

Dear Prospective BLET Student:

Thank you for your interest in attending the upcoming Basic Law Enforcement Training (BLET) Academy here at Beaufort County Community College. The BLET program is accredited by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriffs' Commission. Anyone seeking to become a sworn officer with a law enforcement agency in North Carolina must take the course in its entirety and pass the state exam. The course consists of 36 different subject areas involving training for inexperienced law enforcement officers.

To register for BLET and begin a career in law enforcement, take the following steps:

Meet with BLET Coordinator.

- ✓ Fill out the enclosed F-3 application and have it Notarized
- ✓ Complete Reading Assessment test at BCCC. This will be coordinated with the BLET Director
- ✓ Obtain a medical examination by a medical doctor and complete enclosed medical forms, (F1 and F2.
- ✓ Copy of birth certificate in the US (i.e. - birth certificate).
- ✓ Copy of high school diploma or GED completion.
- ✓ Obtain a certified criminal history record check for all counties in which you have resided since becoming an adult. In the state of North Carolina, that would be age 16. If you have served in the military, you will need to request information from your appropriate branch of service as well as a copy of your DD-214. Also, prior military applicants will need a criminal record check for time served in the military.

edo.cjis.gov. FBI record check if needed

All certified criminal record checks must be original, certified documents with a raised seal to be accepted. No online computer checks will be accepted.

If you have resided in the states of New York or Florida, a statewide criminal record check is required. Please send for criminal record checks for New York and Florida at the following addresses or use the website to request your criminal record check.

New York State Division of Criminal Justice Services

Criminal Justice Information Services
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4 Tower Place Albany, New York 12203-3702 Phone (518) 485-7675 www.criminaljustice.ny.gov/ojis/recordreview.htm	P.O. Box 1489 Tallahassee, Florida 32302-1489 Phone (853) 410-8109 www.fdle.state.fl.us
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- ✓ Attend the first day of class, register, and pay all fees. Turn in all necessary, completed paperwork to the Director.
- ✓ Obtain a sponsorship from a law enforcement agency (the Director will explain this process), although this is not required, it will enable the student to save the cost of tuition. Form enclosed.
- ✓ Obtain a certified copy of your driving history. North Carolina's driving history can be obtained and printed by going to www.ncdot.gov/dmv/records.

I look forward to working with you to help attain your goal of certification as a law enforcement officer in the State of North Carolina. If you are interested in applying for financial aid to help you attend BLET here at Beaufort County Community College, please contact, Director of Financial Aid, at 252-940-6219. If you have any questions about the program or its requirements, please feel free to contact me by calling 252-940-6228 or visiting my office in Building 10B on the BCCC campus. You may also contact Cliff Hales at 252 940-6405.

Sincerely,

Todd Alligood

Todd Alligood, Chief (retired)
BLET Coordinator
Beaufort County Community College

You do not register for BLET the BLET Coordinator will register you prior to start date

Resources

Bldg. #9 (Student Services)

- a. Financial Aid Services.

Bldg. #1

- a. Business Office Upstairs.
- b. Scholarship Foundation.

Bldg. #5

- a. Bookstore

Bldg. #8 Continuing Education office-252 940-6375

Bldg. #10 B

- a. Administration office (BLET) - 940-6228

SPONSORSHIP

You should be sponsored by a law enforcement agency within North Carolina. To gain sponsorship follow this procedure. Sponsorship does not mean the agency will pay for your books or tuition. It does not mean they will hire you when you finish. It just means they have checked your criminal record and have found not anything on you.

Contact your local police department or sheriff s office and ask them to sponsor you.

If they do not agree, contact me immediately by email or by phone. Be prepared to tell me what department you called, who you talked with, their telephone number, and what reason they gave you for not sponsoring you. I will let you know how to proceed after that.

If they agree to sponsor you, make an appointment to receive the sponsorship.

When you go the appointment, dress professionally. I suggest a suit or coat and tie for males and a jacket, dress blouse and dress pants or skirt for females. As a minimum, you should be well dressed and not wear jeans or shorts.

Use the form in this packet to request sponsorship. If an agency head wishes to use his or her own letter or sponsorship form, that is okay.

High school diploma or copy of GED certificate

Provide a copy of your high school diploma or copy of certificate or a two-year or four-year degree of any college you have attended. Official transcripts are necessary for the Admissions Office only, not for BLET packet. **If you have completed a GED Program and do not have a Certificate, you need to fill out a transcript application and send it to the NC Community Colleges for a copy. Once received, return it to the Director of BLET prior to the start of the Academy.**

Proof of citizenship: Provide copy of birth certificate.

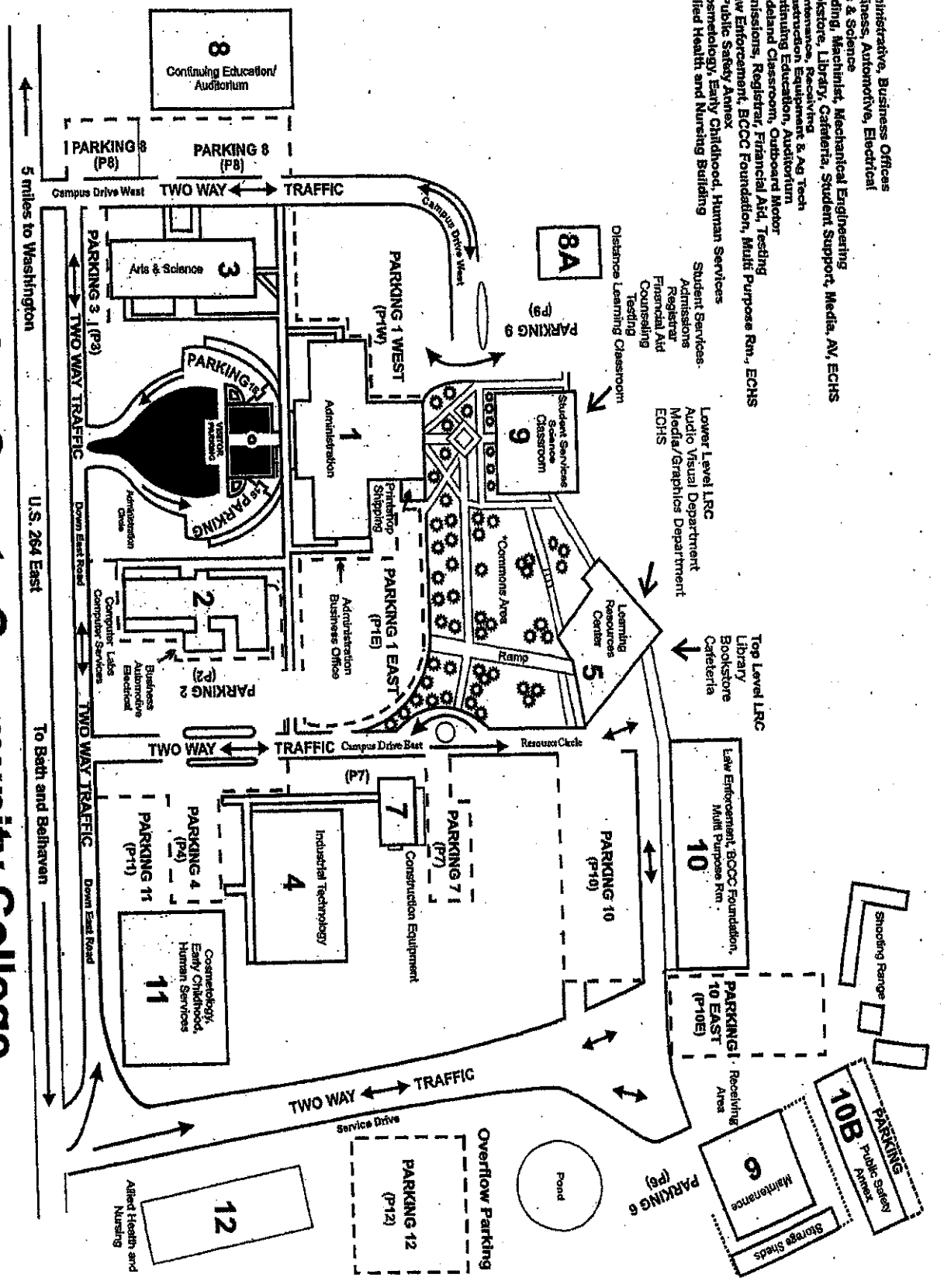
Proof of driver's license: Provide copy of current, valid driver's license.

Medical forms:

1. Read all of the medical/physical forms carefully.
2. Call your family doctor for an appointment. If you don't have a family doctor, any doctor, physician's assistant, or nurse practitioner will do. The local county health department may have a doctor for physicals.

3. Fill out the Medical History Statement (Form F-1) before seeing a physician. This form must be answered completely and honestly. Failure to answer all questions may lead to revocation of certification or dismissal from the BLET program.
4. Give the Medical History Statement and the Medical Examination Report (Form F-2), form to a physician, physician's assistant, or nurse practitioner.
5. By Federal Law, I must have your permission to keep any medical records or to release medical records to the Training and Standards Commission. This permission is given by your signature on the medical records.

