



CADET GUIDE

SECTION 001

STATEMENT OF COMPLIANCE

The Basic Law Enforcement Training Academy at Central Carolina Community College operates in strict accordance with the regulations set forth by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriffs' Standards Commission. Additionally, the academy complies with all policies, procedures and rules established by the Department of Community Colleges and Central Carolina Community College.

SECTION 002

ADMISSION OF CADETS

Per Training and Standards requirements, the Academy gives priority admission to individuals employed or sponsored by law enforcement agencies. No individual will be admitted into the Academy who does not meet minimum standards for criminal justice officer certification. Training & Standards regulation 9B.0203 outlines the standards for hiring law enforcement officers in North Carolina. Hence, prior to admission into the Academy, the cadet must:

1. Be a citizen of the United States;
2. Be at least 20 years of age (unless written approval from the Director of the Standards Division);
3. Complete the reading component of the college placement test (must be on file within the first two weeks of the start of class);
4. Present a medical examination report conducted within one year prior to the beginning of class. The evaluation results must be recorded on the forms provided by the School Director (*Medical History Statement and Medical Examination Report*) and must be maintained on file at the academy. Additional information regarding an applicant's medical condition and ability to participate in training may be required at the discretion of the School Director;
5. Present a high school diploma or GED;
6. Present a certified criminal records' check for every county of residence since the age of 16. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check satisfies this requirement. Additionally, present and past military personnel must present a DD-214.
 - a. The school will not admit any individual who has been convicted of the following:
 - i. A felony; or
 - ii. A crime for which the punishment could have been imprisonment for more than two years; or
 - iii. A crime or unlawful act defined as a "Class B Misdemeanor" within 5-years of application for employment; or
 - iv. Four or more crimes or unlawful acts as defined as "Class B Misdemeanors" regardless of the date of conviction; or

- v. Four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment; or
 - vi. A combination of four or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission.
7. Present a certified driver's history from the North Carolina Department of Motor Vehicles regardless of the state of issuance of their current driver's license. Any applicant with an out-of-state driver's license must also present a certified driver's history from the state of issuance.

All records required for admission will be reviewed by the School Director to determine if the applicant will receive full admission to the Academy. The School Director may conduct a background investigation on any applicant prior to full admission, or any student enrolled in the Academy. The results of any investigation conducted by the School Director or his designee may be used to refuse full admission to an applicant or to terminate the enrollment of any student enrolled in the Academy.

SECTION 003

STANDARDS OF CONDUCT

Discipline will be stressed throughout your service as a law enforcement officer, but perhaps never as much as while you are attending the Basic Academy.

In order to promote discipline and insure an effective training program, the following rules and regulations are provided and **must be adhered to by all cadets**. Failure to follow these rules may result in disciplinary action or dismissal from the academy. Cadets attending the Basic Academy are considered by be "**on duty**" and shall conduct themselves accordingly. If employed by a law enforcement agency while attending the academy, all rules and regulations governing conduct set forth by a cadet's department shall be followed.

Cadets shall:

1. Attend every class session;
2. Come to class on time (5 minutes early);
3. Come to class in a proper uniform (pass inspection);
4. Carry themselves in the highest moral standards, treating others with courtesy, dignity and professionalism;
5. Report any incident of cheating, thievery, or dishonesty by another cadet;
6. Perform all duties in a thorough and precise manner to the absolute best of their abilities;
7. Carry out all appropriate and lawful directives and instructions given by Academy staff and instructors;
8. Conduct themselves at all times in a manner that exemplifies the highest ideals of a law enforcement officer both on and off duty;
9. Display respectful attitudes toward all law enforcement officers at all times, both on and off campus;

10. Address all BLET instructors and administrators as "Sir" or "Ma'am" in all questions and conversations during his/her stay at the academy. No first name basis toward any instructor/administrator or cadet is permitted unless specifically authorized by the School Director;
11. Address each other as "Ms.", "Mr." or "Cadet" followed by the last name; and
12. Shall stand at attention whenever a non-cadet enters the classroom.

Cadets shall not:

1. Use disparaging and rude comments towards fellow cadets, staff or instructors. Violations will not be tolerated under any circumstances;
2. Cause dissent by expressing any racist, sexist or other views incompatible with public service;
3. Commit any acts that are incompatible or harmful to the public;
4. Commit any act that may reflect unfavorably on the Central Carolina Community College Basic Law Enforcement Training Academy. Any cadet who is **charged** with any offense while attending the Training Academy will be dismissed from the Academy. (The only exception is a minor traffic infraction);
5. Portray themselves as law enforcement officers while enrolled in the BLET program (this includes the wearing of ball caps or shirts with POLICE logos);
6. Attempt to use their status as BLET students in a manner that offends, threatens, intimidates, or arouses hostility in others;
7. Engage in a disorderly, arrogant, abusive, or vulgar manner toward any law enforcement officer;
8. Carry a cell phone into the classroom. Use of cell phones, or any other electronic device, is strictly prohibited during scheduled class time. Cadets must limit the usage of these devices to before class begins, during authorized breaks, and after class. This applies to on and off campus instruction. Cell phone usage must be conducted in the parking lot. In other words, leave your cell phones in your vehicles;
9. Fight;
10. Curse/Use profanity;
11. Sleep in class;
12. Bring food or drink into the classroom;
13. Smoke, chew tobacco or snuff while on campus or during off campus activities;
14. Be late to class;
15. Leave class early;
16. Be disrespectful or insubordinate toward any instructor/administrator;
17. Attend any training session with any impairing substances on breath/person;
18. Display discourteous treatment of others to include the use of insulting or abusive language;
19. Cheat or falsify any test or evaluation. NOTE: each physical training session is a test and each physical training assessment is an evaluation;
20. Wear, carry, possess, discharge or display a firearm when not authorized by the School Director (this includes a student cadet who may already be sworn);
21. Wear a law enforcement uniform while engaged in BLET classes;
22. Endanger any person, including self, through careless or willful violation of safety rules or instructions. SAFETY is our #1 priority;
23. Be careless, indifferent, lazy, or inattentive to duty; or
24. Fail to exhibit proper conduct of his/her personal business or fail to pay debts.

No police agency will permit undisciplined behavior, and neither will the BLET Academy. Accordingly, to ensure compliance, it is necessary that cadets be fully aware of the consequences when violating BLET rules and regulations. Depending on the seriousness of the situation, cadets may receive one or more of the following repercussions:

1. Penalty calisthenics;
2. Verbal warning;
3. Written reprimand placed in student's file and released to all inquiring agencies in regards to employment; and/or
4. Termination from the program which leaves the student unable to take the state examination--an authority that is given to all BLET School Directors by the North Carolina Criminal Justice Education and Training Standards Commission

PLEASE NOTE THAT ANYTHING OF A CRIMINAL NATURE, ANYTHING RELATING TO ATTENDANCE AND TARDINESS, AND ANY OTHER MAJOR OFFENSE WILL BE CAUSE FOR AUTOMATIC DISMISSAL FROM THE ACADEMY!

SECTION 004 REPORTING FOR DUTY

Cadets will report for duty five minutes prior to the time noted on the schedule. Cadets not at the assigned location at the designated time for Academy activities are considered late for duty. If for any reason a cadet will be late for class, that cadet must make personal communication with the School Director—NO EXCEPTIONS!

When an individual other than a cadet enters the classroom, the class will immediately be called to attention by the class leader, squad leader or any other cadet. The only exception to this regulation is if cadets are in the process of test taking.

EXCUSED ABSENCES are those approved **in advanced** by the School Director, or his designee, and are the result of a *serious illness, vehicle crash or other unavoidable situations* that would prevent the cadet from attending scheduled Academy activities. The School Director will record all excused absences as such in the cadet's permanent file and notify any employing or sponsoring agency of the absences. Cadets will be afforded an opportunity to make up all classes, practical exercises and physical training sessions missed as a result of an excused absence. However, in no case may excused absences exceed 5% (31.2 hours) of the total class hours (624 hours) for the course delivery period. **ALL EXCUSED ABSENCES WILL BE MADE UP PRIOR TO SITTING FOR THE STATE EXAM.**

UNEXCUSED ABSENCES are those not approved in advance by the School Director or his designee. The School Director will report all instances of unexcused absences to the sponsoring agency as well as terminate the cadet from the program.

Cadets who report late for duty may be given penalty calisthenics and may be prohibited from attending the scheduled training session by the School Director. At the discretion of the instructor, penalty calisthenics may be extended to the other cadets for the undesired actions of one cadet. **Two tardies within two consecutive weeks** will be cause for dismissal from the Academy.

In instances of snow, ice or severe weather, cadets should tune in to local radio or television stations for closing or delayed opening information. The Academy will follow the same schedule as Central Carolina Community College.

