. If an individual holds multiple and active certifications with more than one agency under the Sheriffs' Commission that individual is required to take all of the mandated training for those certifications.

47. What about the deputy sheriffs who also HOLD DUAL CERTIFICATION under the Criminal Justice Education & Training Standards Commission as police officers?

The mandated topic areas are identical. Therefore, an individual who completes the in- service training as prescribed by the Criminal Justice Commission will also meet the Sheriffs' Commission's in-service training criteria. If such a deputy sheriff/police officer completes in-service training where the credits do not comply with the Criminal Justice Commission's rules, his/her police officer certification may be suspended under that Commission. Therefore, it is recommended that such deputy sheriffs/police officers comply with the in-service training requirement as set out under the Criminal Justice Commission in order to maintain certification under both Commissions.

48. Can an officer miss any of the training?

Unless the person holds multiple certifications as explained in FAQ 46, all individuals who are active on or between January 1 and June 30 of 2020 must attend 100% of the training by the end of 2020.

49. What happens if an active deputy sheriff, detention officer, or telecommunicator has an extended illness, suffers an accident, or is called up for active military duty?

The Sheriffs' Commission has authorized the Division staff to grant temporary waivers to those who fail to complete the in-service training topics due to extended illness, accident, military service, or other extenuating and unforeseeable circumstances. The agency should place such officers in an "inactive" status by submitting a Change in Status Form (F-9) to the Division. Before the inactive officer may return to active duty, he/she must complete the required in-service training, and documentation of this training must be submitted to the Division **WITH** a Change in Status form reflecting his/her move back to active status.

50. What if an active deputy sheriff, detention officer, or telecommunicator is not granted a temporary waiver and fails to complete his/her in-service training in 2020?

Upon notification from a sheriff/agency head that a deputy sheriff, detention officer, or telecommunicator who has been active on or between January 1 and June 30, 2020**,** has failed to meet the requirements for in-service training and has remained active through the end of 2020, the individual's certification shall be suspended.

51. Can the Sheriff's office move a non-compliant deputy sheriff, detention officer, or telecommunicator to an "inactive" status to avoid suspension?

Yes. However, as with firearms, the person must make-up in-service training before returning to active status. If a person returns to active status in 2020, he/she must complete the 2019 in-service training and the Division must receive documentation of completion before he/she can be changed back to an "active" status.

52. If a person's certification is suspended for failing to comply with the 2019 in-service training requirements, can certification be reinstated?

In order to have the suspension lifted, the person must submit evidence to the Commission staff that he/she has completed all of the in-service training topics as specified in the rules within one year of the date of suspension. Make-up training can be done one-on-one with a certified instructor.

53. If a reinstatement is granted based upon completion of the 2019 in-service training requirements in the year 2020, does this training also satisfy the 2020 calendar year training requirements?

No. If the person was active between January 1 and June 30, 2020, then he/she must also complete the 2020 in-service training requirements prior to December 31, 2020.

54. If a person completes their basic training requirement in 2020, can some of the topical areas in basic training course count toward the mandated in-service training?

No. The only possible exception is BLET firearms training that is completed in 2020 may count towards the officer's 2020 in-service training, with the sheriff's approval.

55. When will a newly appointed person need to complete in-service training?

If a new person is sworn or appointed in January 1, 2020-June 30, 2020 and is active on or between January 1 and June 30, 2020, he/she must comply with the in-service training requirement for 2020. If the new person is sworn or appointed **on or after** July 1, 2020, he/she must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

56. When will a transferring person need to complete in-service training?

A person who is sworn or appointed in an active status on or between January 1, and June 30, 2020, must comply with the in-service training requirement for 2020. If the
transferring person had no prior active service with a criminal justice agency or sheriff's office and is sworn or appointed **on or after** July 1, 2020, he/she is not obligated to complete the 2020 in-service training. Persons applying in 2020 to receive deputy certification who have prior service as a local or state law enforcement officer between January and June of a prior year and who failed to complete the in-service training for that year, must complete the in-service training program prescribed for the year immediately preceding the year in which the officer is being activated as a deputy.