- 1. Administrative, Business Offices
- 2. Business, Automotive, Electrical
- 3. Arts & Science
- 4. Welding, Machinist, Mechanical Engineering
- 5. Bookstore, Library, Cafeteria, Student Support, Media, AV, ECHS
- 6. Maintenance, Receiving
- 7. Construction Equipment & Ag Tech
- 8. Continuing Education, Auditorium
- 8A. Tideland Classroom, Outdoor Motor
- 9. Admissions, Registrar, Financial Aid, Testing
- 10. Law Enforcement, BCCC Foundation, Multi Purpose Rm., ECHS
- 10B. Public Safety Annex
- 11. Cosmetology, Early Childhood, Human Services
- 12. Allied Health and Nursing Buildings



Beaufort County Community College

5 miles to Washington

U.S. 264 East

To Bath and Belhaven

BLET CHECKLIST

- Birth Certificate (20 yrs old or older)
- Social Security Card
- High School Diploma or GED
- Reading Assessment
- Form F-3 Completed and Notarized
- Sponsorship Letter
- Valid NC driver's license
- Certified Criminal History Check
- Certified Driving Record
- F-1 Medical History Statement Completed by medical doctor
- F-2 Medical Examination Report Completed by medical doctor
- Signed releases for Scores/ Records/ College.
- Request for Accommodation
- DD 214 (Military Only)

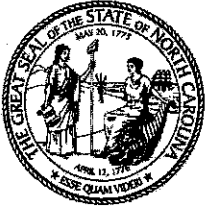
I understand the minimum age for attending BCCC- BLET is 20 years old. My signature attests that I am 20 years old or older.

Signature of Applicant

Date

If an Applicant is younger than 20 years old, they will be evaluated for admission into the BCCC- BLET

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
CRIMINAL JUSTICE STANDARDS DIVISION**



Post Office Drawer 149, Raleigh, NC 27602
Telephone: (919) 661-5980
Fax (919) 779-8210

MEDICAL HISTORY STATEMENT

Form F-1
(Rev. 11-2022)

**This information is for official use only and will not be released to unauthorized persons.
Payment for services rendered is the responsibility of the hiring agency or the individual.
The Criminal Justice Standards Division is NOT responsible for payment.
Mail form to hiring agency or individual
DO NOT mail form to Criminal Justice Standards Division**

Instructions:

To be completed by applicant for a certifiable position prior to the physical examination and presented to the examining qualified medical professional (Physician, Physician's Assistant, or Nurse Practitioner licensed to practice medicine in North Carolina), or Physician and/or Surgeon authorized to practice medicine in accordance with the rules and regulations of the U.S. Armed Forces, at the time of examination [12 NCAC 9B .0104(a)]. All questions must be answered completely and accurately. The original or a copy must be retained in personnel files by the appointing agency.

Date: _____

Name: _____ Date of Birth: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Last 4 Digits of SSN: _____

Current Medications

Prescription Medications: (Include pain relievers, birth control pills, etc.)

Over the Counter Medications: (Include all cold allergy, headache, vitamins, supplements, herbal remedies, etc.)

Allergies

Drug Allergies: (Include your reaction to the medication)

All Other Allergies: food, insects, seasons, animals, materials, etc. (Include reaction)

Past Medical History

List **ALL** hospitalizations and operations since childhood:

(Include type of surgery, date of surgery, any complications or other significant information)

Have you **EVER**, in your life, had any of the following types of medical problems? [check all that apply to you]

- 1. **CANCER:** any type of cancer including skin cancer, breast cancer, and leukemia?
- 2. **MAJOR INFECTIOUS DISEASE:** such as tuberculosis, hepatitis, HIV/AIDS, rheumatic fever and others?
- 3. **NEUROLOGICAL PROBLEMS:** such as seizure disorder, stroke, concussion, severe headache, skull fracture, recurrent vertigo, balance problems, encephalitis, meningitis, tremors, multiple sclerosis, Huntington's chorea, peripheral neuropathy and others?
- 4. **PSYCHOLOGICAL PROBLEMS:** such as depression, manic episodes, psychotic episodes, post traumatic stress disorder and others?
- 5. **EYE PROBLEMS:** such as eye injury, color blindness, poor night vision (night blindness), glaucoma, blindness in one or both eyes, very poor vision when not corrected and others?
- 6. **EAR PROBLEMS:** such as ear injury, chronic ringing (tinnitus), chronic or long lasting ear infection, Meniere's disease, moderate to severe hearing loss in one or both ears and others?
- 7. **NOSE PROBLEMS:** such as nose injury, allergies, nasal bleeding, loss of sense of smell, chronic or long lasting infections and others?
- 8. **MOUTH OR THROAT PROBLEMS:** such as injury, major dental work, any kind of speech defect, chronic or long lasting infections, abnormality of nose, mouth or throat that would interfere with wearing a respirator and others?
- 9. **LUNG PROBLEMS:** such as asthma, emphysema, chronic or recurrent bronchitis, pneumonia, tuberculosis or lung abscess and others?
- 10. **HEART AND CIRCULATION PROBLEMS:** such as heart murmur, heart disease, heart attack, hypertension (high blood pressure) irregular rhythm, valve abnormalities, varicose veins, phlebitis, peripheral vascular disease, Raynaud's disease and others?
- 11. **DIGESTIVE SYSTEM PROBLEMS:** such as any kind of ulcer disease, hepatitis or liver disorder, any kind of colitis, Crohn's disease, ulcerative colitis, irritable bowel syndrome, esophageal disorders, pancreatitis, gall stones, stomach or intestinal bleeding and others?
- 12. **HORMONE OR ENDOCRINE PROBLEMS:** such as diabetes, thyroid disease, parathyroid or adrenal problems and others?
- 13. **URINARY TRACT PROBLEMS:** such as kidney stones, pyelonephritis (kidney infection), nephrosis, single functioning kidney, polycystic kidney disease, repeated bladder infections and others?
- 14. **HERNIA:** such as inguinal, umbilical, ventral, femoral, hiatal or incisional hernias?
- 15. **MUSCLE, BONE AND JOINT PROBLEMS:** such as chronic back or neck pain, numbness fibromyalgia, back or neck disk disease, osteomyelitis (bone infection), muscular dystrophy, arthritis, spinal curvature, carpal tunnel syndrome loss of a finger or toe, and others?
- 16. **BLOOD SYSTEM PROBLEMS:** such as anemia, hemophilia or bleeding disorder, white blood cell abnormality and others?

(Continued on next page)

Males Only:

- 17. Prostate problems such as enlargement or prostatitis?
- 18. Genital problems such as epididymitis or testicular injury?

Females Only:

- 19. Currently pregnant?
- 20. History of endometriosis, pelvic inflammatory disease, abnormal Pap smear, PMS or other problem with your menstrual cycle?

Immunizations

- 21. Have you ever had a positive TB test?
- 22. Have you received Hepatitis B vaccinations? Date Received: _____
- 23. When did you receive your last tetanus (lockjaw) immunization? _____

Occupational History

Have you ever been exposed to any of the following, whether at home, work, military or any other setting? [check all that apply]

- 24. Repetitive Loud Noises (Including guns, jet engines, loud machinery)?
- 25. Chemical exposure to skin or lungs?
- 26. Dusty conditions (sandblasting, grinding, mining or drilling of rock, coal, silica, asbestos)?

Check all YES answers:

- 27. Have you ever sustained an injury while at work that necessitated extended care by a health care provider?
- 28. Have you ever had a motor vehicle accident or other injury event causing back or neck pain?
- 29. Are you limited or unable to perform any physical activity because of muscle or joint discomfort?
- 30. Do you have any missing limbs or non-functional joints?
- 31. Do you have numbness, weakness, or pain in your upper extremities (including your hands)?
- 32. Have you ever been advised by a physician to avoid sitting or standing over a certain time?
- 33. Have you ever worked in the criminal justice field?
33a.If yes, have you ever missed more than three consecutive days of work for any medical or psychological problem?
- 34. Have you ever served in any of the armed forces?
34a.If yes, have you ever missed more than three consecutive days or service for any medical or psychological problem?
- 35. Do you have any medical condition that would prevent you from working extended shift periods, rotating shifts, or night shifts?
- 36. Do you have difficulty sitting for any extended period of time?
- 37. Have you ever been advised by a physician to avoid lifting above a certain weight limit?
- 38. Do you have any difficulty in properly holding, aiming or firing a handgun, rifle or shotgun?
- 39. Do you have any difficulty driving at high speeds in a motorized vehicle?
- 40. Have you ever had an automobile accident while driving over sixty (60) miles per hour?
- 41. Have you ever had any automobile accidents as a result of losing control of your vehicle?
- 42. Do you have any difficulty driving for three (3) consecutive hours without stopping?
- 43. Do you have any difficulty running for five (5) consecutive minutes without stopping?
- 44. Have you ever passed out, temporarily lost control of any part of your body, or had blackout spells (episodes you do not remember)?

(Continued on reverse side)

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
CRIMINAL JUSTICE STANDARDS DIVISION**

Post Office Drawer 149, Raleigh, NC 27602
Telephone: (919) 661-5980
Fax (919) 779-8210

MEDICAL EXAMINATION REPORT

**Form F-2
(Rev. 11-2022)**

**This information is for official use only and will not be released to unauthorized persons.
Payment for services rendered is the responsibility of the hiring agency or the individual.
The Criminal Justice Standards Division is NOT responsible for payment.
Mail form to hiring agency or individual
DO NOT mail form to Criminal Justice Standard Division**

Instructions:

To be completed by a qualified medical professional (Physician, Physician's Assistant, or Nurse Practitioner licensed to practice medicine in North Carolina, or Physician and/or Surgeon authorized to practice medicine in accordance with the rules and regulations of the U.S. Armed Forces, [12 NCAC 9B .0104(a)], following an actual physical examination. The original or a copy of this report must be retained in personnel files by the appointing agency.

