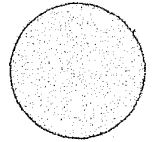
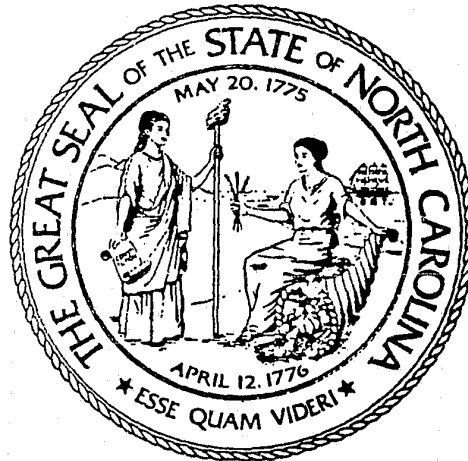


133495



**THE NORTH CAROLINA SHERIFFS'  
EDUCATION AND TRAINING  
STANDARDS COMMISSION**

**1988  
ANNUAL REPORT**



NCJRS

DEC 18 1991

ACQUISITIONS

**NORTH CAROLINA  
DEPARTMENT OF JUSTICE**

**LACY H. THORNBURG  
ATTORNEY GENERAL**

133495

**U.S. Department of Justice  
National Institute of Justice**

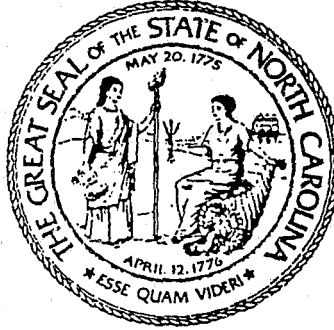
This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

North Carolina Department  
of Justice

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.



## ATTORNEY GENERAL'S MESSAGE

### 1989 Annual Report

#### North Carolina Sheriffs' Education and Training Standards Commission

*The North Carolina General Assembly established the North Carolina Sheriffs' Education and Training Standards Commission in 1983 through the enactment of General Statute Chapter 17E.*

*This Annual Report marks the first five years of operation for what has come to be more commonly known as the "Sheriffs' Standards Commission."*

*The Sheriffs' Standards Commission quickly established a record of, and reputation for, high quality programs and standards. This fact is quite evident upon reading the contents of this Annual Report.*

*North Carolina's sheriffs have clearly demonstrated their commitment to law enforcement professionalism through the faithful adherence to Sheriffs' Standards Commission standards. I, in turn, pledge to continue my support for both the Commission's programs and goals and the constitutional office of the Sheriff.*

**LACY H. THORNBURG**  
*Attorney General*

## HISTORY

Standardization of training for state justice officers began in the early 1970's in response to a growing concern for increased accountability and credibility. Two advisory councils laid the groundwork throughout the 1970's by adopting minimum employment and basic training standards. At this time, all criminal justice officers were under the councils' regulatory authority. Upon the creation of Chapter 17C of the General Statutes, the two councils were dissolved to create the North Carolina Criminal Justice Education and Training Standards Commission on January 1, 1980. Sheriffs' and their deputies continued under the jurisdiction of this Commission until September 1983, when the General Assembly established a separate North Carolina Sheriffs' Education and Training Standards Commission with the passage of Chapter 17E.

## STATUTORY POWERS

The charter statute explains the reasoning behind the creation of a separate regulatory authority for sheriffs. The sheriff and his employees occupy a unique place among law enforcement officers in North Carolina, since:

- "the sheriff is the only officer of local government required by the Constitution";
- "the sheriff administers and executes criminal and civil justice and acts as the exofficio jailer";
- "the training and educational needs of such officers therefore require particularized and differential treatment

from those of the criminal justice officers certified under Chapter 17C of the General Statutes." (G.S. 17E-1)

The statute also establishes the primary duties and powers to the Sheriffs' Commission. The principle ones include:

- To establish minimum education and training standards for entry level employment as an officer, and to certify these persons as qualified. (Officers who were actively employed before the councils or Commission adopted standards applying to their positions received "grandfather" status and were automatically certified.);
- To establish minimum standards for the certification of training programs and to certify these programs;
- To establish minimum standards for instructors who participate in programs and to certify these instructors; and
- To make evaluations to determine whether agencies are complying with the provisions of Chapter 17E;
- To adopt and amend by-laws for the internal management and control of the Commission.

The Commission also has several "advisory" powers which it is not authorized to enforce:

- To designate certain law enforcement positions as requiring specialized training, education, and experience and to certify these officers as such;
- Consult and cooperate with government agencies and educational institutions to develop training programs and courses of instruction; and

- To conduct research and interpret data in order to improve the education and training of persons serving justice agencies in North Carolina.

### COMMISSION MEMBERSHIP

The Commission is composed of sixteen members as follows:

- Eleven sheriffs, appointed by the North Carolina Sheriffs' Association, one from each congressional district;
- One person appointed by the Speaker of the House of Representatives and one person appointed by the Lt. Governor;
- One county commissioner appointed by the Governor; and
- The President of the Department of Community Colleges and the Director of the Institute of Government are *ex officio*, non-voting members.

All sheriffs serve terms of three years; the other three voting members serve terms of two years. The chairman and any other officers are elected annually from among the Commission membership. The Commission meets at least four times a year in various locations throughout the state.

The Commission's membership roster as of May 1, 1989 is:

- Sheriff Richard T. Alexander  
Eleventh Congressional District  
Haywood County Sheriff's Department  
420 North Main Street  
Courthouse Annex  
Waynesville, North Carolina 28786  
(704) 452-6666
- Sheriff Robert M. Canaday, Chairman  
Eighth Congressional District  
Cabarrus County Sheriff's Department  
P.O. Box 525  
Lincolnton, North Carolina 28092  
(704) 788-3100
- Sheriff Harven A. Crouse  
Ninth Congressional District  
Lincoln County Sheriff's Department  
P.O. Box 506  
Lincolnton, North Carolina 28092  
(704) 732-3361
- Sheriff John Carr Davis  
Seventh Congressional District  
Brunswick County Sheriff's Department  
P.O. Box 9  
Tarboro, North Carolina 27886  
(919) 253-4321
- Sheriff Jack B. Elkins  
Fourth Congressional District  
Chatham County Sheriff's Department  
P.O. Box 428  
Pittsboro, North Carolina 28422  
(919) 542-2811
- Sheriff Phil H. Ellis, Vice Chairman  
Edgecombe County Sheriff's Department  
P.O. Box 219  
Tarboro, North Carolina 27886  
(919) 823-5757
- Sheriff Ralph E. Johnson  
Tenth Congressional District  
Burke County Sheriff's Department  
P.O. Box 219  
Morganton, North Carolina 28655  
(704) 437-2512
- Sheriff Paul R. McCrary  
Appointment by the Governor  
Davidson County Sheriff's Department  
P.O. Box 513  
Lexington, North Carolina 27292  
(704) 649-2663
- Mr. E.Y. Ponder  
Appointment by Speaker of the House  
398 Bailey Branch Road  
Marshall, North Carolina 28753  
(704) 649-2663
- Sheriff Lewis C. Rosner  
Third Congressional District  
Harnett County Sheriff's Department  
P.O. Box 417  
Lillington, North Carolina 27546  
(919) 893-8181
- Mr. John Sanders, Director  
Institute of Government  
(Mr. Mike Smith, Designee)  
Knapp Building 059A  
UNC at Chapel Hill  
Chapel Hill, North Carolina 27514  
(919) 966-5381
- Mr. Robert W. Scott, President  
Department of Community Colleges  
(Mr. C.B. Barham, Designee)  
Caswell Building, Room 708  
200 West Jones Street  
Raleigh, North Carolina 27603-1337  
(919) 733-7051
- Sheriff Nelson L. Sheppard  
First Congressional District  
Beaufort County Sheriff's Department  
P.O. Box 1087  
Washington, North Carolina 27889  
(919) 946-7111
- County Commissioner D. Reid Sink, Jr.  
Appointment by the Governor  
Route #12, Box 3290  
Lexington, North Carolina 27293  
(704) 249-7011
- Sheriff Walter Burch  
Sixth Congressional District  
Guilford County Sheriff's Department  
P.O. Box 3427  
Greensboro, North Carolina 27402  
(919) 373-3690
- Sheriff C.D. Vernon  
Fifth Congressional District  
Rockingham County Sheriff's Department  
P.O. Box 86  
Wentworth, North Carolina 27375  
(919) 342-1301

## STAFF

The Attorney General provides staff support to the Commission in the form of the statutorily created Sheriffs' Standards Division, which is an agency of the Department of Justice, Division of Training and Standards. The Sheriffs' Standards Division carries out the administrative and investigative work of the Commission. It researches and reports any violation of the Commission's standards and rules. The Division staff maintains personnel files on all justice officers to include deputy sheriffs and jailers. The Division also provides technical assistance to criminal justice agencies to help them implement Commission-approved programs, as well as disseminating information about these programs to concerned agencies or individuals. The Division staff is responsible for the developing, writing and implementation of all rules and standards adopted by the Commission in addition to the responsibility to regulate all agencies to ensure that they are in compliance.