57. What if a previously inactive person is moved to an active status sometime during 2020?

As of January 1, 2015, if a person returns to active status and was under obligation to have completed in-service training for a prior year and failed to do so, the person can be made active **ONLY AFTER** completing the in-service training required for the year directly proceeding the year in which the person wishes to become active.

In addition, if the person is returned to active status January 1, 2020**-**June 30, 2020 and is active on or between January 1 and June 30, 2020**,** he/she must comply with the in- service training requirement for 2020. If he/she is changed to active status **on or after** July 1, 2020, and remains active after 12/31/2020, he/she must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

58. Is an individual who holds certification in an "inactive" status under the Sheriffs' Commission as deputy sheriff allowed to laterally transfer to the Criminal Justice Commission?

Currently, deputies who are certified in an "inactive" status under the Sheriffs'

Commission are evaluated by the Criminal Justice Commission on an individual basis. Based on the evaluation, the individual may be required to complete up to 2 years of prior mandatory in-service training (MIST) to be eligible for lateral transfer.

Effective January 1, 2017, in order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an "inactive" status with the Sheriffs' Commission must complete annual MIST requirements (excluding firearms training) during the calendar year for each calendar year that they were in an "inactive" status.
Any year the deputy was in an "inactive" status and did not complete their MIST during the calendar year the MIST was required will be classified as a break in service by the Criminal Justice Commission.

A deputy sheriff who is certified in an "active" status with the Sheriffs' Commission and is later changed to an "inactive" status and is determined to have a break in service of more than one year and less than three years will have to complete partial basic law enforcement training (BLET) as identified by the training evaluation conducted by the Criminal Justice Commission. Deputies determined to have a break in service of more than three years will be required to complete the BLET program in its entirety and pass the state comprehensive written examination in order to become certified with the Criminal Justice Commission.

If an "inactive" deputy is also certified as an active Detention Officer and/or Telecommunicator and has completed MIST annually for one of those positions, they will not be treated as having a break in service.

IN-SERVICE TRAINING COORDINATOR

59. Can an instructor teaching in-service training receive credit for such instruction towards maintaining his/her instructor certification?

Yes. Instructor evaluation can be done by either having a similarly certified instructor evaluate the performance of the instructor or a Commission-recognized School Director or a Commission-recognized In-Service Training Coordinator may perform an instructor evaluation.

In addition, if a Sheriff's Office chooses to conduct its own in-service training, then the Sheriff **must** also appoint an "In-Service Training Coordinator" who meets the following criteria:

- Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal

justice system.

- Hold General Instructor certification.
- Have successfully participated in the "Coordinating In-Service Training" course presented by the NC Justice Academy for the purpose of familiarization with trainee and instructor evaluation.

The Sheriff shall submit an application for such appointment to the Division for approval of this designation.

60. What are the responsibilities of an In-service Training Coordinator?

An In-service Training Coordinator shall:

- Administer the delivery of the course curriculum.
- Select and schedule instructors.
- Ensure that each instructor utilizes a lesson plan previously approved by the Sheriff or his/her designee.
- Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- Maintain records of all in-service training received by the agency's deputies to include, at a minimum:

a) Course title

b) Delivery credits of course

c) Course delivery dates

d) Names and addresses of instructors utilized for each topic

e) A roster of enrolled trainees documenting class attendance

f) Test results from in-service training

61. How do I apply to be an in-service training coordinator?

The individual who has been selected by his/her Sheriff must complete an Application for In-service Training Coordinator form and submit the form to the Sheriffs' Standards Division for approval, with documentation of completion of the Coordinating In-Service Training course.

62. Does the in-service training coordinator have to attend the "Coordinating In-Service" course on an annual basis to stay current?

No. There is no additional required training for the in-service training coordinator.

63. If my agency has an In-service Training Coordinator, who may attend our in-service training?

The in-service training will be primarily for the In-service Training Coordinator's agency. With approval from the Sheriff /Agency Head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.

64. May a community college employee who manages in-service training attend the "Coordinating In-Service" course?

Yes. In-Service Training Coordinator (ITC) is an official designation outlined in North Carolina Administrative Code and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official ITC designation/authority outlined in code does not apply to these college-employed personnel.

65. If our agency currently has an In-service Training Coordinator designated/approved by Sheriffs' Training Standards, may we still send additional training staff to the "Coordinating In-service" course for informational purposes and to have a back-up readily available should the agency decide to make application to change coordinators?