Date: _____ Last 4 Digits SSN: _____

Name: _____ Date of Birth: _____
Last First Middle

Employing Agency: _____

Height: _____ Weight: _____

Vision

Visual Acuity: **If applicant wears glasses or contacts, test and record acuity with and without glasses**

Without glasses: R - 20 / _____ L - 20 / _____ Both - 20 / _____

With glasses: R - 20 / _____ L - 20 / _____ Both - 20 / _____

With contacts: R - 20 / _____ L - 20 / _____ Both - 20 / _____

How long have contacts been worn? _____

Color Perception: Normal Abnormal: _____

Peripheral Vision: Normal Abnormal: _____

Hearing

Hearing Acuity: Audiogram or 15' whispered conversation (check one)

Right ear: Normal Abnormal: _____

Left Ear: Normal Abnormal: _____

Cardiovascular

Blood Pressure: _____ Resting Pulse: _____

Cardiac Examination: Normal Abnormal: _____

Peripheral Circulation: Normal Abnormal: _____

ECG: Indicated by hx or exam: _____ (If resting pulse is less than 50 or greater than 100)

Abnormal Findings

HEENT: Normal Abnormal _____

Lungs: Normal Abnormal _____

Abdomen: Normal Abnormal _____

Musculoskeletal: Normal Abnormal _____

Genitourinary: Normal Abnormal _____

Neurological: Normal Abnormal _____

Skin: Normal Abnormal _____

Urinalysis Normal Abnormal _____

TB Risk Questionnaires Administered: Yes No Additional Screening Required: Yes No

Specify Additional Screening: _____

Are there any conditions, physical, emotional or mental, which, in your opinion, suggest further examination?

No Yes:

Do you have any reservations about this candidate's ability to physically perform required duties?

No Yes:

I have read and fully understand the Medical Screening Guidelines for the Certification of Criminal Justice Officers in the State of North Carolina Implementation Manual. This manual can be found on our website at:

<https://ncdoj.gov/law-enforcement-training/criminal-justice/forms-and-publications/>

Signature of Qualified Medical Professional

Medical License #

Date

Name and Address of Qualified Medical Professional (Please Type)

Tuberculosis Risk Questionnaire

- 1) Were you born outside the USA in one of the following parts of the world: Africa, Asia, Central America, South America or Eastern Europe? Yes No
- 2) Have you traveled outside the USA and lived for more than one month in one of the following parts of the world: Africa, Asia Central America, South America or Eastern Europe? Yes No
- 3) Do you have a compromised immune system such as from any of the following conditions: HIV/AIDS, organ or bone marrow transplantation, diabetes, immunosuppressive medicines (e.g. prednisone, Remicade), leukemia, lymphoma, cancer of the head or neck, gastrectomy or jejeunal bypass, end-stage renal disease (on dialysis), or silicosis? Yes No
- 4) Have you ever done one of the following: used crack cocaine, injected illegal drugs, worked or resided in jail or prison, worked or resided at a homeless shelter, or worked as a healthcare worker in direct contact with patients? Yes No
- 5) Have you ever been exposed to anyone with infectious tuberculosis? Yes No

Tuberculosis Symptom Questionnaire

Do you currently have any of the following symptoms?

- 1) Unexplained cough lasting more than 3 weeks Yes No
- 2) Unexplained fever lasting more than 3 weeks Yes No
- 3) Night sweats (sweating that leaves bedclothes and sheets wet) Yes No
- 4) Shortness of breath Yes No
- 5) Chest Pain Yes No
- 6) Unintentional weight loss Yes No
- 7) Unexplained fatigue (very tired for no reason) Yes No



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

PERSONAL HISTORY STATEMENT

It is the determination of the Commission that these questions are necessary in order to fully and adequately evaluate applicants for law enforcement and criminal justice certification. These questions are designed to ascertain whether the applicant meets the minimum standards for certification and serve no other purpose.

NOTE: This form is not designed for use as an initial application for employment and must not be used for that purpose. Rather, the applicant for a CERTIFIED position should complete this form prior to beginning his/her background investigation. This form should only be completed by applicants for a Commission-certified position.

**NORTH CAROLINA
CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
PERSONAL HISTORY STATEMENT**

INSTRUCTIONS: Using the online form or legibly printing in ink fill out this form **completely and accurately**. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering N/A in the blank.

NOTE: All statements are subject to verification and any incorrect statements or omissions may bar or remove you from certification. Truthful statements to any item requested will not necessarily exclude you from consideration.

THIS FORM MUST BE NOTARIZED UPON COMPLETION.

NOTE: The Social Security Number is used to make positive identification of applicant and/or law enforcement personnel. **DISCLOSURE IS VOLUNTARY.** However, failure to provide this information may result in a delay in the processing of application materials and may result in inaccurate records being assigned to you.

Agency: _____ Month: _____ Day: _____ Year: _____

Position(s) applied for: Police Officer Corrections Officer
 Probation/Parole Officer Juvenile Justice Officer Juvenile Court Counselor

PERSONAL

1. Name: _____ 2. Social Security Number: _____
 First Middle Last

Maiden Name: _____

Other Previous Last Names: _____

Nicknames or Aliases: _____

Has your name ever legally changed? Yes No
If yes, submit documentation with date and attach to this form.

3. Present Mailing Address: _____
 Street & Number City County State Zip Code

Permanent Mailing Address: _____
 Street & Number City County State Zip Code

Telephone Number: _____
(Include Area Code) Home Work

Cell Phone: _____ Email Address: _____

4. Date of Birth: _____ 5. Place of Birth: _____

5. Citizenship: U.S. Born U.S. Naturalized Other - Specify

6. Do you possess a valid driver's license from the state of North Carolina? Yes No
Driver's License Number: _____ Year Issued: _____

7. Do you now possess, or have you ever possessed a driver's license issued by any state other than North Carolina?
If yes, give state and number: _____

Applicant Name: _____

Agency Applied: _____

8. Was your driver's license ever suspended or revoked? Yes No

If yes, state which and give reasons:

9. Was your driver's license ever restored? Yes No

When? _____

NOTE: Data solicited in this box will be used for Equal Employment statistical purposes only.

10. a. Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

b. Race (check all that apply):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other _____

11. Sex: Male Female Other _____ Prefer not to say

12. Have you previously submitted an application for employment with this agency?

Yes No Approximate Date: _____

EDUCATIONAL

13. Indicate below the schools you have attended. (Include incomplete courses)

Indicate the type of High School you attended:

- Traditional
- Home School
- Distance Learning
- Did not attend high school
- Other: _____

Name Address (City & State)	No. Full Yrs Work Completed	When Attended	Graduated (Yes/No)	Degree Awarded	Major Field
High Schools or Equivalent					
Universities or Colleges					

Applicant Name: _____

Agency Applied: _____

20. Is any member(s) of your immediate family now in prison or on either probation or parole? Yes No

If yes, give name(s) and details:

RESIDENCES

21. List every city/county in which you have lived, with present address at top:

From Mo/Yr	To Mo/Yr	Address of Residence	City County State

FINANCIAL

22. What income other than salary do you have at present?

23. List all businesses you currently own or have financial interest in (do not list any stocks and bonds):

24. Are you now supporting all children born to you, adopted by you and stepchildren? If not, give details:

Yes No N/A

25. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support? If yes, give name and details: Yes No N/A

Applicant Name: _____

Agency Applied: _____

26. Have you ever been sued with a civil judgment being rendered against you? Please note this includes repossessions, evictions, executions, failure to pay child support, etc. (Do not include divorce)

Yes No Not sure (explain) If yes, give details:

27. What is the total amount of all your debts at present? \$ _____

28. What is the average monthly total of all of your bills, payments, and current living expenses? \$ _____

29. List credit references, including creditors to which you make monthly payments:

A. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

B. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

C. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

D. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

E. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

F. _____ Amount Owning \$ _____
Name of Business

_____ City and State
Street Address

Applicant Name: _____

Agency Applied: _____

WORK HISTORY

30. Have you ever had a conditional offer of employment rescinded for any reason from any employment where the position required certification or licensing of any sort?

Yes No

If yes, list agency name and give details:

31. Have you ever held a position in any capacity which required certification or licensure from any Commission, Board, or Agency established to certify or license that position? (Note: List any such Commission, Board, or Agency, whether in or out of North Carolina.) Yes No

31a. If yes, was such certification or license ever surrendered, suspended, revoked or any sanctions taken against it by the issuing authority? Yes No

31b. If such certification or license was ever surrendered, suspended, revoked, or any sanctions taken against it by the issuing authority, please list the agency's name taking the action against the certification or license, date of the action, reason for the action, and the period of time for the suspension, revocation, or sanction.

Applicant Name: _____

Agency Applied: _____

32. Have you ever been discharged, requested to resign, or allowed to resign in lieu of termination, from any position because of criminal or personal misconduct or rules violations?