### ATTORNEY GENERAL

*Lacy H. Thornburg*

### DEPUTY ATTORNEY GENERAL

*Phillip J. Lyons*

### COMMISSION STAFF MEMBERS

*Georgia H. Lea, Director*

*Joan G. Neuner, Assistant Director*

*Eric L. Jones, Field Representative*

*Kenneth Withrow, Research Associate*

*Julia Lohman, Administrative Assistant*

*Sharon D. Rogers, Clerk Typist III*

*Ellen C. Sykes, Clerk Typist III*

## 1988 COMMISSION MEETINGS

*February 24 & 25 Winston-Salem*  
*May 24 & 25 Wrightsville Beach*  
*August 23 & 24 Boone*  
*November 14 & 15 Southern Pines*

## COMMISSION PROGRAMS

### CERTIFICATION

The Division maintains a certification file on each of the 6,577 deputies and the 2,135 jailers that are currently certified by the Commission. The Commission requires that the Division have on file the following information:

- A copy of the applicants Report of Appointment (F4- or F4A);
- The applicants high school diploma or equivalent;
- The results of the fingerprint record check;
- The applicants Medical History Statement (F-1);
- The applicants Medical Examination Report (F-2);
- The applicants Personal History Statement (F-3);
- A summary of the applicants background investigation;
- A copy of oath if applicant is a deputy sheriff;
- A copy of in-service requalification and training; and
- Proof of completed mandatory training requirement.

[See ATTACHMENTS #1 and #2 for comparison of appointments received and number that meet certification requirements.]

## STATISTICS

### *Deputies:*

• Certified	1,237
• Separated	623
• Suspended	36
• Cease & Desists (Working/Unreported)	12
• Denials	23
• Revocations	4

### *Jailers:*

• Certified	800
• Separated	339
• Suspended	37
• Cease & Desists (Working/Un- reported)	35
• Denials	26
• Revocations	1

[See ATTACHMENT #3 for analysis of the number of officers gained or lost.]

### Professional Certificate Program

In order to recognize the level of competence of Law Enforcement officers serving the Sheriffs of North Carolina, the Commission established the Professional Certificate Program. This program is a method by which dedicated officers may receive local and statewide recognition for education, professional training and on-the-job experience.

There are three separate certificates available for officers that qualify: Basic Law Enforcement Certificate; Intermediate Law Enforcement Certificate; and the Advance Law Enforcement Certificate. Certificates are awarded based upon a formula which combines formal education, law enforcement training and actual experience as a law enforcement officer. These profes-

sional certificates are appropriate for Sheriffs and their deputies. The Commission awarded 193 professional certificates in 1988.

### Service Awards Program

In order to recognize an officer's loyal and competent service to a particular sheriff's department, and also to the State of North Carolina, the Commission established the Justice Officer's Service Award Program. This program is a method by which dedicated officers may receive local and statewide recognition for their loyal and competent service. This program is available to all Justice Officers. These certificates are based on years of service and are awarded for fifteen and twenty years of service. The Commission awarded 12 service awards in 1988.

### Administration of Justice Officers School

The Sheriff's Commission is mandated by statute to establish rules, regulations, and standards for the administration of schools, training programs or courses of instruction by which sheriffs' personnel receive training. These rules, regulations or standards serve to define the the areas of responsibility for the institutions and personnel associated with and responsible for the delivery of mandated training. The Division staff is responsible for the development of these rules as well as the implementation and monitoring of the delivery systems, School Directors, and instructors. Currently thirteen (13) school directors, twenty-nine (29) community colleges or agencies, and the North Carolina Justice Academy, are authorized to deliver the Jailer Certification Course.

Alamance  
County Sheriff's Department  
Asheville-Buncombe Technical College  
Beaufort Community College

Brunswick Technical College  
 Catawba Valley Community College  
 Central Carolina Community College  
 Central Piedmont Community College  
 Coastal Carolina Community College  
 Davidson Community College  
 Durham Technical College  
 Forsyth Technical College  
 Gaston Community College  
 Guilford County Sheriff's Department  
 Guilford Technical College  
 Isothermal Community College  
 Mayland Technical College  
 McDowell Technical College  
 Nash Community College  
 North Carolina Justice Academy  
 Richmond Technical College  
 Robeson Technical College  
 Rowan Cabarrus Community College  
 Southeastern Community College  
 Southwestern Technical College  
 Stanly Technical College  
 Surry Community College  
 Vance-Granville Community College  
 Wake Technical College  
 Western Piedmont Community College  
 Wilkes Community College

[See ATTACHMENT #4 for the Department of Community Colleges categorized by region.]

[See ATTACHMENT #5 for number of accredited Jail schools categorized by region.]

#### Jailer Certification Course

The Commission currently mandates that each individual employed by a Sheriff's department as a jailer holding probationary certification shall satisfactorily complete a commission-accredited jailer certification course within one year from the date of employment. The current jailer certification course is one hundred and twenty hours in length (approximately 3 weeks). The Division staff monitors the delivery of this course through pre- and

post-course summaries as well as on-site evaluations. In addition, the Division staff must monitor all jailers who hold probationary certification to ensure compliance with the training mandate. Twenty-four (24) jailer certification courses were conducted in 1988.

#### Instructor Certification for the Jail Course

Any person participating in a commission-approved Jailer Certification course as an instructor must be certified by the Commission as an instructor. The Commission certifies instructors in three categories: General Jail Instructor; Professional Lecturer; and Limited Lecturer. The Division staff receives, reviews and evaluates all applications requesting instructor certification and grants instructor certification according to the guidelines established by the Commission. The Commission has certified 201 instructors for the Jailer Certification Course.

[See ATTACHMENTS #6, #7, and #8 for number of instructors categorized by region.]

#### Jailer Certification Examination

In addition to conducting audits, the Field Representative is responsible for administering the state examination at the end of the jailer certification course. This course is currently offered by the North Carolina Justice Academy as well as those community colleges listed in the preceding column. The Division staff is responsible for the development of this test as well as administering the test at the course-delivery site.

Once the test has been administered and graded by the Field Representative, the students' scores are returned



free to contact Ms. Neuner at the Division (919) 733-9236.

The disbursement figures for the Sheriffs' Supplemental Pension Fund for 1988 are as follows:

Total Funds Available	\$738,923.52
10% to Sheriffs' Standards	73,892.35
Payments to Pensioners	351,670.94
Unobligated Balance	313,360.23

#### Basic Law Enforcement Training

Each Justice Officer who is certified as a deputy sheriff and holds probationary certification, must complete the Commission's mandated training course within one year of being sworn into office. The current BLET course consists of 423 hours of mandatory training. Any deputy sheriff who does not comply with this Rule or any other training requirement will not be authorized to exercise the powers of arrest or perform the duties of a deputy.

The rules governing the implementation and administration of the BLET Course are the responsibility of the North Carolina Criminal Justice Education and Training Standards Division. The Sheriffs' Commission adopted their rules by reference. The Criminal Justice Division staff administers all the state examinations for both police and sheriff's departments. The Sheriff's Commission Division staff administers all the Jailer examinations for sheriff's personnel and local lock-up. Thus, the two Commissions do not duplicate services.

#### NEW PROGRAMS ADDED IN 1988

In September of 1987, the Commission held a three-day planning session at which a list of priority issues was

developed for 1988. The Division staff was responsible for developing rules, regulations and standards to govern these issues as well as procedures for their implementation. Therefore, it was a progressive year for the Sheriffs' Education and Training Standard's Commission and a busy one for the Division staff. The main events have been outlined in the following section.