Yes.

66. May an agency have more than one In-service Training Coordinator designated/approved by Sheriffs' Standards Division?

Yes.

Criminal Justice Education & Training Standards Commission

TABLE OF CONTENTS

REMINDERS……... 31

GENERAL INFORMATION……32

INSTRUCTORS…… .34

LESSON PLAN INFORMATION……..…….……36

DELIVERY ISSUES/TESTING…… .38

CERTIFICATION ISSUES……..43

IN-SERVICE TRAINING COORDINATOR……...…….. 45

REMINDERS

NCJA Firearms Qualification and Lesson Plan

Day and Night Combat/Encounter Shooting still required.

When instructing the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of “decision-making shooting” component.

Credits vs. Hours

Both the Sheriffs’ Commission and Criminal Justice Commission recognize when instruction occurs with only a small number of students, the full number of hours required may not always be needed to fully cover the materials. Therefore, if a lesson plan is developed for a specific number of hours and a person completes the training in less than or more than the recommended hourly increments, the person will receive the number of credits that correspond to the number of hours (i.e., Legal Update is designed to be delivered in 4 hours, will yield 4 credits), as long as all materials are covered in their *entirety and as designed.*

Instructors

Instructors must continue to pass a written test on course materials requiring testing PRIOR to teaching a block of instruction in order to receive in-service credit for the course.

There are some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors. Refer to North Carolina Administrative Code for these exceptions.

Instructor Certification Procedure

Beginning January 1, 2017, all certified General and Specialized instructors are required to complete a 1-hour instructor update training course once per calendar year.

This course is only offered via the NC Justice Academy’s online training portal.

Also beginning January 1, 2017, in order to maintain certification as a General Instructor, there will no longer be a requirement to deliver a specific number of instructional hours. However, to maintain certification as a Specialized Instructor, you will continue to be required to deliver a minimum of twelve (12) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course every three years. This instruction must be delivered in each topical area for which the instructor holds specialized certification.

Note: Pursuant to 12 NCAC 09B.0305, in order to renew a Specialized Firearms

Instructor certification, the applicant must have met the minimum score of 92 on day and night BLET firearms qualification courses. For Specialized Physical Fitness, the applicant must have passed the POPAT. Proficiency for both must be completed during the three-year period of certification preceding the application for renewal and administered by a like certified instructor.

Specialized Instructor Certification - CPR requirement

Per 12 NCAC 09B .0304, applicants for Specialized Instructor Certification shall possess a valid CPR certification that includes cognitive and skills testing, through the American Red Cross, American Heart Association, American Safety, and Health Institute, or National Safety Council.

Applicants for initial Specialized Instructor Certification and those applying for renewal, can now send a copy of the completion certificate of the CPR course, or a copy of the class roster signed by the instructor, along with the required Specialized Instructor Certification application, and other documents as listed in 12 NCAC 09B .0304 and 12 NCAC 09B .0305. Criminal Justice Standards no longer requires a copy of the CPR card due to their increasing cost.

GENERAL INFORMATION

1. ***What are the in-service training requirements?***

   Administrative Code 12 NCAC 09E outlines the in-service training requirements. In summary, these rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 credits of in-service training annually.

2. ***What are the new required topics for 2020?***

   There are 18 required credits:

   2020 Firearms Training and Qualification (4 credits)
   2020 Legal Update (4 credits)
   2020 Long Term Effects of Childhood Adversity (2 credits)
   2020 Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority (2 credits)
   2020 The Signs Within: Suicide Prevention Education and Awareness (2 credits)
   2020 Career Survival: Training and Standards Issues (2 credits)
   2020 Communication Strategies When Encountering Persons Who are Deaf or Hard of Hearing (2 credits)

3. ***What are the topics of choice for 2020?***

   There are 12 credits available:

   Hazardous Materials (2 credits)
   Bloodborne Pathogens (2 credits)
   Law Enforcement Threat Assessment (4 credits)
   Situational Awareness/Subject Control (4 credits)

4. ***When will officers have to have their in-service training completed?***

   All sworn officers holding NC General Certification through Criminal Justice Standards on December 31 of the current calendar year must complete 2020 training between January 1, 2020 - December 31, 2020.

