

MINUTES

NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

EDUCATION AND TRAINING COMMITTEE

August 14, 2019

The Education and Training Committee of the North Carolina Criminal Justice Education and Training Standards Commission met in Room 1826 of the Public Safety Training Center, Wake Technical Community College, Raleigh, NC. Chair Stephanie Freeman called the meeting to order at 1:08 pm. Those in attendance were:

- *Stephanie Freeman, Appointment by the Governor- Correctional Officer-OSDT
- *Steve Johnson, Appointment by the General Assembly- Speaker of the House
- *Lee Farnsworth, NC Law Enforcement Officers' Association
- *Tracy McPherson, NC Community College System - Ex-Officio Member
- *Chris Blue, NC Police Executives Association
- *Jeff McCracken, NC Police Executives Association
- *Bob Schurmeier, Director of the NC State Bureau of Investigation - Ex-Officio Member
- *Jane Gilchrist, General Counsel, NC Department of Public Safety - Ex-Officio Member
- *Shane Manuel, North Carolina Highway Patrol - Ex Officio Member
- *Nathan Mizell, Jr., NC Law Enforcement Training Officers' Association

Visitors

Jodie Cobb, Greenville Police Department
Diane Smock, Greenville Police Department
Thomas Forrest, Pitt Community College
Mickey Briggs, Robeson Community College
Yovanna Vest, Fayetteville Technical Community College
Eddie Caldwell, NC Law Enforcement Officers Association
Monica Shabo, NC Department of Public Safety, Division of Juvenile Justice

Staff

Steven Combs, NC Criminal Justice Standards Division
Michelle Schilling, NC Criminal Justice Standards Division
Jason McIntyre, NC Criminal Justice Standards Division
Charminique Williams, NC Criminal Justice Standards Division
Trevor Allen, NC Justice Academy
Stacy Holloman, NC Justice Academy
Laurie Austen, NC Justice Academy
Tony Losada, NC Justice Academy
Jennifer Fisher, NC Justice Academy
Leann Supko, NC Justice Academy
Jessica Bullock, NC Justice Academy
Vicki Helms, NC Justice Academy

WELCOME/ROLL CALL

Chair Stephanie Freeman welcomed members and guests. The meeting was called to order, and the roll was called. A quorum was present.

Justice Academy New Staff Introduction

Director Trevor Allen introduced Ms. Whitney Givens as the new Administrative Specialist Quality Assurance with the Research and Development team at the East Campus of the Justice Academy. She will be responsible for taking the minutes for the Joint In-Service Committee meetings. Training Manager Laurie Austen introduced Ms. Leann Supko as the Program Assistant with the Commission Course Division.

MINUTES

Committee members reviewed the minutes, and Commissioner Tracy McPherson requested a change made to the following:

On Page 17, in the fourth paragraph, the second sentence, after the words “standards” strike “~~and issues,~~” and add “as” before the word “instructed.” Then after the word “Commission,” strike the word “instructed.” The sentence shall read, ***She further stated that the community colleges would continue to meet any mandated standards as instructed by the Commission, and will work with colleges, the Commission and the Criminal Justice Standards Division to assist with implementation.***

On Page 17, in the fourth paragraph, the third sentence, after the word “College” strike “~~System’s President~~” and replace with “System President’s designee.” The sentence shall read, ***The Community College System will serve the public and the Commission, and as the Community College System President’s designee, at this time she is prepared only to support Option #1 which will be for no changes made.***

On Page 17, in the fourth paragraph, the fourth sentence, after the word “whole”, strike the remaining sentence “~~across the state to invests in the needs of the students.~~”, then add “and best serves the needs of the cadet, most of whom are not employed prior to graduation, to be ready to work for any prospective employer across the state.”. Strike the last sentence in the paragraph, “~~Even though most of the cadets are not employed prior to graduating, they can be prepared for work as a prospective candidate for employment across the state.~~” The sentence shall read, ***She further shared it is believed that the current standardized BLET program is best aligned to meet the workforce training needs as a whole, and best serves the needs of the cadet, most of whom are not employed prior to graduation, to be ready to work for any prospective employer across the state.***

Commission Chris Blue proposed a motion to accept the changes to the May 22, 2019 meeting minutes. Commission Lee Farnsworth seconded the motion, motion carried.