#### Firearms Requalification and Training In-Service Program

Both the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standard's Commission mandated in-service firearms requalification training and similar courses of fire. Effective 1-1-89, all Justice Officers that are authorized by the Sheriff to carry a weapon must requalify each year using duty ammunition with each weapon they carry. Qualification must be conducted by Firearms Instructors certified through the Criminal Justice Standards Commission. Instructors must ensure that the following topic areas are covered as part of the in-service training:

- Use of Force
- Safety
- Basic Marksmanship
- Operation and Maintenance

Listed below is the Administrative Code's excerpt on course of fire:

#### **.2104 IN-SERVICE FIREARMS REQUALIFICATION SPECIFICATIONS**

- a All justice officers who are authorized by the sheriff to carry a handgun shall qualify a minimum of once each year with each handgun that the officer is

authorized to carry while on duty on a commission-approved day and night course as follows:

- 1 Day course of fire should include at a minimum but not limited to thirty rounds using duty ammunition firing six (6) rounds from three (3) yards; twelve (12) rounds from seven (7) yards; six (6) rounds from fifteen (15) yards; six (6) rounds from twenty-five (25) yards. Firing should be timed firing (i.e., draw and fire two rounds in three (3) seconds). Firing should be from a variety of positions. [Example: standing, kneeling, prone (using various cover positions)].
  - 2 Night course of fire should include at a minimum but not limited to thirty rounds firing six (6) rounds using duty ammunition from three (3) yards; six (6) rounds from five (5) yards; twelve (12) rounds from seven (7) yards; and six (6) rounds from fifteen (15) yards. Firing should be timed firing (i.e., draw and fire two rounds in three (3) seconds). Firing should be from a variety of positions. [Example: standing, kneeling, prone, (various cover positions)]. Firing must occur under various light conditions to include total darkness; vehicle blue light; vehicle head light; and all available lights.
- b All justice officers who are issued or have access to a shotgun, rifle, or automatic weapon shall be required to qualify with each weapon respectively a minimum of once each year on a commission-approved course of fire as follows:
- 1 Shotgun course of fire must include at a minimum but not limited to a minimum of five (5) rounds using duty ammunition firing two (2) rounds from fifteen (15) yards; three (3) rounds from twenty-five (25) yards.
  - 2 Rifle course of fire must include at a minimum but not limited to firing five (5) rounds of duty ammunition; two (2) rounds from

twenty-five (25) yards and three (3) rounds from fifty (50) yards.

- 3 Automatic course of fire should include at a minimum but not limited to twenty (20) rounds at a maximum of fifty (50) yards.
- c All justice officers who are authorized by the sheriff to carry off duty handguns shall qualify with their off duty handgun a minimum of once each year pursuant to Rule .2104(a) with each handgun the officer carries off duty using ammunition approved by the sheriff.
- d All justice officers who are issued or have access to any weapons not stated above must qualify with these weapons once each year using ammunition approved by the sheriff. The course of fire must be submitted and approved by the Director prior to qualification.
- e In cases where reduced-sized targets are used to simulate actual distances, a modified course of fire may be used. The proposed course of fire must be submitted to and approved by the Director prior to qualification.
- f To satisfy the minimum training requirements for all in service firearms requalification, a justice officer shall attain a minimum qualification score of 70% accuracy with each weapon once in three (3) attempts with no more than three attempts on each course of fire per day.

History Note: Statutory Authority G.S. 17E-4; 17E-7; Eff. January 1, 1989.

Officers that fail to qualify must surrender their weapon to the Sheriff and have thirty days in which to qualify. Failure to qualify within this time period will result in the Division suspending the officers' certifications until such time as they comply with this requirement. The Commission requires that each department submit to the Division copies of their proposed lesson plan, list of authorized weapons, officers not authorized to carry

weapons and where possible, requalification schedule.

### Physical Fitness Testing

Both the Sheriffs' Standards and the Criminal Justice Commissions mandated an identical physical fitness program for law enforcement officers. This program consists of physical conditioning and wellness impact, based on an individual assessment. There is an end-of-course series of nine performance tests which each officer must complete. Failure to successfully complete any of the performance tests shall be considered a "deficiency" and result in failure to graduate from BLET in 1990 but not in 1989 for all deputy sheriffs.

Both Commissions have mandated that the physical fitness program be incorporated into the Basic Law Enforcement Training curriculum, however the Commissions are allowing at least a year to collect further data. This mandate went into effect 1-1-89. All deputies must have a medical examination documented on the Commission approved examination form prior to beginning the Basic Law Enforcement Training course. Below is an outline of this course bloc and requirements:

- 1 The lesson plan will increase BLET by 43 hours:
  - a 4 hours classroom lecture
  - b 12 hours Physical Fitness Assessments:
    - 4 hours at beginning of BLET
    - 4 hours after 4 weeks of training
    - 4 hours termination of program

c 27 hours Physical Fitness Conditioning Program:

- 9 weeks, 3 days per week, 1 hour per day

2 Instruction will be provided as prescribed by Rule .0902 of the Administrative Code:

### **.0902 PHYS FITNESS/INSTRS//BASIC LAW ENFORCEMENT TRAINING COURSE**

Only instructors holding Specific Instructor Certification in the Physical Fitness topical area who were certified by the North Carolina Criminal Justice Education and Training Standards Commission under the following requirements shall be authorized to instruct the mandated Physical Fitness topical area:

- 1 Hold current General Instructor Certification issued by the North Carolina Criminal Justice Education and Training Standards Commission; and
- 2 Successfully completed the pertinent Physical Fitness Specific Instructor Training Course as approved by the North Carolina Criminal Justice Education and Training Standards Commission; and
- 3 Obtain the recommendation of a school director certified by the North Carolina Criminal Justice Education and Training Standards Commission.

History Note: Statutory Authority G.S.17E-4; Eff. January 1, 1989

3 Lesson Plan

- a Information--Discussion of coronary risk factors and positive life styles relating to physical fitness and wellness are presented to justify the importance of beginning and maintaining a

fitness program. This covers health and skill related components as they affect law enforcement officers. The nutritional information provided will enhance the knowledge of basic nutrition in addition to addressing special nutritional concerns of being involved in a fitness program.

b **Conditioning Program**--Prior to the implementation of a conditioning program, students will be assessed to determine current fitness status and provide a safe program entry level. The recommended battery of assessments include: cardiorespiratory endurance, body composition, flexibility, absolute muscular strength, and muscular endurance. Special considerations directed toward their abilities instead of their limitations are provided for students that are over 40 years of age, overweight, or have medical profiles. The fitness programs are designed for individual students and easily adapted to BLET delivery sites.

c **Performance Test**--The performance test is developed directly from the Police Officer/Sheriffs' Deputy Task Analysis Project completed in 1984. These tasks include:

- 1 The ability to pursue a fleeing suspect on foot by running 550 yards within time restrictions.
- 2 The ability to remove a simulated victim weighing a minimum of 150 lbs. from a vehicle and moving this weight 50 ft. within 30 seconds.
- 3 The ability to lift and carry a heavy object by carrying a minimum of 150 lbs. from a vehicle and moving this weight 50 ft. within 30 seconds.
- 4 The ability to climb through openings by climbing through a 30" x 30" window, raised 48" off the ground.
- 5 The ability to climb to elevated surfaces and over obstacles by scaling a 6' wall and to jump

down from elevated surfaces by jumping down from the 6' wall.

- 6 The ability to jump over obstacles or ditches by vaulting a 3 1/2' fence and 6' broadjump.
- 7 The ability to crawl in confined areas by crawling 40' through a darkened culvert.
- 8 The ability to balance on uneven or narrow surfaces by walking across a 4" balance beam, 20' long; 10' at 1' height and 10' at 2' height.
- 9 The ability to use body force to gain entry through barriers.

Effective January 1, 1989.

#### Jailer Certification Course

There were several changes and additions to the current Jailer Certification Course. Two new blocs were added: Communicable Diseases; and First Aid. In addition to these two changes the hours of instruction for many of the existing blocs were changed in order to accommodate these new additions. Also, the Commission authorized the bloc entitled "Unarmed Self-Defense" to be used as a substitute for the current bloc, "Handling Disruptive People", until July 1, 1989 at which time it will replace that bloc entirely and the number of hours for conducting Practicals will decrease. Listed below is the Administrative Code excerpt which identifies the jailer certification course curriculum.