5. ***Who is responsible for creating the in-service material, and how can an officer obtain that training?***

   The Administrative Code directs the NC Justice Academy to develop instructor and student lesson plans and training aids for the "Required In-service Training Topics." Additionally, the NC Justice Academy will develop lesson plans that may be used for Department Topic of Choice.

   These materials may be obtained at cost from the NC Justice Academy, and are also accessible for download via the instructor's in-service page. The agency head is responsible for ensuring that all certified officers receive the training.

6. ***Can an officer miss any of the training?***

   No. All officers certified by Criminal Justice Standards holding NC General Certification on December 31 of the current calendar year must attend 100% of the training. Failure to participate in and successfully complete all of the Required Annual In-Service Training Topics during the calendar year of service will result in the suspension of the officer's certification by the Director of the Criminal Justice Standards Division.

7. ***If a lesson plan is developed for a specific amount of hours, what happens if an instructor completes that training is less than or more than the hourly increment?***

   Lesson plans are designed to be delivered in approximate hourly increments; however, a person completing the training in less than or more than the hourly increment will
   receive the number of credits that correspond to the number of hours (i.e., Legal

Update designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

INSTRUCTORS

8. ***Do all instructors teaching mandated in-service courses need to be Commission-certified?***

   Instructors teaching required in-service training courses **must be** certified as a General Instructor or Professional Lecturer, at a minimum, by the Criminal Justice Standards Commission. The use of guest participants is permitted, provided they are subject to the direct on-site supervision of a Commission-certified instructor. General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers.

9. ***Do I have to teach the Instructor Updates course to teach the blocks of instruction for in-service training?***

   No. The Instructor Updates courses are optional only, and provided on both the east and west campuses of the North Carolina Justice Academy in order for Training Coordinators and instructors to hear directly from the developers. This may be helpful by providing insight into how you may want to deliver the course and in choosing the best instructor for those blocks.

   You can register for Instructor Updates courses through your Acadis portal.

10. ***If I am an instructor and attend the In-Service Instructor Updates course, do I earn my own in-service credit?***

    The Commission has approved in-service credit for courses delivered in their entirety and as designed. If you are an instructor, attend the block in its entirety, sign the roster, and successfully pass the test, you will receive your own in-service credit for that block. Those same requirements must be followed for each block offered during In-Service Instructor Updates in order to receive in-service credit. If you have an Acadis account, this training history will be accessible to you. At no time can in-service credit be earned for the upcoming year if the course is offered earlier than 60 days prior to December 31 of the current year.

11. ***Who can teach the Legal Update in-service training course?***

    A Commission-certified General Instructor may teach Legal Update. However, if an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer

Certification and be issued that certification.

12. ***Who can teach Situational Awareness/Subject Control?***

If you choose to teach using the NC Justice Academy's "Situational Awareness/Subject Control" lesson plan, it must be taught by a Commission-certified specialized SCAT Instructor.

13. ***Do I get my own in-service credit by teaching that block of instruction in the traditional classroom?***

If you are the instructor teaching a course in a traditional classroom setting, then you can earn in-service credit for that course upon successful completion of the mandated testing requirement. Documentation that verifies passing the written test, and your name on the course roster as the instructor, should be on record with the training provider. Note: Instructor testing is available on-line via the NCJA in-service page.

14. ***Do I get my own in-service credit by teaching that block by a method other than a traditional classroom setting?***

If you are the instructor teaching a course by a method other than a traditional classroom setting (example: online delivery), then you do not earn in-service credit for that course.

15. ***When do instructors get credit for the instructor renewal for teaching in-service blocks of instruction?***

Assuming all lesson plans are written in accordance with Commission standards, instructors will receive credit towards their instructor renewal for teaching any Commission recognized in-service topic delivered in the traditional classroom format for which the Commission has certified them to teach. Instructors will receive credit for evaluation purposes for the number of hours actually taught in Commission courses, regardless of the number of credits that may be issued for successful completion of the course.