Yes No

If yes, list organization name and give details:

33. Do you object to wearing a uniform? Yes No

34. Do you object to working nights? Yes No

35. Do you object to working rotating shifts? Yes No

36. Do you object to occasionally being away from home overnight and for other periods of time attending meetings, acquiring training and otherwise performing official duties? Yes No

37. List **ALL** jobs, positions or appointments you have held in the last ten years to include temporary, part-time, paid or not paid employment, active or inactive reserve, and internships. Put your present or most recent job first. List a **Reason for Leaving** for each job. Include military service in proper time sequence and temporary part-time jobs. If there are gaps in your employment please provide an explanation for each period of unemployment.

a. Title of present or last position _____

Employer Address and Phone Number: _____

Name

Phone Number

Street

City

State

Zip Code

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Applicant Name: _____

Agency Applied: _____

Duties:

Reason for leaving:

b. Title of present or last position _____

Employer Address and Phone Number: _____

Name

Phone Number

Street

City

State

Zip Code

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

Applicant Name: _____ Agency Applied: _____

c. Title of present or last position _____

Employer Address and Phone Number: _____

	Name	Phone Number
Street	City	State
Zip Code		

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

d. Title of present or last position _____

Employer Address and Phone Number: _____

	Name	Phone Number
Street	City	State
Zip Code		

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Applicant Name: _____

Agency Applied: _____

Duties:

Reason for leaving:

e. Title of present or last position _____

Employer Address and Phone Number: _____

	Name	Phone Number	
Street	City	State	Zip Code

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

Applicant Name: _____

Agency Applied: _____

f. Title of present or last position _____

Employer Address and Phone Number: _____

Name		Phone Number	
Street	City	State	Zip Code

Date Employed: _____ Starting Salary: _____ Last Salary: _____

Date Separated: _____ Name/Title of Supervisor: _____

Full Time _____ Yrs _____ Mos Part Time _____ Yrs _____ Mos

If part time, number of hours worked per week _____ No. employees supervised by you _____

Duties:

Reason for leaving:

g. Explain periods of unemployment of three (3) months or more.

Applicant Name: _____

Agency Applied: _____

MILITARY SERVICE

38. Were you ever in the U.S. Military Service or any other military organization? Yes No

Were you ever denied entrance into the military? Yes No If yes, why?

39. What was the highest rank that you held? _____

40. What was the last rank that you held? _____

41. What was the date and location of your first enlistment or commission? Date: _____

42. List each tour of active duty where a DD-214 was issued:

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

43. List all duty stations: _____

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

44. Have you ever received any of the following types of discharge:

Type of Discharge	Yes	No
Uncharacterized	<input type="checkbox"/>	<input type="checkbox"/>
Honorable	<input type="checkbox"/>	<input type="checkbox"/>
General (under honorable conditions)	<input type="checkbox"/>	<input type="checkbox"/>
Under other than honorable conditions	<input type="checkbox"/>	<input type="checkbox"/>
Bad Conduct Charge	<input type="checkbox"/>	<input type="checkbox"/>
Dishonorable Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Dismissal	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Name: _____ Agency Applied: _____

45. Were you ever court-martialed, tried on charges, or the subject of a summary court, deck court, non-judicial punishment, captain's mast, company punishment, article 15, **and/or any other disciplinary action** while a member of the military, national guard or reserve unit?

Yes No If yes, explain what occurred and what type of punishment you received:

46. List all medals and decorations awarded you during your military service:

47. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation:

USE OF DRUGS

NOTE: In questions 48 and 49, the word 'used' means "**one time or more, including experimentation.**" If any answer is yes, give full and complete details. (Attach extra sheets if necessary.)

48. Have you ever used, to include tasting, any drugs illegal under North Carolina or Federal law, including but not limited to, marijuana, steroids, opiates, pills, heroin, cocaine, crack, LSD, designer or synthetic drugs, etc., to include even one-time use or experimentation?

Yes No I don't know (explain below)

If yes, what were the circumstances, drugs used, and when did the usage last occur?

When was the last time?

49. Have you ever used prescription drugs other than under the supervision of, or as prescribed by, a physician?

Yes No I don't know (explain below)

If yes, what were the circumstances, drug(s) used, and when did the usage last occur?

50. Have you ever purchased, possessed, manufactured, grown, delivered or sold any amount of illegal drugs or controlled substances for which you did not have a valid prescription?

Yes

No

I don't know (explain below)

CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS

NOTE: Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes." You must list any and all criminal charges regardless of the date of offense and the disposition (to include dismissals, not guilty, nol pros, PJC, or any other disposition where you entered a plea of guilty). Juvenile charges or arrests should also be listed.

Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in event of accident. **Attached to this form is an additional list of North Carolina traffic offenses which must be listed.**

You must include any and all offenses and convictions regardless of whether or not the offenses/convictions were expunged. If you list a charge(s), please attach certified and true copies of warrant(s) and judgment(s) for each offense, **even if documentation and charges have previously been reported to this agency.**

51. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (The term "charged" as used in this question includes being issued a criminal citation or summons).

No - Applicant's Initials _____

Yes, please list below

	Offense Charged	Type		Disposition Offense (if different from original offense)	Date of Offense	Disposition Date	County/State	Probation	
		Misd	Felony					Yes	No
1									
2									
3									
4									
5									

(ATTACH EXTRA SHEETS, IF NECESSARY)

51A. Have you ever had a criminal offense or criminal conviction expunged?

No - Applicant's Initials _____

Yes, please list below

	Offense Expunged/Sealed	Type		Disposition Offense (if different from original offense)	Date of Offense	Disposition Date	Date Expunged	County/State	Probation	
		Misd	Felony						Yes	No
1										
2										
3										
4										
5										

(ATTACH EXTRA SHEETS, IF NECESSARY)

Applicant Name: _____

Agency Applied: _____

Under federal law you may be disqualified, on a personal or general basis, to receive or possess a firearm under certain conditions. To determine whether federal restrictions may be applicable, please answer for each of the following if you:

- (a) currently are under Indictment or Information in any court for a crime punishable by imprisonment for a term exceeding one year.
- (b) have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year. If you have such a conviction, please note in your answer whether the conviction has been pardoned, expunged, or set aside, or whether you have had your civil rights restored.
- (c) are a fugitive from justice.
- (d) are an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance.
- (e) have been adjudicated mentally defective or have been involuntarily committed to a mental institution.
- (f) have been discharged from the Armed Forces under dishonorable conditions.
- (g) are illegally in the United States.
- (h) have renounced your citizenship, having previously been a citizen of the United States.
- (i) are subject to a court order that restrains you from harassing, stalking, or threatening an intimate partner or child.
- (j) have been convicted in any court of a misdemeanor crime of domestic violence.

NOTE: If you answer positively to any of the above and have any reason why you think a federal bar would not apply, please provide the legal or factual basis in your answer. A positive answer to any of the above does not by itself mean you are disqualified to possess a firearm. If you provide a positive answer, the Commission will look carefully at the circumstances to see how the law applies.

If any of the above (a through h) apply, please note below and submit an explanation on a separate sheet of paper which accompanies this form. Your signature on the attestation found on page 17 of this document indicates you have read this section and understand each of the disqualifiers.

52. Have you ever had a Domestic Violence Protection Order issued against you?

(Include both ex-parte Domestic Violence Protective Orders and those entered subsequent to a hearing.)

Yes No

Date of Issuance: _____

County of Issuance: _____

Name of Plaintiff: _____

Date of expiration: _____

Applicant Name: _____

Agency Applied: _____

53. Have you been convicted of a misdemeanor under federal or state law which has, as an element, the use or attempted use of physical force or threatened use of a deadly weapon?

Yes No I don't know (explain below)

If so, did you commit the act(s) against a current or former spouse, parent, or guardian or against a person with whom you were or are cohabiting with or a person similarly situated to a spouse, parent, or guardian of the victim (Domestic Violence Offense)?

Yes No

Offense Charged: _____

Law Enforcement Agency _____

Date: _____

Disposition _____

REFERENCES

60. Give the names of four responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other qualities.

Name	Address	Telephone
A.		
B.		
C.		
D.		

Applicant Name: _____

Agency Applied: _____

STATE OF:

NORTH CAROLINA

Other: _____

COUNTY OF _____

I hereby certify that each and every statement made on this form is true and complete and understand that any misstatement or omission of information will subject me to disqualification or dismissal. I also acknowledge that I have a continuing duty to update all information contained in this document. I will report to the employing agency and forward to the NC Criminal Justice Education and Training Standards Commission any additional information which occurs after the signing of this document.