#### .0601 JAILER CERTIFICATION TRAINING COURSE

- a This section establishes the current minimum standard by which Sheriffs' Department personnel shall receive jailer training. The Jailer Certification Training Course consists of a mini-

imum of 120 hours of instruction designed to provide the trainee with the skills and knowledge necessary to perform those tasks considered essential to the administration and operation of a confinement facility.

b Each Jailer Certification Training Course shall include the following identified topic areas and approximate minimum instructional hours for each area:

1	Orientation/Pretest	1 hour
2	Civil Liability in the Jail	1 hour
3	The American Jail: Its Origin and Development	1 hour
4	Legal Rights and Responsibilities Within the Corrections Environment	12 hours
5	Processing Inmates: Booking, Intake, Classification and Release Procedures	8 hours
6	Transportation of Inmates	4 hours
7	Written Communication	3 hours
8	Introduction to the Minimum Standards for the Operation of Local Confinement Facilities in North Carolina	3 hours
9	Role Concepts, Attitudes and Interpersonal Communication	2 hours
10	Disciplinary Procedures in the Jail	2 hours
11	Key and Tool Control	1 hour
12	Hostage Incidents in the Jail	2 hours
13	Stress	3 hours
14	Recreation and Visiting	2 hours
15	Medical Care in the Jail	4 hours

16	Patrol and Emergency Procedures	3 hours
17	Suicide and Jails	3 hours
18	Homosexuality and Jails	1 hour
19	Supervision of Inmates	6 hours
20	Psychological Disorders: Psychotic and Neurotic Personality	4 hours
21	Contraband/Searches	6 hours
22	Handling Fire Emergencies: Chemistry and Evacuation	4 hours
23	Handling Fire Emergencies: Classification and Extinguishing	4 hours
24	Controlling Disruptive People	16 hours
	In lieu of Controlling Disruptive People (16 hours) and Practicals (3 hours), a course may substitute Unarmed Self-Defense (18 hours) and Practicals (1 hour) from January 1, 1989 until June 30, 1989.	
25	Practicals	3 hours
26	CPR	8 hours
27	First Aid	3 hours
28	Communicable Diseases	3 hours
29	Review	3 hours
30	Exam	3 hours
	<b>TOTAL HOURS</b>	<b>120 hours</b>

Note: An officer enrolled in a Jailer Certification Training Course who is currently certified in CPR (Cardiopulmonary Resuscitation) shall

be exempt from that block of instruction and subsequent examination. The officer must furnish proof of current certification to the school director at the time of enrollment. All other trainees must successfully complete CPR, and become certified, during and as part of the Jailer Certification Training Course.

History Note: Statutory Authority G.S. 17E-4(a); Eff. January 1, 1989.

#### Code Revision

The Sheriff's Commission revised the Sheriff Administrative Code in its entirety, official copies of which were sent to each Sheriff's Department in March of 1989. In addition to the rules that govern the above mandates, the new version allows for "grandfathered" deputies to receive the professional certificates as well as Sheriffs. The qualification requirements for the professional certificates were changed to increase the number of training hours.

### SECTION .1000 - PROFESSIONAL CERTIFICATE PROGRAM FOR SHERIFFS AND DEPUTY SHERIFFS

#### .1001 PURPOSE

In order to recognize the level of competence of deputy sheriffs serving the sheriffs' departments of North Carolina, to foster increased interest in college education and professional law enforcement training programs and to attract highly qualified individuals into a law enforcement career, the North Carolina Sheriffs' Education and Training Standards Commission establishes the Deputy Sheriffs' Professional Certificate Program. This program is a method by which dedicated

deputy sheriffs may receive local, state-wide, and nation-wide recognition for education, professional training and on-the-job experience.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989

#### .1002 GENERAL PROVISIONS

- a In order to be eligible for one or more of the professional awards, a sheriff or deputy sheriff shall first meet the following preliminary qualifications:
- 1 Be an elected or appointed sheriff or be a deputy sheriff who holds valid General or Grandfather Certification. A deputy sheriff serving under a probationary certification is not eligible for consideration.
  - 2 The sheriff or deputy sheriff shall be familiar with and subscribe to the Law Enforcement Code of Ethics.
  - 3 If the applicant is a deputy sheriff, the deputy shall be a full-time, sworn, paid member of a North Carolina Sheriff's Department, as certified in writing by the sheriff.
  - 4 Full-time, paid employees of a North Carolina Sheriff's Department who have successfully completed a commission-accredited basic law enforcement training course and have previously held general law enforcement officer certification but are presently; by virtue of promotion or transfer, serving in non-sworn positions not subject to certification are eligible to participate in the professional certificate program. Eligibility for this exception requires continuous employment with the sheriff's department from the date of promotion or transfer from a sworn, certified position to the date of application for a professional certificate.

5 Only training and/or experience gained in an officer's area of expertises will be eligible for application to this program.

b Certificates are awarded based upon a formula which combines formal education, law enforcement training, and actual experience as a law enforcement officer. These professional certificates are appropriate for full-time, sworn sheriffs and deputy sheriffs. Points are computed in the following manner:

- 1 Each semester hour of college credit shall equal one point and each quarter hour shall equal two-thirds of a point;
- 2 Twenty classroom hours of commission-approved law enforcement training shall equal one point;
- 3 Only experience as a full-time, sworn, paid member of a law enforcement agency or equivalent experience shall be acceptable for consideration.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989.

### .1003 BASIC LAW ENFORCEMENT CERTIFICATE

In addition to the qualifications set forth in Rule .1002, an applicant for the Basic Law Enforcement Certificate shall have no less than one year of service, and shall have completed an accredited basic law enforcement training course or the equivalent as determined by the commission.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989.

### .1004 INTERMEDIATE LAW ENFORCEMENT CERTIFICATE

a In addition to the qualifications set forth in Rule .1002, applicants for the Intermediate Law Enforcement Certificate and shall have acquired the following combination of educational points or degrees, law enforcement training points and years of law enforcement training experience:

Educational Degrees	AA/AS	AB/BS
Years of Law Enforcement Experience	8 6 4 4	2
Minimum Law Enforcement Training Points	24	23
Minimum Total Education and Training Points	39 69 99 24	23

b Educational points claimed shall have been earned at a technical institute, technical college, community college, junior college, college or university accredited as such by the Department of Education of the state in which the institution is located, the recognized national accrediting body, or the state university of the state in which the institution is located.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989.

### .1005 ADVANCED LAW ENFORCEMENT CERTIFICATE

a In addition to the qualifications set forth in Rule .1002, applicants for the Advanced Law Enforcement Certificate shall possess or be eligible to possess the Intermediate Law Enforcement Certificate and shall have acquired the following combination of educational points or degrees, law en-

forcement training points and years of law enforcement experience:

Educational Degree	A/AS	AB/BS	GRAD/PRO
Years of Law Enforcement Experience	12	9	9
Minimum Law Enforcement Training Points	33	27	23
Minimum Total Education and Training Points	69	99	33
		27	23

- b Educational points claimed shall have been earned at a technical institute, technical college, community college, junior college, college or university accredited as such by the Department of Education of the state in which the institution is located, the appropriate recognized accrediting body, or the state university of the state in which the institute is located.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989.

**.1006 HOW TO APPLY**

- a All applicants for an award of the basic, intermediate or advanced certificates shall complete an "Application: Professional Certificate/Service Award", (F-6).
- b Documentation of education and training shall be provided by copies of transcripts, diplomas, Report of Training Course Completion, agency training records, or other verifying documents attached to the application.
- c Documentation of "full-time, paid employment" shall be provided by a certified letter from the department's personnel/payroll division verifying such employment.
- d The applicant shall submit the "Application: Professional

Certificate/Service Award", (F-6) to his sheriff who shall attach his recommendation and forward the application to the commission. Certificates will be issued to the sheriff for award to the applicant.

History Note: Statutory Authority G.S. 17E-4; Eff. January 1, 1989.

**ISSUES FOR 1989**

It would appear that 1989 will be as busy and as productive as this past year. The Commission met May 1 - 3 at Wrightsville Beach, North Carolina, for its annual planning session in order to address the following topics:

**Drug Testing Proposal**

The Sheriff's Commission is currently reviewing a proposal that would require that all justice officers be tested for illegal drugs or narcotic usage as part of the required medical examination, which occurs prior to employment. Refusal to take the test, or test results reporting a presence of illegal or narcotics, or misuse of prescription or non-prescription drugs shall be the basis for denial, suspension, or revocation of justice officer certification by the Commission. Any use or possession that constitutes a felony shall result in the denial or revocation of certification by the Commission.

The results of drug test shall be confidential. Procedures and facilities for specimen collection will occur in a clinical setting. Such procedures and facilities should not demean, embarrass, or cause physical discomfort to the individual.

