

Procedure 6.0302

Law Enforcement Training Procedure

The Law Enforcement Training program is committed to offering the law enforcement community timely, relevant, and professional training tailored to meet the requirements of those agencies and commensurate with established mandates of the Sheriff's Commission and the North Carolina Training and Standards Commission. Training includes the Basic Law Enforcement Training Program (hereinafter referred to as BLET) to assist individuals with becoming initially certified and the mandatory in-service and specialized courses needed for individuals to maintain certification and upskill. The Vice President of Continuing Education supervises the Director of Law Enforcement Training who, in turn, supervises the BLET School Coordinator, Law Enforcement Administrative Assistant, and the instructors and contractors.

Basic Law Enforcement Training

Effective January 1, 2023, the President of Beaufort County Community College (BCCC) moved the administration and supervision of the BLET program from the Division of Academic Affairs to the Division of Continuing Education, placing the instructional program under new leadership--the Vice President of Continuing Education and Director of Law Enforcement Training. The Director of Law Enforcement Training will administer In-Service, Law Enforcement Instructor, and Speed Measurement Instrument training, and will also supervise the BLET Coordinator position, who will be responsible for the administering the BLET program. In addition, the College hired a new Law Enforcement Administrative Assistant to assist with clerical responsibilities of the program, allowing more supervision and oversight time for the Director of Law Enforcement and BLET Coordinator.

The mission of the BLET training program did not change with the change in administrative oversight. The BLET curriculum continues to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina. The curriculum comprises 36 separate blocks of instruction that include topics such as Law Enforcement Driver Training, Motor Vehicle Laws, and Arrest, Search and Seizure/Constitutional Law. The BLET curriculum employs practical exercises and an extensive ethics section throughout the training experience. The BLET course has been thoroughly researched, legally reviewed, and contains the most current law enforcement information available. The BCCC BLET program has a long history of successfully preparing skilled law enforcement officers for its rural, 2,000+ square mile service area covering Beaufort, Hyde, Tyrrell, and Washington Counties.

In addition to the general policies and procedures of Beaufort County Community College, which can be accessed under the Current Student tab at www.beaufortccc.edu, the

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Director of Law Enforcement and the BLET Coordinator are expected to adhere to the following accountability and quality control measures:

- Implement a mandatory BLET Instructor Orientation session to set expectations and cover any issues or updates related to the BLET training course and curriculum prior to starting a new BLET course.
- Review and revise all rules, regulations, protocols, and perform equipment and supply inspections prior to starting a new BLET course, as set forth in NC Administrative Code Title 12 09B Section 200 and the most current NC Justice Academies Course Management Guide.
- Ensure BLET instructors complete all instructor updates before any instructor is allowed to teach a BLET class. An in-house instructor renewal spreadsheet document will be used to document that certifications are current and are not expired.
- Approve, in writing, any innovations or practical exercises requested by BLET instructors not specifically defined in the North Carolina state-approved BLET curriculum.
- Perform ongoing, unannounced audits of all BLET classes with the assistance of the Vice President of Continuing Education or his/her designee. Audits will be documented using the Continuing Education Class Visitations form and kept on file in the Continuing Education Registration and Records office, as set forth in the College's [3.28 Continuing Education Class Visitation Policy](#) and [3.2801 Continuing Education Class Visitations Procedure](#).
- The Director of Law Enforcement and the BLET Coordinator will ensure ongoing distribution and review of F-16 instructor review forms completed by students. F-16 instructor reviews assist administrative staff with guiding improvement of teaching skills, recognizing and reinforcing teaching excellence, and helping teachers focus on positive student outcomes. Results of F-16 instructor reviews will be shared with BLET instructors as set forth in the College's [3.2545 Course-Instructor Evaluations Procedure](#).

In-Service and Specialized Training

The Law Enforcement Training program offers mandatory in-service and specialized courses needed for individuals to maintain certification and upskill. The College defers to individual agencies to determine delivery of state-mandated in-service and specialization curricula for their law enforcement officers.

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, the Director of Law Enforcement is expected to adhere to the following accountability and quality control measures:

- Implement an annual, mandatory Law Enforcement In-service Instructor Orientation session to set expectations and cover any issues or updates related to in-service and specialized training.

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- Perform ongoing, unannounced audits of in-service and specialized training courses with the assistance of the Vice President of Continuing Education or his/her designee. Audits will be documented using the Continuing Education Class Visitations form and kept on file in the Continuing Education Registration and Records office, as set forth in the College's [3.28 Continuing Education Class Visitation Policy](#) and [3.2801 Continuing Education Class Visitations Procedure](#).
- Ensure ongoing distribution and review of the College's Continuing Education Instructor-Course Evaluation form to students. The evaluation form assists administrative staff with guiding improvement of teaching skills, recognizing and reinforcing teaching excellence, and helping teachers focus on positive student outcomes. Results of the evaluation form will be shared with instructors as set forth in the College's [3.2545 Course-Instructor Evaluations Procedure](#).
- Ensure instructors complete all instructor updates before any instructor is allowed to teach a class. An in-house instructor renewal spreadsheet document will be used to document that certifications are current and are not expired.

Commission-Approved Firearms Training

The College maintains a Firearms Qualification Range which is for instructional or college sanctioned purposes only. The Director of Law Enforcement and the BLET Coordinator are expected to adhere to the following accountability and quality control measures for all training held on the Firearms Qualification Range:

- Provide weapons, ammunition, and training rounds in the BLET program sufficient to teach lessons as set forth in the state-approved curriculum. Cadets may use their agency-issued weapon and ammunition if requested by the agency in writing and approved by the Director of Law Enforcement and BLET Coordinator.
- Agencies completing in-service firearms training on the Range will provide their own weapons and ammunition.
- The College will strictly adhere to the most current BLET Firearms state-approved lesson plan to dictate the use of live ammunition and training rounds when delivering instruction. Live ammunition will not be used in circumstances where BLET training outcomes can be achieved with training rounds.
- Before live-fire exercises begin with any firearm, students will be thoroughly briefed on range procedures and safety by an instructor via established agency and range policies.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

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Cross References: [Weapons on College Property Policy](#); [Firearms Qualification Range Policy](#)

History

Senior Staff Review/Approval Dates: 4/17/2023