This the _____ day of _____, 20 _____

(Applicant Signature in Full)

(Applicant Print Name in Full)

Subscribed and sworn before me,

this the _____ day of _____, 20 _____

Notary Public (Official Seal)

My Commission Expires: _____, 20 _____

EXCERPT FROM CLASS B MISDEMEANOR MANUAL OF TRAFFIC OFFENSES WHICH ARE NOT MINOR

20-28	Driving while license permanently revoked (20-28(b))[(b) Repealed]	10/1/94 -11/12/96	1
20-28(d)(3)	Driving while license permanently revoked (3 rd offense)	5/31/02-Present	1
20-30(5)	Fictitious name or address in any application for a driver's license or learner's permit (20-35)	5/31/02-Present	2
20-37.7(e)	Special identification card (fraud or misrepresentation in application of or use thereof)	01/01/06-Present	2
20-37.8	Fraudulent use of a fictitious name for a special identification card (20-37.8(b)) [NOTE: violations of 20-37.8(b) became felonious eff. 12/1/99]	10/1/94-12/1/99	2
20-37.8	Fraudulent use of a fictitious name for a special identification card (20-37.8(c))	5/31/02-Present	2
20-63(g)	Registration of plates furnished by the Division, etc. (alteration, disguise, or concealment of numbers)	01/01/06-Present	2
20-71.4	Failure to disclose damage to a vehicle	01/01/06-Present	2
20-102.1	False report of theft or conversion of a motor vehicle	10/1/94-Present	2
20-111(5)	Fictitious name or address in application for registration	10/1/94-Present	1
20-130.1	Use of red or blue lights on vehicles prohibited (20-130.1(e))	10/1/94-Present	1
20-136.2	Air bag installation	01/01/06-Present	1
20-137.2	Operation of vehicles resembling law-enforcement vehicles (20-137.2(b))	10/1/94-Present	1
20-138.1	Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))	10/1/94-5/31/02	M
20-138.1(d)	Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))	5/31/02-Present	M
20-138.2	Impaired driving in commercial vehicle (20-138.2(e))	10/1/94-Present	M
20-141(j)	At least 15 mph over; trying to elude arrest [NOTE: Repealed paragraph (j) eff. 12/1/97; recodified under 20-141.5(a)]	10/1/94-12/1/97	1
20-141.3(a) & (c)	Unlawful racing on streets and highways	11/12/96-Present	1
20-141.5(a)	Speeding to elude arrest	11/17/99-Present	1
20-157(h)	Duty to Move Over	01/01/06-Present	1
20-166(b)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-166(c)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-166(c1)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-183.8(b1)	Inspection violation by Inspector	3/1/11-Present	3
20-279.31(b)(1)	Other violation; penalties (gives information required in a report of a reportable accident, knowing/having reason to believe information is false)	01/01/06-Present	1
20-279.31(b)(2)	Other violations; penalties (forges or without authority signs any evidence of proof of financial responsibility)	01/01/06-Present	1
20-279.31(b)(3)	Other violations; penalties (forges/offers for filing any evidence of proof of financial responsibility, knowing/having reason to believe that evidence is forged/signed without authority)	01/01/06-Present	1
20-313.1	Making false certification or giving false information	01/01/06-Present	1
20-371	Regulation of professional house moving [increased punishment from Class 3 to Class 1 misdemeanor]	3/1/11-Present	1

*Note that violations of 20-138.1 Driving While Impaired (punishment levels 3, 4 & 5) are considered Class A Misdemeanor and should also be listed in response to number 49.

LETTER OF SPONSORSHIP

CJC-3938 BLET

To: BCCC BLET SCHOOL DIRECTOR

Please admit the individual named below into the BCCC BLET Academy.

By requesting the admission of the individual, I am attesting to the fact that a background check was conducted and revealed nothing that would prohibit this individual from employed by a law enforcement agency. Furthermore, I attest that I am aware of nothing in this individual's character or reputation that would bring discredit upon my agency, law enforcement, or BCCC.

I further attest the below names individual is at least twenty (20) years of age or will be twenty (20) years of age prior to date of the BLET State Exam.

The below named individual and I are aware of the expenses associated with BLET Academy. Expenses will be paid by _____
(Individual or Agency)

Name of Cadet

Signature of Cadet

I attest I am a BLET sponsored student and I understand that this sponsorship does not guarantee or imply employment.

Agency Name

Signature of Agency Representative

Date

**Beaufort County Community College
Basic Law Enforcement Training
5337 Hwy 264 East
Washington, NC 27889
252-940-6228**

Release Agreement

Handbook/Policies/Rules and Regulations

I have received, read and understand the academic policies outlined in the Basic Law Enforcement Training Handbook and the Policies, Rules, and Regulations. (_____)

Initials

Records and Grades: grant permission to the BLET School Director to release my records and grades to my sponsoring agency. (_____)

Initials

Exposure:

I understand that during training in this class, I will be exposed to tear gas, mace, and oleoresin capsicum (OC Spray). (_____)

Initials

Liability:

I do by these presents, for myself and my heirs, assigns and representatives, forever release, give up, surrender and quitclaim any and all rights which I may have against Beaufort County Community College, including all of its instructors, volunteers, trainees, and other personnel to recover, from the institution, individuals, or agency, money, damages, or any other thing of value as a result of any accident, incident, or happening growing out of or in any way connected with said activities. (_____)

Initials

Cadet Name

Date

Cadet Signature

Received By: _____
BLET Representative

Date



NORTH CAROLINA DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE EDUCATION & TRAINING COMMISSION



Criminal Justice Standards Division

Request for Accommodation

I. Accommodation Policy

It is the policy of Beaufort County Community College (hereinafter the "school"), and the North Carolina Criminal Justice Education and Training Standards Commission to provide students needing accommodation every reasonable opportunity to participate in Commission sanctioned courses and to meet course requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission mandated course requirements will be reviewed by the Commission staff and medical personnel, which will assist the school in determining whether the proposed accommodation will reasonably allow the student to achieve credit from the Commission for course completion. The recommendation of the Commission staff will be based upon the student's demonstrated ability to fulfill the essential job functions of a law enforcement officer.

Evaluations and opinions rendered by the Commission staff and medical personnel are for the purpose of determining whether an applicant for certification as a law enforcement officer should receive credit for the Commission-mandated courses undertaken at the school. The school will similarly need the information requested to make a determination of whether the requested accommodation will allow the student to safely and fully comply with the course requirements.

II. Instructions

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course requirements or essential job functions, please complete this form, including as much information as you think will be helpful to the school and the Commission staff in making a determination, and submit it to your course instructor. The school will forward this form and any additional requests for accommodations of to the Commission staff for approval.

Because of the high risk of harm to the public and the officer, the essential job functions must be accomplished without deviating from the minimum standards. However, all requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can perform the essential job functions of a law enforcement officer.

III. Student Information

Name _____
Last First Middle
Last Four of SSN _____ Date of Birth _____ Phone # _____
MM/DD/YYYY

IV. School/Agency Information

Accredited School/Agency Name _____
School Director Name _____ Email _____

V. Reason for Accommodation

1. Please describe your reason for accommodation needs and how you think it may limit your course participation: The student shall submit signed documentation from a physician or other qualified professional no more than 3 years old confirming the need for the accommodation.

VI. Proposed Accommodation

2. Please provide the information requested below for each course requirement for which you believe you will require an accommodation. You should consult with your school director if you have any questions about course requirements or schedule testing dates. Course objectives will be provided to the student by the school director upon request. (If necessary, use additional pages.)

BEAUFORT COUNTY COMMUNITY COLLEGE

BASIC LAW ENFORCEMENT TRAINING

Policies, Rules, & Regulations

Rev. 3/2024

The following is a complete list of policies, rules, and regulations set up for Basic Law Enforcement Training at Beaufort County Community College. These policies, rules, and regulations are consistent with the North Carolina Criminal Justice Training and Standards Division and Beaufort County Community College. Any additional policies, rules, and regulations are covered in the Beaufort County Community College catalog and The Administrative Code published by the North Carolina Criminal Justice Training and Standards Commission.

ADMITTANCE

1. No one under the age of 20 years will be admitted into B.L.E.T. without prior permission from the Director of the Standards Division. The school will give priority admission to students already employed with a law enforcement agency or who have obtained a sponsorship prior to the first class meeting.
2. The school may not enroll any trainee after the initial class meeting under any circumstances.
3. All students will be required to schedule an interview with the School Director prior to being admitted into B.L.E.T.
4. All students must be sponsored by a law enforcement agency before registering for the academy. The sponsorship may be a fee-waived or employer sponsorship. If the sponsorship is revoked by the agency during the entirety of the BLET Academy the student will be immediately dismissed from the academy.
5. Acceptance into B.L.E.T. will be determined by the School Director and the North Carolina Criminal Justice Training and Standards Commission.
6. All prospective students must supply the School Director with a certified copy of their criminal record from every county they have resided since reaching adulthood. These must be supplied prior to enrollment in class.

ATTENDANCE

1. One hundred percent (100%) attendance is required for the entire course. Trainees may be excused on certain dates for emergencies only.
2. Trainees must contact the School Director or Qualified Assistant prior to the absence or in any event before the next class meeting.
3. ALL absences must be made up.
4. Failure to make-up course work will result in a deficiency in that area and trainees will not be allowed to take the state exam.
5. In the event the trainee has an unexcused absence, the trainee will receive a deficiency in that area and trainees will not be allowed to take the state exam.
6. In the event a student misses class or is tardy due to a work related event, the student must supply the School Director with a letter from their supervisor detailing the nature and circumstances of the absence or tardy no later than the beginning of the next scheduled class.
7. Failure to present such documentation will result in the student receiving an unexcused absence.

8. Tardiness will not be tolerated. Excessive (more than 10 in a night academy or more than 5 in a day academy) may result in termination from the program.
9. If a trainee misses 5% of the total course hours for ANY reason (injury, sickness, pregnancy, work, etc.), excused or unexcused, that trainee will be dismissed from B.L.E.T. immediately.
10. Students should be on time to every class meeting. The School Director or his designee **WILL BE** notified if a trainee will be late.