COMMISSION ACTION

ADMINISTRATIVE CODE: PROPOSED RULE REVISION – INSTRUCTOR TRAINING

On behalf of the Instructor Training Advisory Group, Jessica Bullock with the North Carolina Justice Academy presented a proposal to require agencies and institutions to follow the North Carolina Justice Academy’s most current Instructor Training Course Management Guide when delivering the Instructor Training course; to remove the breakdown of individual classes and

hours listed in the code and place them in the Instructor Training Course Management Guide; and to require applicants attending the course to present an endorsement of a Commission-recognized school director or agency/executive officer.

The request would require a rule change for the following rule:

- 12 NCAC 09B .0209 – Criminal Justice Instructor Training

The advisory group recommended improving and adjusting the Instructor Training program to better prepare students for the program's intense training. Students have even requested additional presentation time to be better prepared for writing lesson plans, while School Directors felt students would be better prepared after completing a PowerPoint and Microsoft Word course before entering the program. The advisory group recommended using the course management guide rather than the NC Administrative Code to indicate how the program is run to alleviate rule changes every year. It is hoped that the program can adapt to allow students more time to complete projects within the two (2) week period of the course.

An additional request was made to modify Instructor Training to include the three (3) modules listed below:

- Module One (1)
 - Six (6) hour PowerPoint class
 - Six (6) hours Microsoft Word class
- Module Two (2)
 - Ten (10) hours of online training offered through the NCJA
- Module Three (3)
 - 80-hour Instructor Training Course with a class of 18

The three (3) module program would provide students with resources to assist them in preparing a lesson plan, and allow additional time to present materials during the course without being away from an agency for additional periods of time. The modules will maximize time and resources for all agencies and institutions.

Commissioner Stephanie Freeman stated the request is for a rule change to remove the topics and hours from the Administrative Code, adopt the course management guide, as published by the Justice Academy, by reference in the code, and sets forth the content we want the eighty (80) hours to be. The future vision would be to incorporate module 1-2 and 3, and at this time, no modifications will be made to the course content.

In-depth discussions and concerns were shared on how the implementation would affect the proposed rule, training modules, course management guide, and the instructor training course. Perspectives were shared from the community colleges, Justice Academy, students, and agencies. The committee raised questions regarding whether a period of fifteen (15) days or some other timeframe would be most appropriate to complete the three (3) modules; if the course hours should be based on student enrollment, which may affect the length of the course and training curriculum; and if a pre-requisite course or pre-qualification requirement can be established prior to the program's entrance. A hybrid course model was also discussed, to include its requirements and how students would complete the training.

There was also discussion about how computer competency in Word and PowerPoint might be taught and assessed; what modules the Justice Academy might be able to offer and various options for offering modules at community colleges; and what the timeline would be for the creation of the proposed online module by the Justice Academy. Further discussion included whether or not the rules process would allow for merely referencing the Instructor Course Management Guide in the rules (rather than explicitly spelling the program out in the NC Administrative Code); whether the total hours of the course as listed in the NC Administrative Code would be inclusive of all of the proposed modules; how any prerequisites might be appropriately referenced in a rule; and the pros and cons of changing a rule prior to the logistics of the modules being determined.

There was a discussion as to what the hours would be in the course if it became necessary to craft a proposed rule (i.e., would the total hours specified in the rule include only the hours from proposed module 3?). It was noted that if the hours included the ten (10) hours from the proposed online portion (Module 2), that this module would need to be available for students to access prior to a rule being implemented. There was further discussion that the intent was to have students complete the online portion prior to taking the hours outlined in Module 3. It was recommended that this be returned to the Advisory Group for input on these logistics related to the proposed modules.

The next advisory group meeting is scheduled for August 28th immediately after the School Director's Conference in Greensboro. The last advisory group meeting for 2019 will be on November 14th at 10:00 am at the Wake Technical Community College in Raleigh.

Commissioner Stephanie Freeman shared her appreciation for the hard work that both Jessica Bullock and the advisory group had given to the Instructor Training program and looks forward to hearing more soon. The committee supported the improved changes to the Instructor Training program and was asked to assist the advisory group in resolving the concerns and logistics that were shared at today's meeting and to return in November with a revised rule and course management guide to address any prerequisite requirements.