Each step of the collecting and processing of the urine specimen shall be documented to establish procedural integrity and the chain of evidence.



The testing method shall be capable of identifying marijuana, cocaine, and the major drugs of abuse including heroin, amphetamines, and barbiturates. Only Commission-approved labs may conduct such test analysis. Such laboratories will be experienced and capable of quality control, documentation, chain-of-custody, and shall have demonstrated proficiency in urinalysis testing. The sample processing shall consist of a two step procedure:

- 1 The initial screening test using immunological methods; and
- 2 Confirmation test using chromatographic methods.

#### In-Service Training for Grandfathered Jailers

The Commission has asked the Justice Academy to prepare a 40-hour course that consists of high liability topics presently incorporated in the current Basic Jailer Course, for grandfathered jailers to attend. This would be a one-time requirement for all grandfathered jailers.

#### In-Service Training for All Jailers

Once the 40-hour course is in place for the grandfathered jailers, the Commission plans to review in-service for all jailers. The current proposal is that all jailers would be required to attend twenty-four hours of in-service training in a two year period. However, neither the proposal nor rules have been adopted by the Commission.

#### Course Management Guide for the Basic Jailer Course

The Commission will review a course management guide to be prepared by the Division staff in conjunction with

the Justice Academy. The purpose of this guide is to assist the School Directors in the implementation of the Jail Certification Course.

#### Jailer Task Analysis

The North Carolina Jailer Certification Course is a basic training program for persons who will be responsible for the care and custody of prisoners in the county detention facilities and local police lock-ups. Mindful of the rigorous demands of content validity and negligent failure to train, The Commission authorized the Division to conduct a task analysis in order to validate the Jailer Certification course. The funding for this project was through the National Institute of Corrections and from the Attorney General's office. The findings of this study will be presented to the Commission for their review and any action they deem appropriate.

#### Professional Certificate Program for Jailers

In order to recognize the level of competence of the jailers serving the sheriffs' departments of North Carolina, the Commission authorized the Division staff to develop a professional certificate program for jailers. This would be a program whereby dedicated jailers would receive state-wide recognition for education, professional training and on-the-job experience. The current proposal is patterned after the professional certificate program for deputies, with the points being less.

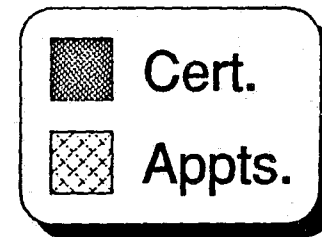
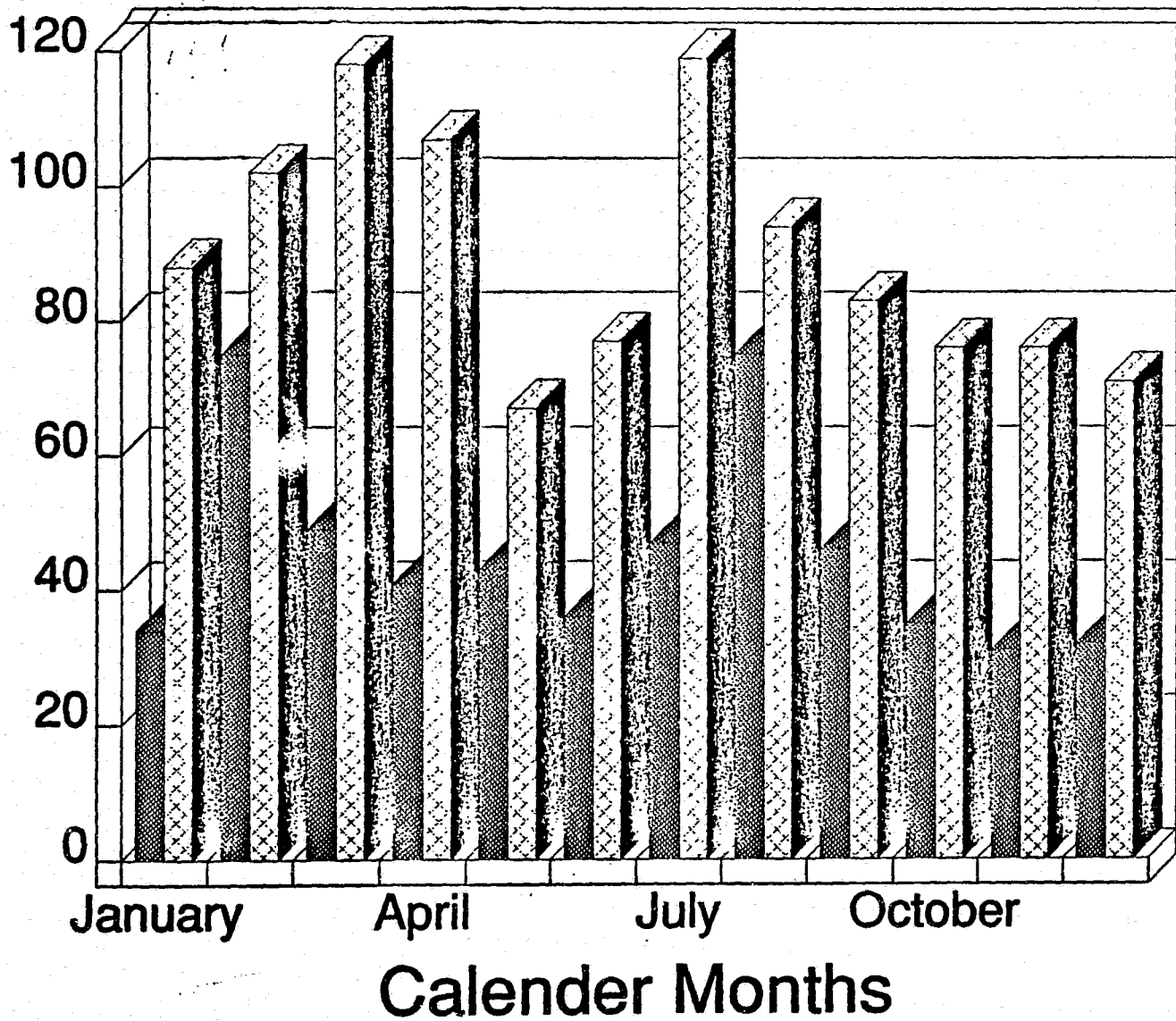
### DIRECTOR'S REMARKS

*As you can see, the Sheriffs' Standards Commission has been very progressive and productive since its inception five years ago. Neither the Commission nor staff could have accomplished the enormous tasks or responsibilities entrusted by the General Assembly without the assistance and cooperation of each Sheriff and his personnel. The comitment and decication shown by the Sheriffs of North Carolina has enabled the Commission to fulfill its obligations and responsibilities. On behalf of the Sheriffs' Standards Division staff, I would like to say "thank you" to each of you.*