Probationary and General Instructors will receive credit for teaching any in-service topic not considered a specialized topic as outlined in 12 NCAC 09B.0304 except for those delivered on-line. To receive credit for teaching in a specialized topic area as outlined in 12 NCAC 09B.0304, the instructor must be certified by the Commission as a specialized instructor in the topic area.

16. ***What happens if I fail to complete the 1-hour instructor update course by December 31 of the current year?***

General or Specialized Instructors failing to complete the 1-hour instructor update during a given calendar year must deliver 8 hours of evaluated Commission-mandated basic or Commission-recognized in-service training **and** complete the 1-hour instructor update before March 1 of the following year. Note: The 8 hours of evaluated training must take place between January 1 and March 1 of the following year.

Professional lecturers are not required to complete the 1-hour update course.

Failure to complete both of these steps will result in a loss of all instructor certifications.

17. ***Which school or agency will offer the 1-hour instructor update?***

The NC Justice Academy is the only school offering this course. It can be assigned to you through your online training portal. To create a training portal account, follow this link: https://ncdoj.gov/ncja/nc-justice-academy-training-portal/

18. ***Do I need to submit an F-12 (Renewal of Instructor Certification), to the Standards Division?***

No. General Instructors are no longer required to submit Form F-12A.

Note: Probationary and Specialized Instructors will be required to submit Form F-12A in order to maintain certification. Professional lecturers are required to submit Form F-12A every three years to retain certification.

19. ***How many evaluated hours of teaching are required for Probationary status instructors?***

Beginning January 1, 2017, instructors holding Probationary status are required to deliver 8 hours of evaluated instruction in a Commission-mandated basic or Commission- recognized in-service training course.

LESSON PLAN INFORMATION

20. ***Does the agency have to use the newly developed lesson plan each year or can they utilize previously developed lesson plans?***

Departments must use the current lesson plan as a minimum for "Required In-Service Training Topics." Previously developed lesson plans may be used for the Department Topic of Choice under the following conditions:

a) The lesson plans are reviewed for correctness.

b) The academic checklist is updated to reflect it was reviewed and/or revised, by whom and when.

c) The footer is updated to reflect the current training year.

d) The lesson plan is kept on file with the agency.

21. ***Do I have to teach the lesson plan as-is, or may I modify the information in the lesson plan?***

Instructors are required to teach the lesson plan as written including videos and discussion points to the best of their ability. Information may be added to the lesson plan to enhance the student's learning experience; however, the information should be appropriate in relation to the topic and in accordance with agency policy. The Chief/Designee should approve of any changes to the lesson plan. The lesson plan should be retained on file with the agency.

22. ***Is the instructor required to provide the student with a copy of the student lesson plan or outline when teaching mandated in-service training?***

The Administrative Code stipulates that the mandated in-service courses developed by the NC Justice Academy shall be applied as a minimum curriculum. Although not specifically required in the Rule, it is strongly encouraged that instructors provide each student with a copy of the student lesson plan during the course delivery.

23. ***Does the department have to physically keep the lesson plan from such places as community colleges or the NC Justice Academy?***

No, a certificate or roster is satisfactory. The provider will keep the lesson plan.

24. ***How long will the provider have to keep the lesson plans?***

The training provider should keep the lesson plan(s) indefinitely.

25. ***Can additional firearms hours (above the 4 required) be used for a portion of***

the Department Topic of Choice requirement?

Yes. The firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

26. ***Does the agency have to teach the topical areas listed as department choices, or can the agency teach something else?***

The NC Justice Academy agrees to develop topical areas for delivery under the department choice category annually. These topics are **NOT** required to be taught as the department choice. An agency can teach any topic of which the Chief approves as long as all Commission requirements (9E .0104 and .0105) for training delivery are met.

27. ***How do I get the annual in-service training material from the NC Justice Academy?***

There are two methods to obtain materials:

Instructor and student lesson plans, tests, PowerPoint shows, handouts, and CDs can be purchased from the NC Justice Academy bookstore. An order form may be obtained via NCJA webpage. These materials will be available on CD or flash drive, with the exception of Situational Awareness/Subject Control, which is only available on CD and online (flash drive not available).