UNIFORM AND APPEARANCE

1. Students are expected to dress in approved uniform of the day. Students must wear uniform to all class functions.
2. The uniform of the day for classroom work will consist of khaki pants, black shoes/ boots, black belt and school approved knit top with school logo.
3. The approved uniform of the day for Physical Training will consist of school approved shorts, T-shirt, sweatshirt and sweat pants as dictated by weather conditions.
4. During practical exercises the lead instructor can permit changes in the accepted uniform.
5. The school uniform is to be worn only in conjunction with school approved activities. It should never be worn in a situation that could be detrimental to the school or its positive public image.
6. No duty belts are to be worn off campus.
7. Facial hair such as a beard is prohibited unless allowed by the sponsoring agency (A letter is required by the agency head) or pre-existing medical condition (with documentation). A trimmed mustache is acceptable.
8. All students will be expected to dress according to the dress code established by the Director. Personal grooming should conform to the usual and accepted standards in law enforcement.
9. Personal hygiene must be maintained at all times.
10. Complete uniforms (vest, duty belt, black shoes/boots, college shirt, pants) will be worn to all class sessions unless directed otherwise prior to class. If you come to class without any item you will not be admitted to class until you are in complete uniform. Each of you has access to a locker on campus.
11. All students will wear their cover (hat) when outside the buildings and when in uniform. All covers will be removed when entering a building when in uniform.

TRAINING AND COURSE COMPLETION

1. Students will be tested on each course block. An 70% score will be required for the trainee to obtain successful completion in that area.
2. If a student fails to reach the 70% score on the initial testing, that student will get ONE retest to pass. The student must score a minimum of 70% percent to pass the retest. If the student fails the retest, they will receive a deficiency in that area and must attend the course block in its entirety in another BLET Academy.
3. If a student fails a practical on the 1st attempt, the student will be given remedial training and a 2nd attempt. Any failure on a practical test is included with the written tests.
4. A student is allowed four (4) test failures, written & practical. A total of five failures will result in immediate dismissal from BLET. If a student fails a test and consequently passes the test on retake, this will still count as one test failure.
5. Students will have within 15 days to make up missed tests or to retake failed tests. Failure to meet this deadline will result in a grade of "0" for that test. Make-ups and retakes will be handled at the discretion of the Director as to time and location. **Anyone who engages in or attempts to cheat on a test or retest will be dismissed by the director.**

6. Topical blocks require each student to perform and pass training standards requirements. Standardized ability tests must be satisfactorily completed by each trainee and checked off by a certified instructor for successful course completion.

STUDENT CONDUCT AND BEHAVIOR

1. No profanity will be tolerated on campus with the exception of that which is deemed necessary by the instructor in role play.
2. No tobacco use whatsoever on campus.
3. There will be no eating or drinking in the classroom. This may be revised at the discretion of the school director.
4. Students should act in a professional manner at all times. Students should act as a representative of the college and their chosen profession at all times.
5. Any student who disrupts class, threatens other students, acts disrespectful to instructors, college personnel or classmates, make inappropriate comments or inappropriate or racist or sexist name calling, will be subject to immediate dismissal.
6. Disciplinary action will be the same for all trainees and there will be NO exceptions.
7. No firearms will be permitted on Beaufort County Community College property at any time unless you are given permission by an instructor for training purposes. **NO AMUNITION OR MAGAZINES SHOULD BE WITH THE WEAPON.** Failure to follow this rule will result in your immediate dismissal from B.L.E.T. and you may be charged criminally.
8. Students will treat all Beaufort County Community College staff with high levels of respect or you will be dismissed from training.
9. All policies, rules and regulations should be adhered to. Violation of the aforementioned rules, policies may constitute grounds for dismissal from the program. These rules may be amended at any time. Notification of such amendments will be provided to each student in writing.
10. **No cell phones or electronic communication devices (smart watches) in class.** Leave your devices in your car or your locker.
11. The class president is in charge of the class in the absence of the school director or Qualified Assistant. In the event the class president is not present, the class vice president will assume responsibility for directing the class. If there are problems with the directions given by the class president and/or vice president, class should be carried out in a professional manner and the issue should be addressed with the School Director or Qualified Assistant.
12. All B.L.E.T. school property, including the classroom, will be policed for trash, litter, and disarray. This can be assigned individually on a rotating basis.
13. Horseplay, bullying or inappropriate language will not be tolerated.
14. All instructors will be shown respect. This means, for example, no trivial conversation during class, do not leave your seat unless given permission by the instructor and any other behavior that does not reflect positively on you or the class.
15. Issues of student misbehavior while on campus or while attending B.L.E.T. activities off campus will be brought to the School Director's/Qualified Assistant's attention and appropriate disciplinary action will be taken up to and including dismissal from the program.
16. No cameras or recording devices allowed in classroom without permission of School Director.
17. All students will come immediately to their seats and be prepared for learning upon instructor's or director's entrance into the classroom, unless otherwise told.
18. All instructors will be addressed by their rank (present or last held if retired, or by Mr., Mrs., or Ms.

DISMISSAL/DISCIPLINARY ACTIONS

1. Alcohol abuse or illegal substance use is unacceptable behavior. Students suspected of being under the influence of an impairing substance faces dismissal.
2. Dismissal from the Academy can result from misconduct, unacceptable attitude, unexcused or excessive absences, or unsatisfactory testing at the discretion of the school director, the instructors, or the North Carolina Criminal Justice Training and Standards Commission.
3. All students are subject to physical discipline (i.e. push-ups, wall stands, sit ups, etc.) for tardiness or violation of any rules of conduct or any violation of academy rules, policies, and regulations.
4. Bad attitude will not be tolerated and can be grounds for dismissal. Your attitude will reflect your success in this program.

Graduates of this academy are awarded a certificate of completion for Basic Law Enforcement Training. The granting of a certificate is not contingent upon a cadet's passing of the North Carolina Criminal Justice Training and Standards Commission certification exam. Cadets are eligible to take the North Carolina Criminal Justice Training and Standards Commission State Exam. Upon successful completion of the state exam a cadet becomes eligible to be certified as a law enforcement officer for up to a (1) year after completing the state exam.

The Basic Law Enforcement Training academy at Beaufort County Community College (BCCC) is accredited by the

North Carolina Criminal Justice Educational Training and Standards Commission,

PO Box 149,

Raleigh, North Carolina,

27602-0149.

Phone# (919)-661-5980.

**Beaufort County Community College
Basic Law Enforcement Training
Handbook**



Basic Law Enforcement Training Academy

The Basic Law Enforcement Training (BLET) Academy is approved by the North Carolina Community College System and accredited by the State of North Carolina Criminal Justice Training and Standards Commission.

In addition to the general policies and procedures of Beaufort County Community College (BCCC), which can be accessed under the Current Student tab at www.beaufortccc.edu, BLET cadets are expected to follow the policies and guidelines of the BLET academy, as presented in this handbook.

LAW ENFORCEMENT CODE OF ETHICS

Purpose

To ensure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others.

Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions.

With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service.

I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

BEAUFORT COUNTY COMMUNITY COLLEGE

Organizational Structure

The organization structure is provided to assist the BLET cadet in understanding the chain of command in this organization. Cadets are encouraged to voice questions and concerns to the BLET Director.

Cadets may also seek out Student Services for support, counseling, and complaints. All appeal processes are administered by the Vice President of Student Services.

Course instructors will be identified on each course schedule.

BLET Faculty

BLET Academy Director: Todd Alligood
Building 10-B Room 103
940-6228
Email: todd.alligood@beaufortccc.edu

Qualified Assistant: Cliff Hales
Building 10B Room 104
252 940-6405
Email: cliff.hales@beauofortccc.edu

Law Enforcement Administrative Assistant: - Cathy Fox
Building 10-B Room 103
940-6228
E-mail: cathy.fox@beaufortccc.edu

THE LAW ENFORCEMENT PROFESSION

A law enforcement officer is a professional who is certified by North Carolina Criminal Justice Training and Standards Commission. The academy is designed to provide the cadet the necessary basic knowledge and practical skills expected of an entry-level law enforcement officer. The law enforcement officer must have basic knowledge in the following areas:

- Laws of the state of North Carolina to include: Motor Vehicle Law, Elements of Criminal Law, Juvenile Law/Procedures, Arrest, Search, and Seizure/Constitutional Law.
- Patrol Duties to include: Techniques of Traffic Law Enforcement, Explosives & Hazardous material Emergencies, Traffic Crash Investigation, In-Custody Transportation, Crowd Management, and Patrol Techniques.
- Law Enforcement Communication to include: Dealing with Victims and the Public, Ethics, Individuals with Mental Illness, Crime Prevention, and Communication Skills.
- Investigation to include: Fingerprinting/Photographing Arrestee, Field Notetaking and Report Writing, Criminal Investigation, Interviews (Field and In Custody), Controlled Substances, and Human Trafficking.
- Sheriff Specific to include: Civil Process, Detention Duties, and Court Duties. And Practical Application to include First Responder, Firearms, Law Enforcement Driver Training, Physical Agility, and Subject Control Arrest Techniques.

BASIC LAW ENFORCEMENT TRAINING ACADEMY MISSION AND GOALS

Mission:

The mission of Beaufort County Community College's Basic Law Enforcement Training Academy is to prepare qualified, competent professionals entering the law enforcement profession by providing quality academic and practical education based on standards promoted by the North Carolina Criminal Justice Educational Training and Standards Commission.

Academy Goals/Outcome Measures

1. At least 70% of cadets entering the Basic Law Enforcement Training Academy will successfully complete the academy.
2. At least 75% of cadets taking the State of North Carolina Training and Standards State Exam will pass on their first attempt.
3. At least 70% of the cadets graduating from the Basic Law Enforcement Training academy will find employment or continue their education within one year of graduation.