SECTION 005

CLOTHING AND PERSONAL APPEARANCE

The School Director may establish additional "Clothing and Personal Appearance" regulations as needed to insure student safety. Cadets shall comply with the following guidelines:

- Cadets shall be clean and free of offensive odors;
- Cadets shall keep their hair neat and clean at all times. A male cadet's hair shall be close cut so that it does not touch his ears or shirt collar and no sideburns past mid-ear. (No headgear is allowed except during some practical exercises). A male Cadet will be clean-shaven at **ALL** times with neatly trimmed moustaches allowed. The moustache should not extend beyond the length of the upper lip. A doctor's note must be procured if a cadet has a skin condition which makes shaving painful;
- A female Cadet's hair will not touch her eyebrows or extend below the bottom edge of her shirt collar. The use of cosmetics must be conservative and in good taste with the School Director making this determination;
- ***No cadet is allowed to have any type of body piercing*** for safety reasons. Female cadets are allowed to wear stud earrings in the lower earlobe only;
- Cadets must wear the established academy uniform designated by the School Director for each block of instruction. This includes beige/khaki BDU's, black embroidered shirt (from CCCC bookstore), military boots and uniform belt. All uniforms will be clean, wrinkle-free and **boots will be** polished. Shirts will be tucked into pants/shorts at all times. In times of cold weather, students are allowed to wear solid color coats with no logos;
- For safety reasons, fingernails will not extend past the end of the fingertips.

ALL ELEMENTS OF THE CADET'S UNIFORM WILL BE PROPERLY WORN AT ALL TIMES. CADETS ARE SUBJECT TO PERIODIC INSPECTIONS BY THE SCHOOL DIRECTOR OR DESIGNEE AND ALL CADETS ARE SUBJECT TO DISMISSAL UNTIL COMPLIANCE IS GAINED.

SECTION 006

MAINTENANCE OF ACADEMY

The Academy will serve as your home away from home during your training. Accordingly, the Academy must be maintained in a neat, clean and orderly fashion. Cadets will properly maintain the classroom and any training areas used by the Academy. Cadets will be instructed regarding the proper maintenance of the physical fitness obstacle course areas, driving track, firing range and areas used for practical exercises when appropriate. *Before leaving the classroom at the end of the day, blackboards will be erased and chairs will be placed under desks.*

SECTION 007

ACADEMIC POLICY

Cadets must successfully complete 35 blocks of instruction. The School Director or his designee will administer examinations for each block. The minimum passing score for any test or examination is seventy percent (70%). **If a cadet fails an examination, one (1) retest will be allowed** (after 24 hours). If the cadet passes the retest, the score will be an automatic 70% regardless of the grade attained. If the cadet fails the retest, the cadet will have a **deficiency** in that block of instruction. Cadets can remain in the Academy but are not allowed to take the Comprehensive State Exam with a deficiency. The deficiency must be made up during another BLET academy (either at CCCC or another institution). Cadets can accumulate up to two deficiencies and still remain in the Academy. If a cadet accumulates a third deficiency, he or she must IMMEDIATELY be terminated from course participation and must complete another BLET program in its entirety.

A cadet is allowed failure, remediation, and re-examination in no more than two (2) blocks of instruction. Upon failure of the 3rd block of instruction (the first test), the cadet is immediately dismissed from the academy. The cadet is not awarded remediation or reexamination.

***Please note that this policy is stricter than Criminal Justice Standards requirements. (Ref. 12 NCAC 9B.0405(b))

A cadet who is absent when a test is given **must make it up as soon as possible following an excused absence. It is the sole responsibility of the cadet to set up a retest period with the School Director.**

Any cadet who feels a mistake has been made in grading his/her exam or test should immediately contact the School Director or his designee. All exam or test grades may be appealed to the School Director.

Cadets are encouraged to participate in study groups with other cadets. The Academy staff and college personnel are available to assist cadets who are experiencing academic problems.

Each employed/sponsored cadet's department may be notified of the cadet's progress via the Academy Progress Report. **It is the responsibility of each student to maintain a listing of his or her own grades.** Repeated requests for a record of grades will not be tolerated. Students will be afforded a timely opportunity to review each test and understand their mistakes. In addition, the BLET School Director will periodically counsel and assess each student's performance as the need arises.

Further, it is the sole discretion of the School Director whether or not a cadet will be allowed to sit for the State Examination with the current course offering. Any cadet who does not maintain an 85% average will be required to participate in remedial training prior to sitting for the state exam.

The final grade point average is determined by the 35 block exams (80%) and the Comprehensive State Exam (20%). Central Carolina Community College's grading scale will be used to determine a cadet's final letter grade.

94 to 100 = A
86 to 93 = B
78 to 85 = C
70 to 77 = D
Below 70 = F

After *successful completion* of 35 blocks of instruction and the Comprehensive State Examination, cadets receive college credit towards the Criminal Justice Associate degree program in the following courses:

CJC 120-Interviews/Interrogations (2 hrs)
CJC 131-Criminal Law (3 hours)
CJC 132-Court Procedures/Evidence (3 hrs)
CJC 221-Investigative Principles (4 hrs)
CJC 225-Crisis Intervention (3 hrs)
CJC 231-Constitutional Law (3 hrs)

SECTION 008

PHYSICAL TRAINING ACTIVITIES

Physical fitness is considered an integral part of the Academy. Accordingly, all Cadets must **participate** and **satisfactorily complete** all physical fitness activities and requirements in order to graduate. Cadets will be assessed regarding their overall fitness levels at the beginning of the Academy and reassessed on a periodic basis to determine their progress. Cadets shall participate in **all** physical training activities and give their best effort. All cadets must pass the approved Police Officer Physical Abilities Test (POPAT) within 7:20 (seven minutes and twenty seconds).