*Georgia H. Lea, Director*

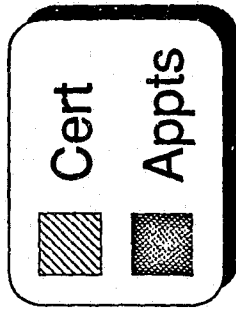
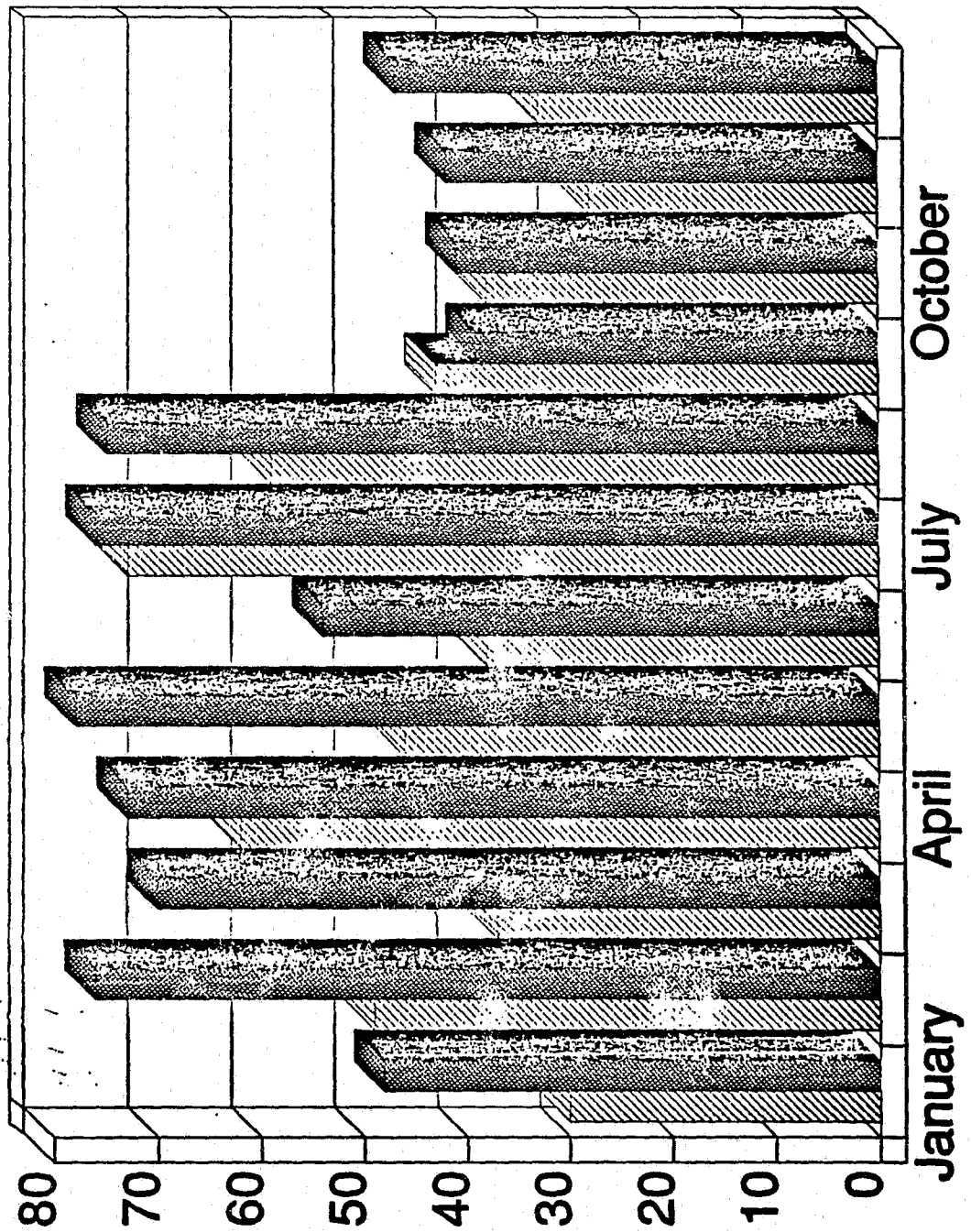
# PROBATIONARY DEPUTIES

## Appointments vs Certification



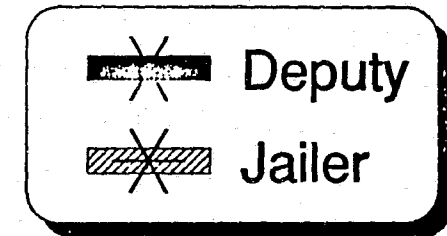
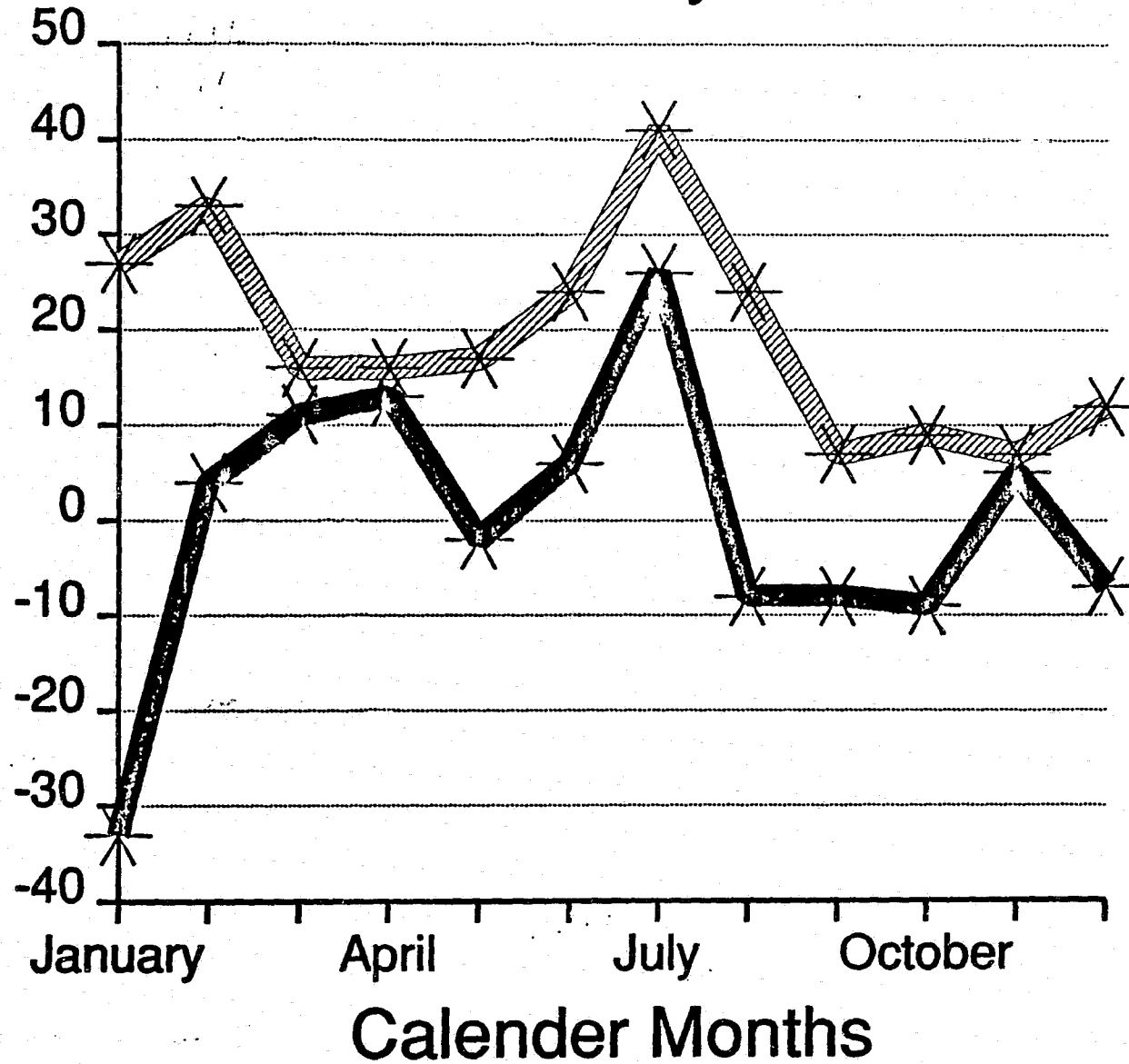
# Probationary Jailers