ADMINISTRATIVE CODE: PROPOSED RULE REVISION – BLET ATTENDANCE

On behalf of the Criminal Justice Standards Division, Deputy Director Michelle Schilling brought forth a proposed rule change that was requested by a BLET School Director, that would allow School Directors for just and documented cause, to approve an excused absence for a cadet for up to ten (10) percent of the total class hours, rather than the current limit of five (5) percent for excused absences.

The request would require a rule change for the following rule:

- 12 NCAC 09B .0404 – Trainee Attendance

The current rule states:

- “the school director may excuse a trainee from attendance at specific class sessions. However, in no case may excused absences exceed five percent of the total class hours for the course offering. A trainee shall not be eligible for administration of the state examination and shall be dismissed from the course if the cumulative total of class absences exceeds *five* percent regardless of the prior completion of make-up work”.

The proposed rule presented would state the following:

- “the school director may excuse a trainee from attendance at specific class sessions. Excused absences may not exceed five (5%) percent of the total class hours for the course offering, however for just cause, the School Director may authorize the excused absence of up to ten percent of the total class hours with supporting documentation, provided by the trainee, detailing the circumstances of the absence. For purposes of this Rule “just cause” includes an accident, illness or emergency. A trainee shall not be eligible for administration of the state examination and shall be dismissed from the course if the cumulative total of class absences exceeds ten (10%) percent regardless of the prior completion of make-up work”.

This issue was previously discussed with the BLET Revision Group, the School Director Advisory Group, and the Education & Training Committee, but consensus on a proposed change remained unreached due to several school director's decisions that students need to be present for class attendance. This decision did not alleviate the existing problem that certain students are placed within the six (6%) percentage rate and who are automatically dismissed from the course. School Directors hope something could be accomplished to prevent the loss of these students.

The rule was reviewed, and every commission course's absentee percentage was considered. A chart was provided with the absentee percentages allowed for each commission courses, with exception to the in-service. The percentage is ten (10%) percent for each commission course and courses that are a week-long can still miss ten (10%) percent of the class.

Michelle Schilling readdressed the issue with the BLET Revision Group and School Director's Advisory Group and this led to the recommendation to leave the five (5%) percent, but to include in the rule that the school director would have the discretion to allow a student to miss class up to ten (10%) percent with supporting documentation provided from a medical doctor in the event of an accident, illness or emergency. Specific considerations would be made for the ten (10%) percent so that School Directors could continue working with the exceptional students in the program.

Commissioner Jane Gilchrist asked what constituted an emergency and under what circumstances would it be allowed. Whether it was an accident, illness, or emergency and if it were for a personal or a family situation. She suggested increasing the attendance to ten (10%) percent for consistency with the other commission courses to remove any burden that would be placed on the school directors to make individual judgment calls and prevent future issues with grievances.

Thomas Forrest, School Director for Pitt Community College, shared he found that five (5%) percent did well with the program he coordinated and he has been pleased with the current rule. During the course orientation, he clarified that in the BLET course manual there are no excuses and everything that is taught is very important. He shared it is problematic finding instructors to teach one student so to increase the absentee percentage would become burdensome.

Commissioner Stephanie Freeman shared the ten (10%) percent rule can only be applied to certain non-psychomotor courses in DACJJ basic training due to course requirements for instructors and resources.

Commissioner Shane Manuel shared it would help their overnight students/cadets if the absentee percentage were increased to ten (10%) percent. The agency would rather a student

miss class and have the extra five (5%) percent to avoid the risk of other students getting sick and have to make up everything.

Several Commissioners favored the idea of a percentage increase but requested additional data on the number of students that exceeded the five (5%) percent absentee rate. Commissioner Jeff McCracken shared his concern not to change anything until additional input was gathered to the occurrence of the five (5%) percent being reached. Commissioner Chris Blue shared the additional input will help to a further discussion and to reduce any barriers for BLET courses being successfully completed.

The committee agreed that the issue should be further discussed at the School Directors Conference in Greensboro on August 28th and return to the next meeting in November for further discussion. Michelle Schilling recommended the issue be added to the breakout sessions at the upcoming conference. The issue was tabled, and the Criminal Justice Standards Division will obtain the additional input and return with recommendations.