Cadets who fail to make acceptable progress due to lack of effort will be dismissed from the Academy. Injuries resulting in the inability to participate in physical fitness activities may be cause for dismissal.

In addition, the Medical History Form and Medical Examination Form (*signed/stamped by physician*) must be turned in to the School Director before being allowed to participate in any type of physical activity.

SECTION 009

ILLNESS AND INJURY

Cadets must immediately notify the School Director of any instance(s) of illness that prevents them from attending or participating in any scheduled activity or activities. Cadets who suspect that they have been, or may have been, exposed to a communicable disease shall immediately notify the School Director.

Cadets injured during academy activities shall immediately notify the School Director and/or the instructor, no matter how small the injury. Employed cadets shall also comply with their departmental guidelines regarding the reporting of injuries to insure coverage by insurance and/or workmen's compensation. Cadets should maintain private insurance.

Cadets whose injuries prevent them from participating in academy activities for an extended period of time may be dismissed from the academy.

SECTION 010 COMMUNICATION

Communication with cadets shall be maintained via daily briefings and, when necessary, personal conferences. Cadets are encouraged to ask questions and seek conferences when needed. Cadets will not be called out of class to speak with visitors or answer the telephone **except in an emergency**. Messages will be delivered to cadets during breaks.

All cadets are subject to counseling at anytime for disciplinary actions or policy violations. Additionally, cadets receive performance reviews where strengths and weaknesses are discussed. Failure to participate in a counseling session results in one or more of the repercussions outlined in SECTION 003.

Just as in any law enforcement agency, cadets must familiarize themselves with the administrative chain-of-command and adhere to this chain-of-command throughout BLET. Cadets are required to use the chain-of-command in routine matters pertaining to BLET i.e. copy request, clarification of schedule changes, administrative notices. A cadet can come directly to the School Director for matters of a personal nature.

The chain-of-command is as follows:

Platoon leader→Class Leader→(Administrative Assistant) Sandra Batchelor→(School Director) Dr. Robert Powell→(Dean) Joni Pavlik→(Vice President) Dr. Lisa Chapman→(President) Dr. Bud Marchant.

SECTION 011 EQUIPMENT

Each Cadet shall be responsible for having all necessary equipment for academy activities at the scheduled time. Cadets will be advised of required equipment prior to training activities. Firearms will be worn during firearms training only. No other firearm will be allowed for training except the ones owned by Central Carolina Community College. Unless instructed differently by the School Director or firearms training staff, Cadets shall carry all weapons unloaded and secured onto the firing range facility. If a prescribed course of training requires use of additional and/or alternate weapons, the School Director or Lead Instructor will furnish them. All weapons shall be returned to the Academy staff at the conclusion of each training session. No firearms of any kind shall be worn on or off duty except as directed by the School Director. **NO WEAPONS WILL BE ALLOWED ON THE CAMPUS OF CCCC.**

Regarding uniforms, all cadets must wear the required uniform beginning with the first class session. The **most current** BLET manuals/books are also required by the first class session.

It is the responsibility of each cadet to make sure that any handouts or required copies are in the manuals. No Instructor or Director will make copies for any cadet.

SECTION 012

PERSONAL VEHICLES AND PARKING

All vehicles owned by or driven by Cadets shall conform in the strictest interpretation to the motor vehicle code of the state of North Carolina. **Personal vehicles shall display a college-parking permit and shall be parked in designated areas only.** Cadets shall strictly comply with rules and regulations regarding parking at Central Carolina Community College. All vehicles shall remain locked and secured when not in use.

SECTION 013

OTHER REGULATIONS

While enrolled in the Academy, Cadets will report contact with any law enforcement officer in an official capacity. Cadets should speak directly to the BLET School Director prior to the next scheduled class session. While a minor infraction may not disqualify a cadet, a cadet shall conduct themselves with all due respect toward the law enforcement officers with whom contact is made. This applies even if no citation was issued.

It is the sole responsibility of the cadet to make sure transcripts are on file with Central Carolina Community College in order to graduate. In addition, there is a graduation fee that must be paid prior to graduation and all monies owed Central Carolina Community College must be paid at the Business Office in order to graduate.

No visitors are allowed during any training session. This includes classroom lectures, driver's training, firearm's training, or any physical training sessions.