Cadet Learning Outcomes

1. The Basic Law Enforcement cadet will obtain the knowledge and practical skills needed to perform the duties of an entry level law enforcement officer.
2. The Basic Law Enforcement cadet will demonstrate the ability to communicate effectively with others.
3. The Basic Law Enforcement cadet will successfully pass the Police Officers Physical Abilities Test (POPAT) and pass the North Carolina Criminal Justice Training and Standards State Exam on the first attempt.

Cadet Competencies

Upon graduation, the Basic Law Enforcement Training cadet will:

- Have the knowledge and understanding to meet entry level competencies
- Demonstrate the necessary entry level skills
- Exhibit the critical thinking skills needed to solve problems.

Agencies Offering Sponsorships

All students are required to acquire and maintain sponsorship or be dismissed from the academy.

Sponsorships can be obtained from any law enforcement agency within North Carolina. Sponsorships allow a cadet to be sponsored by the agency, and the cadet's tuition is waived through the college for Basic Law Enforcement Training only. A sponsorship does not mean the agency will pay for books, tuition, uniforms, or other costs incurred with the Basic Law Enforcement Training academy. It does not mean the agency will hire a cadet upon completion of the academy. Sponsorship simply indicates that an agency has checked and found no disqualifying criminal record for a cadet.

Agencies that approve Sponsorships for (BLET) include:

- Belhaven Police Department
- Beaufort County Sheriff's Office
- Chocowinity Police Department
- Hyde County Sheriff's Office
- Plymouth Police Department
- Robersonville Police Department
- Tyrrell County Sheriff's Office
- Washington County Sheriff's Office
- Washington Police Department
- North Carolina Highway Patrol (Local Recruiter)
- Beaufort County Community College Campus Police

Graduates of this academy are awarded a certificate of completion for Basic Law Enforcement Training. The granting of a certificate is not contingent upon a cadet's passing of the North Carolina Criminal Justice Training and Standards Commission certification exam. Cadets are eligible to take the North Carolina Criminal Justice Training and Standards Commission State Exam. Upon successful completion of the state exam a cadet becomes eligible to be certified as a law enforcement officer for up to a (1) year after completing the state exam.

The Basic Law Enforcement Training academy at Beaufort County Community College (BCCC) is accredited by the

North Carolina Criminal Justice Educational Training and Standards Commission,
PO Box 149,
Raleigh, North Carolina,
27602-0149.
Phone# (919)-661-5980.

**BEAUFORT COUNTY COMMUNITY COLLEGE
BASIC LAW ENFORCEMENT TRAINING ACADEMY**

CADET RULES AND REGULATIONS

Cadets enrolled in the Basic Law Enforcement Training (BLET) academy are governed by the (BLET) Rules and Regulations of Beaufort County Community College (BCCC), and the Policy and Procedures of Beaufort County Community College. BLET cadets must also follow additional cadet rules and regulations specific to the BLET academy. Each cadet should familiarize himself/herself with all rules and regulations of (BLET) and (BCCC).

The purpose of the Basic Law Enforcement Training Academy Handbook is to provide consistency and fairness in implementing the BLET academy rules, regulations, and BCCC policy and procedures.

Cadets will receive an orientation to the BLET academy during pre-orientation. Cadets will sign a statement attesting to their understanding and willingness to abide by the handbook within the BLET academy.

Cadets are governed by BCCC policies and procedures while on campus and in practical training exercises off campus.

In all matters related to the rules and regulations set forth in the BLET Academy Handbook, the cadet shall be afforded full rights and due process set forth in the Student Rights and Due Process Policy.

ADMISSION POLICY

A. General Admission

In addition to the requirements for general admission to Beaufort County Community College, the following apply to the BLET academy. Each cadet must meet the minimum standards established by the North Carolina Criminal Justice Education and Training Standards Commission.

1. Completion of the composite test that includes reading, writing, and editing and meet the minimum score requirement for entry into the BLET academy.
2. Be a citizen of the United States.
3. Be at least 20 years of age. A trainee may be granted authorization for early enrollment with prior written approval from the Director of the Criminal Justice Training and Standards Commission as long as he/she turn 20 years of age prior to the date of the State Comprehensive Examination for the course.
4. Be of good moral character pursuant to G.S. 17C-10.

5. In accordance with 12NCAC09B.0111 of Minimum Standards for all Law Enforcement Officers, the trainee shall not have committed or been convicted of:
 - a. A felony.
 - b. A crime for which the punishment could have been imprisonment for more than two years.
 - c. A crime or unlawful act defined as a "Class B misdemeanor" within five years prior to the date of the application for employment (in this context "enrollment").
 - d. Four or more crimes or unlawful acts as defined as "class B misdemeanors" regardless of the date of conviction.
 - e. Four or more crimes or unlawful acts as defined as "Class A misdemeanors" except the cadet may be employed (admitted) if the last conviction occurred more than two years prior to the date of application for employment.
6. Submit to Director of BLET a copy of high school diploma or transcripts or GED diploma.
7. Each cadet must provide true and accurate information concerning his/her background. Any information provided by the cadet during the interview or application process that is determined to be false or inaccurate will be grounds to deny entry into or dismissal from the BLET academy.
8. Each cadet must provide the BLET Director with copies of his/her certified criminal records check, driver's history, and driver's license.
 - a. If prior military service, a cadet must supply a copy of his/her DD214 and submit a request for a military criminal record check through the branch of service in which he/she served.
 - b. A cadet must submit certified criminal record checks for any counties in North Carolina, and all states lived in since adulthood.
9. Each cadet must provide the Director of BLET an original signed copy of a Medical Statement (F1) and Medical Examination (F2) completed by a physician, a nurse practitioner, or physician's assistant licensed in North Carolina.
10. Prior to the beginning of the academy, each cadet must complete an interview in person and pick up a BLET packet from the BLET Director prior to the beginning of the academy.

*** A release statement shall be completed prior to the start of the Academy***

B. Application Deadlines – Prior to Pre-orientation

In addition to the general application to the college, a separate application packet for the BLET academy is required. Completed Basic Law Enforcement application packets are accepted and reviewed by appointment on a first-come basis with the Basic Law Enforcement Training Director. All BLET application packets are to be submitted to the BLET Director prior to the pre-orientation meeting. Incomplete packets will not be accepted.

C. Training and Course Completion

1. Cadets will be tested on each course block. An 70% score will be required for the trainee to obtain successful completion in that area.
2. If a cadet fails to reach the 70% score on the initial testing, that cadet will get ONE retest to pass. The cadet must score a minimum of 70% percent to pass the retest. If the cadet fails the retest, they will receive a deficiency in that area and must attend the course block in its entirety in another BLET Academy.
3. If a cadet fails a practical on the 1st attempt, the cadet will be given remedial training and a 2nd attempt. Any failure on a practical test is included with the written tests.
4. A cadet is allowed four (4) test failures, written & practical. A total of five failures will result in immediate dismissal from BLET. If a cadet fails a test and consequently passes the test on retake, this will still count as one test failure.
5. Cadets will have 15 days to make up missed tests or to retake failed tests. Failure to meet this deadline with result in a grade of "O" for that test. Make-ups and retakes will be handled at the discretion of the Director as to time and location. Anyone who engages in or attempts to cheat on a test or retest will be dismissed by the director.
6. Topical blocks require each student to perform and pass training standards requirements. Standardized ability tests must be satisfactorily completed by each trainee and checked off by a certified instructor for successful course completion.

D. Readmission

1. Cadets who have withdrawn or been dismissed from the BLET academy due to academic or nonacademic reasons must re-apply through the Basic Law Enforcement Training Director to be considered for readmission.
2. Cadets must complete a new BLET application packet for admission to attend the next scheduled academy and submit the application packet to the Basic Law Enforcement Director. Cadets must meet with the BLET Director by appointment to review the application packet prior to the start of the academy. Cadets cannot enroll in two BLET Academies at the same time, regardless of whether academies are being offered at the same or at different community colleges.

E. Special Considerations

1. A cadet must have available transportation to all required training.
2. The BLET Day Academy meets Monday through Friday, from 7:30 AM until 5:00 PM. The BLET Night Academy meets Monday through Friday, 5:30 PM until 11:00 PM. Both academies include some nights, days, and weekends.
3. For a cadet to obtain a reasonable accommodation for a particular course section, the cadet must first present the request to the BLET Director in writing before the beginning of the course. The BLET Director will then contact the Criminal Justice Standards Division to determine if the request is reasonable and if it will meet the requirements of the course in full. The BLET Director will make the final decision. The request must also be accompanied by any available documentation verifying the extent and range of the alleged disability.
4. Each cadet must be aware that certain prior criminal conduct including charges, arrests, or convictions may prevent the cadet from obtaining certification as an officer. A Certification Prerequisites Form will assist the cadet in determining whether or not he/she may encounter difficulty in obtaining officer certification due to a criminal history. Failure to list charges, arrests, or convictions on the Commission's F-3 "Personal History Statement" or any other Commission form may result in Commission sanctions including denial or revocation of certification.