COMMITTEE ACTION

SCHOOL ACCREDITATION SUBCOMMITTEE

On behalf of the School Accreditation Subcommittee, Deputy Director Michelle Schilling, with the Criminal Justice Standards Division, recommended the accreditation and re-accreditation of the following institutions for a period of five (5) years in accordance with 12 NCAC 09B .0200 and 12 NCAC 09C .0401 for the delivery of the Commission-accredited courses, to include a revised recommendation for Mayland Community College as explained below:

Accreditation:

- UNC-Chapel Hill Police Department - SMI, GI

Re-Accreditation:

- A/B Technical Community College - BLET, SMI, GI
- Carrboro Police Department - SMI
- Craven County Community College - BLET, SMI, GI
- Fayetteville Technical Community College - BLET, SMI, GI
- High Point Police Department - SMI
- Mayland Community College - BLET, SMI, GI
- Montgomery County Community College - BLET
- Nash County Community College - BLET, SMI, GI
- Stanly County Community College - BLET, SMI, GI

Deputy Director Schilling revised the recommendation to exclude Mayland Community College.

Commissioner Farnsworth proposed a **motion** to accept all of the listed agencies as presented for accreditation and re-accreditation except for Mayland Community College. Commissioner Steve Johnson **seconded** the motion. **Motion carried.**

Deputy Director Schilling explained that an accreditation audit was conducted on Mayland Community College, and several significant discrepancies were found. Their BLET School Director's certification was expired while a course was held in session, and students completed testing without a certified School Director. The college's president permitted the move of the BLET course out of the classroom and placed it in the back of a warehouse with the School

Director's desk set in the corner. Documentation for the current class in session could not be located, nor any documentation from the other classes from the previous years. The students were required to transport the driving course equipment in their personal vehicles because the college removed the trailer and gave it to another program. The School Director shared the school does not support the program, and he will not return. Deputy Director Schilling explained this is why CJ Standards staff did not recommend re-accreditation for Mayland Community College's BLET or GI programs; however, they do recommend re-accreditation of the SMI program, which was found in compliance. A meeting is scheduled on September 4th with the college's President to discuss the matter further.

Commissioner Steve Johnson proposed a **motion** to accept Mayland Community College's SMI program with the provision that staff conducts regular checks to ensure the college is compliant under Commission rules. Commissioner Chris Blue **seconded** the motion. **Motion carried.**

CRIMINAL JUSTICE STANDARDS DIVISION

On behalf of the Criminal Justice Standards Division, Deputy Director Michelle Schilling presented Appalachian State University's request to administer a BLET course with a modified presentation schedule for their cadets to receive the required BLET curriculum training as follows:

- August 5 through 16, 2019
- November 2019
- January 2020
- April 2020
- May 11, 2020, through August 13, 2020
- August 14, 2020, State Exam

Appalachian State University's goal is to receive accreditation and provide the BLET course of instruction at their university. They have requested a change/waiver to the existing rule **12 NCAC 09B .0202(b)(2) – Responsibilities of the School Director** to allow the administration of their model BLET course presentation schedule.

Last year, Appalachian State University coordinated a BLET program through Caldwell Community College for students who worked security on their campus, and who could complete their Bachelor's Degree at the same time. Once students graduated, they would have obtained their four (4) year degree, completed the BLET program, and be prepared for a career in law enforcement. Appalachian State reviewed their program and noticed that students did well, but had limited time to study, therefore was forced to work hard to complete the program. Appalachian State has requested a modified schedule to help their students.

Mr. Danny Stevenson, the Director of Public Safety and Chief of Police at Appalachian State University, shared details about their unique program. The university would like to improve and streamline its Police Officer Development Program to benefit full-time students. He shared that individuals are hired to enter the program as police cadets who will report two (2) weeks before class to complete eighty (80) hours of training in First Responder, Ethics, Radio Communications, and other BLET blocks of instruction. After the training is completed, individuals would work for the college as a police cadet on building and basic security assignments, and special events for a year with continued training. These students would have the advantage of being paid for work and for each hour of training they complete. If the student is accepted, they can transition into becoming a part-time police officer for the Appalachian State University and continue with additional training. The program is also open to full-time

undergraduate students who can potentially enter the program as a junior and as a cadet. The students would complete the BLET program, work their senior year and continue working as a part-time police officer throughout undergraduate school. As a part-time police officer, their role would be limited, and their responsibilities would include foot patrol assignments at dormitories during the week, working major events, concerts, and games, as well as providing security for dignitaries. These students would be closely monitored by full-time officers and supervisors. He shared that Appalachian State University is seeking accreditation separate from Caldwell Community College to allow for efficient management of this model program by the University. The UNC system is interested in replicating their module to have the Police Officer Development Program across the state at UNC campuses but converge on one academy site.