## Appointments vs Certification

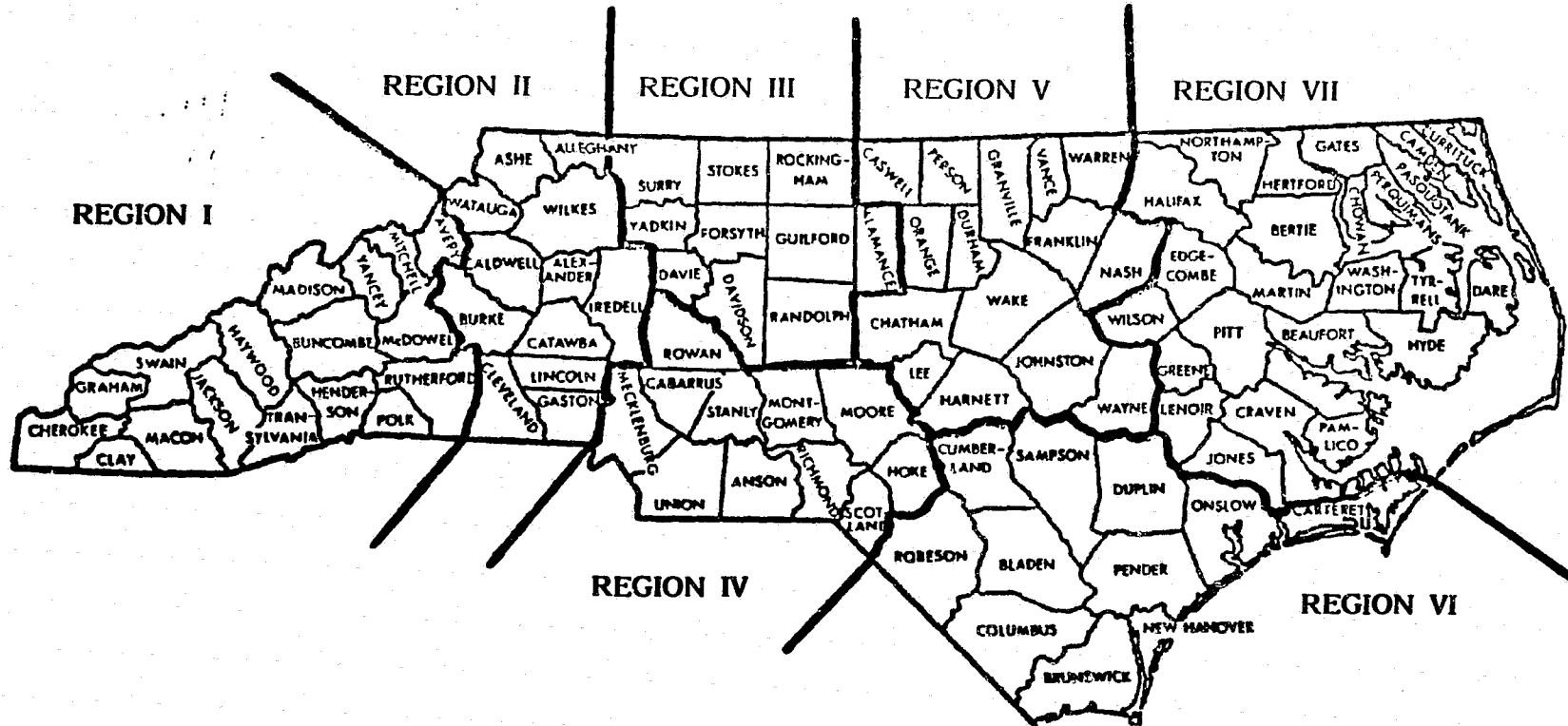


# Deputy/Jailer Certifications

## Net Gain/Loss by Month



**THE NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES  
PROGRAM COORDINATOR REGIONS**

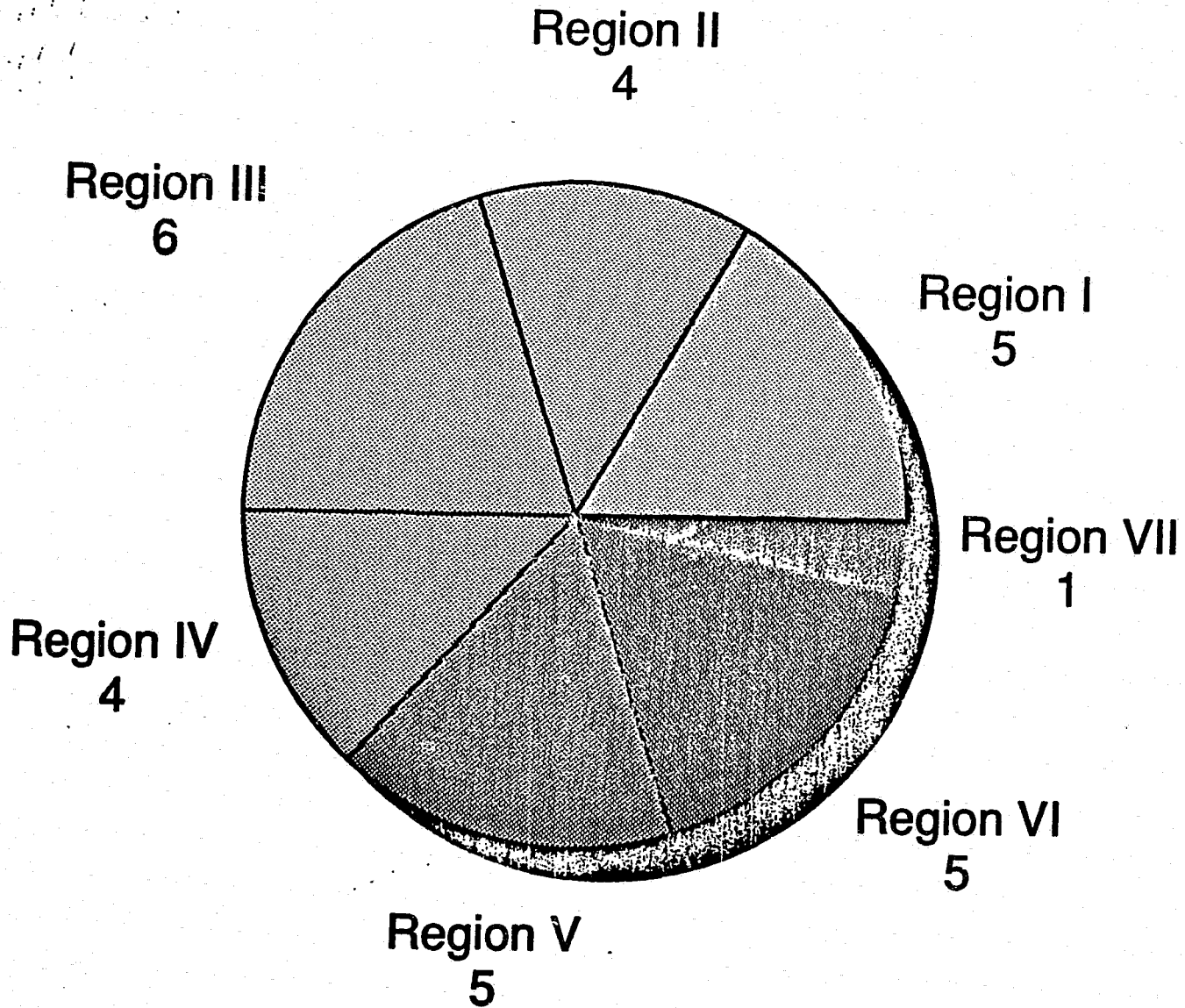


ATTACHMENT #4

<u>Region</u>	<u>Program Coordinator</u>	<u>Office Location</u>	<u>No. of Colleges</u>	<u>No. of Counties</u>
I	Carl C. Jackson, Jr.	Southwestern CC (704) 586-4091	8	17
II	Gary W. Rector	Wilkes CC (919) 667-7136	7	12
III	Larry F. Repley	Davidson County CC (704) 249-8186	7	10
IV	Robert V. Moss	Central Piedmont CC (704) 342-6032	7	11
V	Lella A. Humphries	Department of CC (919) 733-7051	8	15
	Ralph W. Roper	Cape Fear CC (919) 343-0481	10	11
I	Wayne Coates	Wilson County CC (919) 291-1195	11	24