GENERAL ACADEMY POLICIES

A. Academic Progression/Graduation

1. BLET cadets are expected to maintain a minimum passing score of 70% on each topical block test or re-test and a passing score on all practical tests as directed during the academy. Failure to maintain passing scores on all blocks of instruction required to graduate from the BLET academy will lead to dismissal.
2. Cadets receiving a deficiency in any BLET topical block(s) will be allowed with the approval of the BLET Director to enroll in the next academy to repeat the topical block(s) in which the cadet has a deficiency to complete the mandated hours and test on the block again prior to taking the state BLET Exam. Cadets are allowed (2) deficiencies per academy. A cadet cannot be enrolled in two academies at the same time to repeat blocks of instruction where there is a deficiency to satisfy this requirement per North Carolina Educational Training and Standards Commission.

B. Insurance

All BLET cadets will be required to have liability insurance, paid in full each year, as a part of cadet fees. The cadet fees are to be paid on the day after the first day of the start of the academy. No cadet may participate in the Basic Law Enforcement Training academy without this protection. Cadets are urged to subscribe to accident insurance and must provide their own health insurance.

C. Criminal Background Check

BLET cadets are required to have criminal background checks completed and given to the BLET Director prior to entry into the BLET academy. Cadets are required to cover the cost for all criminal record checks. By applying for admission into the BLET academy, a cadet consents to a criminal background check(s) as required by the North Carolina Educational Training and Standards Commission. Information obtained within the criminal background check will be kept with the cadets file a long with all other information and forms that are secured as required by the North Carolina Educational Training and Standards Commission. The BLET Director and North Carolina Training and Standards Commission are the only entities with access tour these files.

D. Progressive Disciplinary Action Policy

The BLET Director is committed to assisting cadets to be successful in the BLET academy in accordance with the rules/regulations and administrative code outlined by the North Carolina Educational Training and Standards Commission. Dependent on the seriousness and disruptive nature of the violation of rules and regulations the following actions will be taken.

1. Warning

The BLET Director provides the cadet with a verbal warning or written feedback on his or her status. The BLET Director counsels the cadet regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to, utilization of peer study groups or assistance from the Qualified Assistant.

2. Academy Dismissal

If, at any time during the academy or after a warning given period, the cadet fails to meet any of conditions set or violates rules set forth by this academy the cadet will be dismissed from the academy.

E. Academy Withdrawal/Dismissal

1. Personal withdrawal

2. Academic dismissal:

During the BLET academy, a cadet will be dismissed after the 5th failure of a topical block to include tests, re-tests, practical exercises, and re-tests on practical exercises.

3. Non-compliance with the BCCC Academic Dishonesty procedure.

F. Immediate Dismissal from the Basic Law Enforcement Academy

In addition to the BCCC's Catalog Campus Conduct Policy, cadets in the BLET academy will be immediately dismissed for any of the following reasons:

1. Adjustment problems that seriously affect the well-being of other cadets, BLET Director,

Qualified Assistant, and/or BLET instructors.

2. Demonstration of conduct not in accordance with the ethical standards of the law enforcement profession including misconduct related to any classroom training, practical exercises on or off campus, cheating on tests, breaching confidentiality, and falsifying records.
3. Failure to participate in topical block exercises or to follow directives given by the BLET Director, BLET Qualified Assistant, and/or BLET Instructors.
4. Possession or use of any illegal substances (drugs) or alcohol while at the college or while participating in BLET training off campus. Any cadet who is found to possess or who appears under the influence of such drugs/alcoholic beverages in the classroom or in any BLET exercise will be evaluated for dismissal from the BLET academy.

G. Procedures for Exiting

1. Drop/Add procedure – A cadet withdrawing from the academy must follow the BCCC Drop/Add/Withdrawal Procedure.
2. Exit Interview – The cadet must meet with the BLET Director for the exit interview upon withdrawal or dismissal from the BLET academy.

H. Grading Policy

The minimum test score for all topical block test and re-test is 70% or better. All practical exercises and practical test will be graded as indicated on the appropriate forms for that block of instruction in accordance with the North Carolina Education Training and Standards Commission.

I. Absence Policy

1. Punctual attendance is expected for all scheduled classes, lectures, practical exercises, and test for each BLET topical block of instruction. 100% attendance is mandatory.
2. Cadets will be denied course participation by the BLET Director for unexcused absences from any portion of the course, up to dismissal. This type of behavior will not be tolerated.
3. Excused absences cannot exceed 32 hours (5%) of the total class for the course delivery period.
4. Excused absences should only be granted for serious reasons, i.e., death in family, severe weather, medical emergencies or natural disasters. All excused absences must be made up. Even when excused/unexcused time is made up, the 5% rule still applies. Any time missed beyond the 5% that has been made up will still be grounds for immediate dismissal.
5. The BLET Director will monitor each cadet's progress on a daily basis. The BLET Director will terminate a cadet from course participation for unexcused absences at any time during the academy. This includes being habitually tardy or regularly leaving class early. This type of

behavior will not be tolerated.

J. Ethics

1. Confidentiality: Cadets are expected to keep all training and test confidential. Discussion of topical block training and practical exercises should take place only in the classroom or in conferences with the BLET Director, Qualified Assistant, and BLET Instructors.
2. Accountability: Cadets are not allowed to take pictures, record lectures, release any pictures or videos of BLET Training, or post on Facebook or any other social media outlet without the BLET Director's permission.
3. Integrity: Cadets are expected to be truthful at all times when communicating with the BLET Director, Qualified Assistant, and BLET instructors.
4. Ethical Standards: The cadet must:
 - a. Demonstrate professional demeanor and behavior.
 - b. Demonstrate honesty and integrity.
 - c. Be willing to admit to mistakes and take responsibility for one's own actions.
 - d. Perform in an ethical manner in dealing with BLET Director, Qualified Assistant, BLET instructors and fellow cadets.

K. Dress Policy

The cadet must dress professionally in the uniform for the day.

1. Uniforms must be approved by the BLET Director for all classes, and practical exercises.
2. Shoes are to be clean and polished at all times during the academy.
3. Personal hygiene must be practiced at all times.
4. Hair must be neat, clean, and worn in a conservative style at all times.
5. Male cadets should be clean-shaven at all times.
6. Female cadets should wear make-up in moderation.
7. Jewelry should be conservative. Large necklaces, rings, and earrings are unacceptable. Jewelry worn in nose, eyebrow, or tongue or other visibly pierced body parts is not acceptable.
8. Fingernails should be short, clean, and well-manicured. Artificial nails are not allowed.
9. A Beaufort County Community College cadet ID or issued ID must be worn at all times.

For non-compliance with the above policies regarding dress, the cadet will be dismissed by the BLET Director from the academy.

L. Chemical Exposure - Tear Gas and OC Pepper Spray Exposure

1. During the Basic Law Enforcement Academy, cadets will be exposed to tear gas and Oleoresin Capsicum (OC Pepper Spray). Cadets with respiratory difficulties including asthma may not be suitable candidates for this training and/or employment.
2. During the physical examination with a medical professional, cadets will be assessed and evaluated to engage in training exercises using Tear Gas and OC Pepper Spray.

M. Cadet Responsibilities

1. Pay attention to the BLET Director, Qualified Assistant, and BLET Instructors. Read over the BLET lecture training objectives before class.
2. Attend all scheduled classes and practical exercises. NOTE: Cadets will be able to make up practical exercises in the BLET Academy if resources are available; if resources are not available, the cadet must wait until the next academy and enroll as a limited enrollee to make-up missed classes and practical exercises.
3. Be present when the classes start. Cadets may miss important instructions if late.
4. Turn in all classroom assignments promptly.

BEAUFORT COUNTY COMMUNITY COLLEGE

Inclement Weather Policy

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning closing the College. When a decision is made in the early morning that the College will be closed for the day, it must be relayed quickly to all cadets, staff, and faculty. Announcements will be sent by the College Information Distribution Team via the website, Blackboard, phone, media, social media, Nixle/BCCC Alert, Alertus, email, and campus monitors. In order to accomplish this task efficiently and with maximum coverage, College officials ask everyone to cooperate by following the directions listed below:

A. Listen to one of the area radio stations:

- WERO -- 93.3 FM Washington
- WRRF -- 930 AM Washington
- WWGN -- 1320 AM Washington
- WPNC -- 1470 AM Plymouth
- WKLX -- 95.9 FM Plymouth
- WKJA -- 92 FM Belhaven

B. Watch one of the following television stations in the early morning or late evening for announcements concerning closing:

- WITN TV Washington, Channel 7
- WNCT TV Greenville, Channel 9
- WCTI TV New Bern, Channel 12

- C. Sign up for Nixle (BCCC's Text Messaging Service) by referencing Nixle/BCCC Alert and Alertus app on the BCCC website.
- D. **DO NOT TELEPHONE** the National Weather Service, radio or television stations, newspaper offices, College officials, or College offices.
- E. The decision to close the College or delay opening will be announced by 6:00 a.m. when possible. The decision to cancel evening classes will be made by 4:00 p.m. when possible.
- F. Cancellation of the class is at the discretion of the instructor and Academy Director. Cadets will be notified regarding cancellations.

G. The absence of any announcement means that the College will open as usual.

When a decision is made to close the College, the primary concern is the safety and welfare of each cadet, faculty, and staff member. (BCCC Faculty/Staff Manual)

ESSENTIAL JOB FUNCTIONS

Minimum job performance functions for employment as an entry-level law enforcement officer are essential. Cadets must be able to perform, with or without reasonable accommodation, to participate successfully in the BLET academy, to graduate, and to obtain entry-level employment. Each cadet must attest they can employ the following skills.

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.