Instructor and student lesson plans, tests, PowerPoint shows, and handouts will be available on the Justice Academy's In-Service webpage. If you are an agency head, school director, or training coordinator, e-mail Merrily Cheek at mcheek@ncdoj.gov to obtain the log-in credentials to the material. Additionally, instructor testing which is required prior to teaching an in-service block, is also available on the In-Service page.

DELIVERY ISSUES/TESTING

28. ***What are the Commission's criteria for training delivery?***

a) Training must be documented by a roster which includes: student names, date/time of training, instructional topic, credits taught, instructor's name, test results, and training provider.

NOTE: An example training roster has been created, and training providers are highly encouraged to use it. You can download the form from the Criminal Justice Law Enforcement Training and Standards webpage at https://ncdoj.gov/law-enforcement-training/criminal-

justice/forms-and-publications/#112-wpfd-in-service. The form is called "Mandatory In-Service Attendance Roster."

b) The training must be taught by a Commission-certified general instructor or professional lecturer at a minimum, except for instructors:

   i. Delivering CPR certifications that include cognitive and skills testing;

   ii. Delivering use of equipment training conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; or

   iii. Delivering Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.

c) Instructors must use the mandated lesson plan for required in-service topics;

d) If the topic requires testing, the instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NC Justice Academy;

e) The training provider should issue a certificate containing the appropriate number of credits to the officer; and,

f) The training provider should also keep test results and a master copy of each test administered.

29. ***What is the minimum score to pass an end of course test?***

A minimum score of 70% is required to pass the end of course test.

30. ***What action must be taken if a student fails the required end of course test?***

If a student fails required testing, they should receive remediation and must be given one retest. If the retest is failed, the student will be required to repeat the training in its entirety including end of course testing.

If a student fails the on-line training retest, the student will be required to complete the training in its entirety in a traditional classroom environment with

end of course testing.

31. ***What is the requirement if I elect to develop my own end of course test?***

The test must include the following:

a) All courses requiring testing must have a written test with 5 questions per credit. Courses that are more than 4 hours in length are required to do a MINIMUM of 20 test questions**.** The tests created as part of the lesson plans, written by the North Carolina Justice Academy, may be used or the training provider may create their own test.

b) Scenario-based questions are recommended but not required.
c)
d) A minimum score of 70% is required to pass the required test.

32. ***Will officers be tested as part of the in-service requirement?***

Written tests are now required for each block of instruction taught with the exception of the following:

a) In-Service Firearms Training and Qualification;

b) CPR certifications that include cognitive and skills testing;

c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.) conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; and

d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.

33. ***What are the requirements for the lead instructor to follow when administering a required test?***

Instructors should comply with the following:

a) Students are prohibited from collaborating with each other when answering test questions.

b) Individual student learning must be evaluated and documented immediately following training. (Take home testing is not allowed for traditional classroom delivery.)

c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow “open book / open notes” testing.

34. ***Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?***

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider. Note: Instructor testing is available on-line via the NCJA in-service page.

Online Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

35. ***Can Bloodborne Pathogens be taken as a generic or an online course?***

The use of a generic or on-line BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction.

The requirement in the Bloodborne Pathogens (BBP) Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and other potentially infectious materials. Because the training required by paragraph (g)(2) to be provided initially (i.e., at the time of initial assignment to duties with occupational exposure) and annually, must also include agency site-specific elements such as the location and content of the agencies exposure control plan – (g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens may not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires employee training to provide an opportunity for interactive questions and answers with the

person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

36. ***Does training at law enforcement conferences count towards the in-service training requirement?***

Conferences may present any of the annual topics, provided that state-mandated lesson plans are taught by a certified general instructor or a professional lecturer as required by the topic area. Any other topics that are taught could be counted as a "Department Topic of Choice" topic. The training must be conducted in accordance with current Administrative Code, documented by a roster and a written test

37. ***Does the training site (range, SCAT room, classroom) for mandated in-service training have to be accredited by the Commission?***

No.

38. ***Will all officers, regardless of assignment or status, receive the same training?***

The lesson plans for "Required In-service Training Topics," as published by the North Carolina Justice Academy shall be applied as a minimum for all officers. Training providers can target and enhance a lesson plan to meet the needs of differing types and levels of officers. For example, Legal Update will cover the most important statutory and case law that is relevant for every officer in the state. A legal advisor wishing to deliver the legal block may desire to address legal issues pertinent to their specific agency. In this instance, agency issues may be addressed in addition to legal material that will be provided by the Justice Academy's lesson plan.