Several committee members support Appalachian State's program. A suggestion was made for the Commission's Legal Counsel to review the current rule to determine if an exception can be made. Criminal Justice Standards Division staff will work to initiate a possible rule to include the entire UNC system and further discuss the issue at the next meeting in November.

Commissioner Stephanie Freeman advised that Legal Counsel can determine if the Commission has the authority to waive an administrative rule. She asked that committee members consider any broader issues to address with a potential rule change and that the Criminal Justice Standards Division will return to further discuss these issues at the November meeting. The issue was tabled to allow time for legal review.

INFORMATIONAL ITEMS

School Resource Officers and Private Schools Update

On behalf of the Criminal Justice Standards Division, Director Steven Combs provided an update in response to a request made at the May 2019 Education & Training Committee meeting in regards to private schools contracting the use of School Resource Officers. Director Combs shared that he spoke with Lynda Nelson, the Executive Director of the North Carolina Association of Independent Schools, who advised that private schools do not have School Resource Officers, but some have employed or contracted with security personnel. Further, due to the nature of their organization, private schools are independent, and they are serious about that independence.

Teleconference Training Update

On behalf of the Criminal Justice Standards Division, Deputy Director Michelle Schilling provided an update in response to a request made at a previous meeting for the use of teleconferencing and other delivery platforms for Commission-related training. Ms. Schilling shared the concern for students missing class due to illness, and that staff was asked if the option of tele-training or virtual training could be considered for commission courses. Ms. Schilling shared an informational memo that included staff opinion that while the North Carolina Justice Academy and the Office of Staff Development and Training are both currently using and looking at other platforms for some training, that practical work involved with commission courses should remain classroom-based. She noted that BLET School Directors also agree that students should attend class to learn communication and team working skills that can only be taught while being in class and not by using distant or virtual options. These types of courses would include Correction, Probation and Parole, BLET and Instructor Courses; however there are other commission mandated courses that may be considered for tele-training, virtual training or online training soon.

Higher Education Committee Update

Commissioner Steve Johnson provided an update on the current success of the Higher Education Committee. Robyn Pendergraft, a former Commissioner, chaired the subcommittee to improve professionalism in the educational system. Currently, most community colleges have allowed credit towards a Criminal Justice Technology Associate Degree for the BLET course.

Commissioner Tracy McPherson shared that for decades colleges have been awarding credit for BLET by cross walking it to other criminal justice classes. A new program called "Public Safety Administration" has been established where colleges have the option to embed an entire class with twenty (20) hours, and award credit for in-service training or other industry-recognized training from the Justice Academy or another entity. The program is designed for individuals to receive credit for relevant training they've received without repeating any required training. There are four (4) colleges that have been approved for this program, and more are expected to follow.

It was noted that local community colleges are in discussions with four-year colleges and universities on proposals to transfer this new Public Safety Administration associate degree into a four-year bachelor's degree. Community colleges already have such bilateral transfer agreements for the traditional Criminal Justice Technology Program.

Mandated In-Service Training for Division of Adult Correction and Juvenile Justice

Commissioner Steve Johnson requested the Committee to consider options for the implementation of mandated in-service training for the Division of Adult Correction and Juvenile Justice based on the Commission's current System Plan. Before the next meeting in November, he requested the committee to consider the upcoming agenda item for further discussion, to consider the implementation of such a program and to form a committee to assist with determining feasibility. Commissioner Stephanie Freeman encouraged the committee members that if progress is made in that direction, the input of stakeholders from both sides should be gathered to help consider the in-service training mandate.

Additional Training Announcement

Commissioner Stephanie Freeman shared that the National Sheriff's Association is sponsoring a law enforcement training event that involves investigators and prosecutors who will speak on the proper response and prevention techniques regarding Domestic Violence, Dating Violence, and Stalking. The event will be held at the North Campus of the Cape Fear Community College at Castle Hayne on Wednesday, August 21st from 8:00 am - 5:00 pm and Thursday, August 22nd at 8:00 am - 12:45 pm. Everyone is welcomed and invited to attend the training.

With no further business, Commissioner Steve Johnson **motioned** to adjourn the meeting; Commissioner Lee Farnsworth **seconded** the motion.

The meeting adjourned at 3:02 pm.