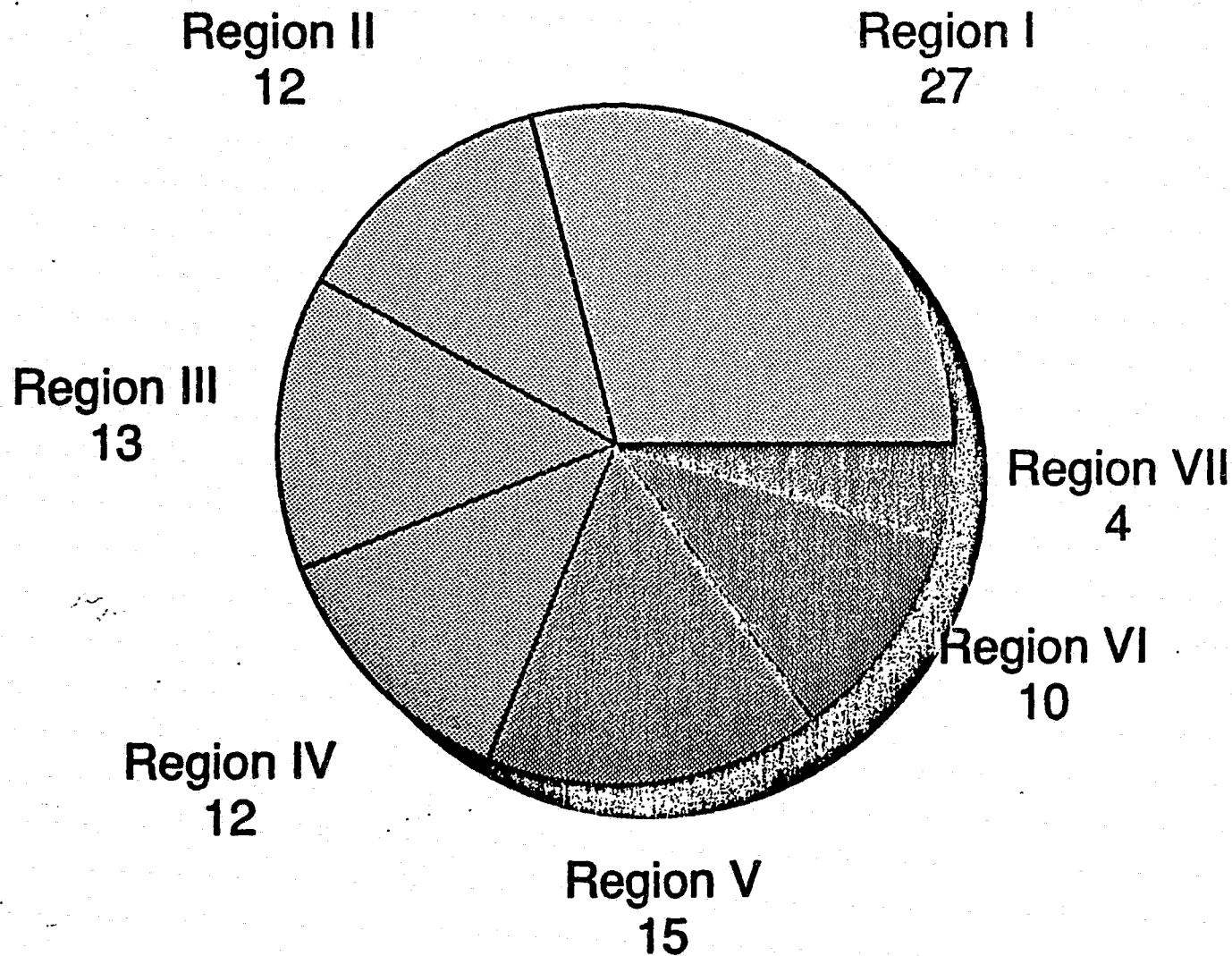
# Jailer Cert Course - Regional Distrib

## Accredited Schools



# Jailer Cert Course - Regional Distrib

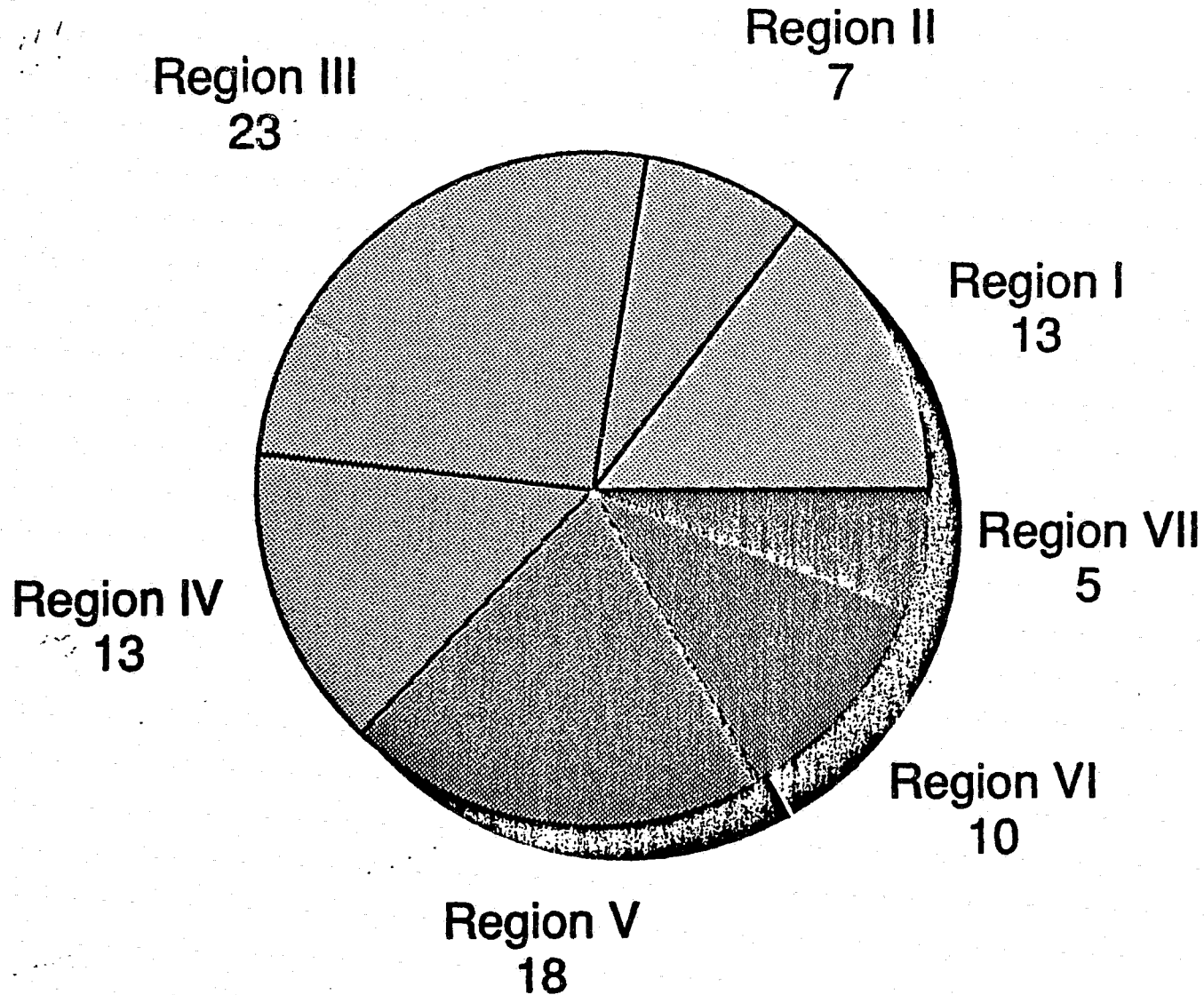
## General Jail Instructors





# Jail Cert Course - Regional Distrib

## Limited Lecturer



# Jailer Cert Course - Regional Distrib

## Professional Lecturer

10/1  
10/1  
10/1

Region III  
4

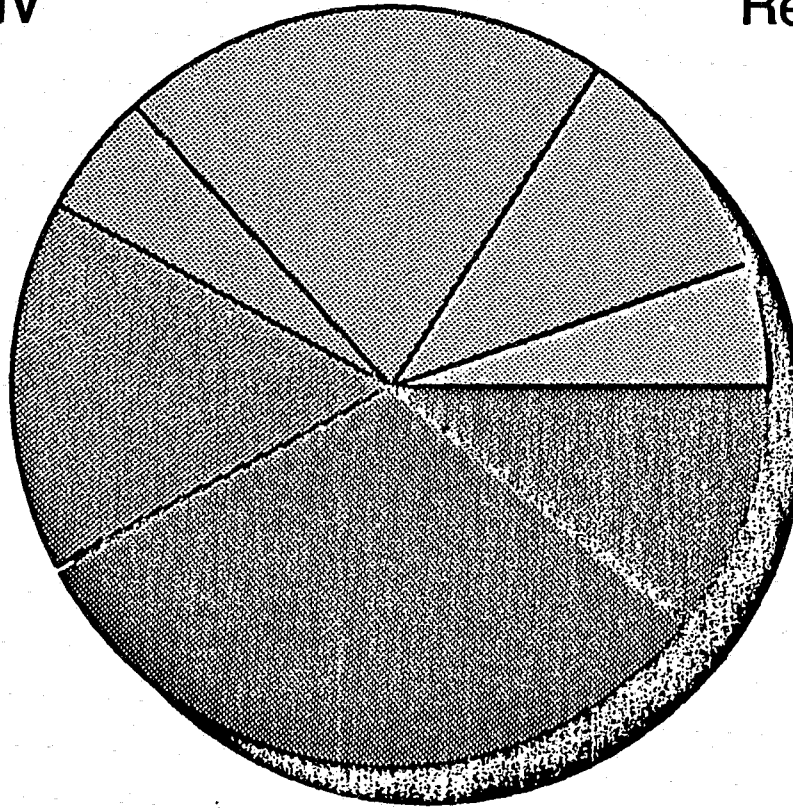
Region IV  
1

Region II  
2

Region V  
3

Region I  
1

Region VII  
2



Region VI  
6