39. ***What counts towards the annual firearms qualification requirement of four credits?***

The four credits of firearms training are not limited to one session. It can include all firearms training in which an officer participates throughout the year including class instruction, practice, qualification, and remediation.

40. ***The NCJA Firearms Training and Qualification lesson plan now requires a day and night combat/encounter course of fire. Can you offer any additional clarification on this requirement?***

When conducting the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of "decision-making shooting"
component. This shooting requirement could include live fire range courses, simulator training, force-on-force training and stress-induced training. Officers must demonstrate the ability to pass a day and night "decision-making shooting" course of fire. The officer will have three attempts within a given day per course of fire to successfully complete these requirements. Should an officer fail to successfully pass a combat/encounter course of fire, the course of fire must be modified before another attempt is made. Officers will not be allowed to simply re-try the same combat/encounter course of fire.

41. ***Can electronic signatures be used on the Firearms Qualification Record (F-9A) sections II and IV?***

Yes. Electronic signatures for Sections II and IV are allowed only for forms completed for officers certified under the Criminal Justice Education & Training Standards Commission.

Reminders:

- Page 2 of the form requires individual hand signatures attesting to firearms range qualification scores.
- Signature stamps are not allowed – anywhere on the form.
- The Sheriffs' Education and Training Standards Commission does not approve the use of electronic signatures. Officers certified under the Sheriffs' Education and Training Standards Commission will continue to use individual hand signatures throughout Form F-9A.

Certification

42. ***When will new probationary officers need to complete in-service training?***

If an officer holds Probationary Certification on December 31 of the current calendar year, he/she is NOT required to complete the mandated in-service training. New officers hired during the calendar year in which they have successfully completed a BLET delivery and been issued Probationary Certification are deemed by the Commission to have, with the exception of the Firearms Training and Qualification Course, satisfied the mandated in-service training for that calendar year. New officers who completed the BLET course from an outside source, such as a community college or another department, using a different weapon than the one issued by their department, are required to complete their department's full Firearms Training and Qualification Course to qualify for probationary certification. Correspondingly, an officer completing their own department's BLET course has satisfied the firearms and

all other in-service requirements for that calendar year.

43. *When will lateral transfers (with General Certifications) need to complete the in-service training?*

If an officer has separated from an agency with less than a 12-month break in law enforcement service and is later employed as a law enforcement officer during the same calendar year, the officer shall have completed all of the in-service training topics as specified in 12 NCAC 09E.0102 by the end of that same calendar year. Upon notification that such officer has failed to meet all of the requirements for in-service training as specified in 12 NCAC 09E.0102, the law enforcement officer's certification shall be suspended.

44. *What happens if an officer has an extended illness, suffers an accident, or is called up for active military service?*

The Commission has authorized the Director of the Criminal Justice Standards Division to grant temporary waivers to those officers who fail to complete the in-service training due to illness, accident, military leave, or other legitimate reasons. The officer's Chief of Police shall submit the Form F-9B (Report of Non-Compliance) along with the agency's end of the year report form (F-9) requesting a waiver. Supporting documentation such as military orders, DD214, or medical documentation, should also be submitted. The agency will receive a written response from the Director of the Standards Division.

45. *What if the officer fails to complete his/her training in 2019 and is suspended by the Commission? If the officer completes the 2019 training in 2020 in order to be re-instated, does that training suffice for the 2020 calendar year training requirement?*

Upon notification from an agency head that a law enforcement officer who has been continuously employed with an agency during the 12 month calendar year (i.e., Jan.1, 2019/Dec. 31, 2019) has failed to meet the requirements for in-service training, the officer's certification shall be suspended. In order to have that suspension lifted, the officer must submit evidence to the Commission staff that he/she has completed all of the in-service training topics as specified in the rules. There is no provision in the Commission's rules which exempts an officer from completing the in-service training for 2020, so the "make-up" training for 2019 will not suffice for the new.

46. *What about an officer who also holds certification under the Sheriffs' Commission as a deputy sheriff?*

The topical areas (categorized as "law enforcement") for deputy sheriffs and police are identical. Therefore, an individual who completes the in-service training as

prescribed by the Criminal Justice Education & Training Standards Commission will also meet the Sheriffs' Commission's in-service training criteria.

47. ***Is an individual who holds certification in an "inactive" status under the Sheriffs' Commission as a deputy sheriff allowed to lateral transfer to the Criminal Justice Commission?***

In order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an "inactive" status with the Sheriffs' Commission must complete annual MIST requirements (excluding firearms training) during the calendar year for each calendar year that they were in an "inactive" status. Any year the deputy was in an "inactive" status and does not complete their MIST during the calendar year the MIST was required will be classified as a break in service by the Criminal Justice Commission.

A deputy sheriff who is certified in an "active" status with the Sheriffs' Commission and is later changed to an "inactive" status and is determined to have a break in service of more than one year and less than three years will have to complete partial basic law enforcement training (BLET) as identified by the training evaluation conducted by the Criminal Justice Commission. Deputies determined to have a break in service of more than three years will be required to complete the BLET program in its entirety and pass the state comprehensive written examination in order to become certified with the Criminal Justice Commission. If an "inactive" deputy is also classified as an "active" detention officer, and/or telecommunicator and has completed MIST annually for one of those positions, they will not be treated as having a break in service.

IN-SERVICE TRAINING COORDINATOR

48. ***What are the requirements to be eligible to receive the designation of an In-Service Training Coordinator?***

The In-Service Training Coordinator shall meet the following criteria:

a) Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.

b) Hold General Instructor certification.

c) Have successfully participated in the "Coordinating In-service Training Course" for the purpose of familiarization with the trainee and instructor evaluation.

d) Submit a request form to the Criminal Justice Standards Division.

49. *What are the requirements of the In-Service Training Coordinator?*

According to NCAC 09E.0109, an In-service Training Coordinator shall:

a) Administer the delivery of the In-service Training course curriculum.

b) Select and schedule instructors.

c) Ensure that each instructor utilizes a current Commission-approved lesson plan.

d) Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.

e) Maintain records of all in-service training received by the agency's officers to include, at a minimum:

i. Course title

ii. Delivery credits of course

iii.Course delivery dates

iv. Names and addresses of instructors utilized for each topic

v. A roster of enrolled trainees documenting class attendance

vi. Test results from in-service training

50. *Does my agency have to appoint someone as the In-Service Training Coordinator?*

No. This position is available for those agencies that conduct in-service training in-house and primarily use instructors from their agency. If your agency out-sources in-service training to the community colleges or other agencies, then you do not need someone designated as an In-service Training Coordinator.

51. ***As the In-Service Training Coordinator, who can I use to deliver my agency's in-service training?***

In-service Training Coordinators may use any Certified Commission instructor in the delivery of in-service training. Those instructors teaching any of the specialized topics as outlined in 12 NCAC 09B.0304 must possess the appropriate specialized certification.

52. ***If my agency has an In-Service Training Coordinator, who may attend our in-service training?***

The in-service training will be primarily for the In-service Training Coordinator's agency. With approval from the agency head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.

53. ***Does the In-Service Training Coordinator have to attend the "Coordinating In-Service Training" Course on an annual basis to stay current?***

No. There is no additional required training for the in-service training coordinator at this time.

54. ***If our agency currently has an In-Service Training Coordinator designated/approved by Criminal Justice Standards, may we still send additional training staff to the "Coordinating In-Service Training" course for informational purposes and have a back-up readily available should an agency decide to make application to change coordinators?***

Yes.

55. ***May an agency have more than one In-Service Training Coordinator designated/approved by Criminal Justice Standards?***

Yes.

56. ***May a community college employee attend the "Coordinating In-Service Training" course?***

Yes. In-Service Training Coordinator (ITC) is an official designation outlined in North Carolina Administrative Code, and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official ITC designation/authority outlined in code does not apply to these college-employed personnel.

57. ***How do I apply to be an In-Service Training Coordinator?***

The individual who has been selected by his/her agency head must complete an Application for In-service Training Coordinator form and submit the form to the Criminal Justice Standards Division for approval, with documentation of completion of the Coordinating In-Service Training course.