

## **Central Carolina Community College**

### **Basic Law Enforcement Training**

#### **CADET GUIDE – Student Rules and Regulations**

#### **Basic Law Enforcement Training (BLET)**

Governing Authority: NC Administrative Code: Title 12, Chapter 9

#### **Attendance**

12 NCAC 9B.404(a)

12 NCAC 10B.0506(a)

Students are required to attend **ALL** classes during scheduled hours. Permission to deviate from the training schedule will be limited to emergency situations and must be pre-approved by the Basic Law Enforcement Training School Director. Students are required to make up all absences to the minute under the supervision of the school director, or appointee. Opportunities for make-up are extremely limited.

#### **Habitual absence/tardiness will result in the student being terminated from the program.**

Personal business will be conducted during the student's time off, and not during scheduled class time. An attendance record will be maintained on each student. Each occasion of tardiness or absence will be noted by the training staff and recorded by the school director. This record will be accurately maintained and must be cleared before a student will be allowed to sit for the State Comprehensive Examination. Each tardy event must be made up. Two tardy events will be considered habitual and a third tardy will result in dismissal from the program unless exigent circumstances exist as determined by the School Director. The school director may elect to terminate a student for excessive absences even when the Criminal Justice Education and Training Standards Commission's "5%" rule has not been met.

The student on an Attendance form must record each absence/tardy. Failure by the student to record each absence/tardy will be considered an attempt to falsify records. The School Director must sign prior approval for an absence/tardy.

Basic Law Enforcement Training (BLET) is a program of the Public Safety department at Central Carolina Community College (CCCC). Participants are enrolled students, and as such, are required to fully participate in all BLET activities as directed by the school director.

Consistent or chronic lack of participation in any physical or practical exercise can result in the instructor marking the student absent from instruction. Such actions could result in dismissal from the program.

#### **Illness-Emergency Reporting Procedure**

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In the event that the student is unable to attend class, they must call the BLET coordinator/director one hour prior to class. The student must state the reason for absence. The voicemail is time and date stamped. The current telephone number to call is 919-777-7773 and/or 919-777-7774.

#### **Vacation and Leave**

There will be no allowance for vacation or leave time for any student enrolled in the Basic Law Enforcement Training program.

#### **Court Attendance**

Students are to notify the school coordinator/director, five days prior to scheduled court appearances. Students are encouraged to work with the court liaison officer, District Attorney's office, attorney or other appropriate personnel to arrange court dates/times so as to cause as little interference as possible with the student's participation in BLET. If a cadet is required to attend court, they must provide a subpoena or court record of attendance upon return.

#### **Military Leave**

Students who are members of military Reserves or National Guard units are expected to seek a deferment for participating in regularly scheduled duty time. The military is usually very obliging in this matter, and is very supportive of its members attending BLET.

If a student is activated during the course of a BLET delivery, the Criminal Justice Standards Division will normally credit the student with all work completed up to the point of the student's withdrawal from the BLET class. The student may re-enroll in a subsequent BLET delivery. They will then be required to complete only the topical areas not previously completed. If this occurs the cadet must provide a copy of their military orders to the school director for record.

#### **Emergency Absences**

Emergency absences are defined as absences for which the student has no prior knowledge. Examples include: a car accident, illness, or a death in the family, etc. Students are required to call the coordinator/director as soon as possible after the emergency. Students must complete all makeup work for the class missed.

#### **Inclement Weather**

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The BLET class adheres to the guidelines for school closing in the event of inclement weather. Area television and radio stations will be notified of delays and cancellations. When day classes are canceled, students do not report to class. Day classes will be delayed on a limited basis. The announcement of when the college will be open will be given to the media by 6 am. Students should report at the announced time. When evening classes are canceled, students do not report to class. Evening classes will not be delayed. They will be canceled or held as scheduled. In the event classes are canceled, the most likely scenario for making up the day(s) missed would be to hold class on the weekend immediately following the missed class(es) or utilizing an available make-up day. If a class is delayed by one or two hours, the will then be extended by the appropriate time on the same day as the delay occurs.

#### **Making up Missed Time/Work**

Make-up work is assigned and documented by the class instructor, and is completed under the supervision of the class instructor. Make-up work will be completed on a timely basis. Completion of make-up work is the responsibility of the student, not the faculty or staff. Failure to turn in make-up assignments, with completed completion verification form will result in a deficiency for that block of instruction.

#### **Facilities and Equipment**

The offices of CCCC are for business purposes only. Students are not permitted to loiter in or around the facility. Tobacco/vaping are not permitted on the CCCC campus.

#### **Equipment and Supplies**

All equipment, gear and supplies made available for use by the student will be properly maintained, cared for and cleaned. The loss or damage of any such items will result in the withholding of all student records, certificates and awards until such items are returned or provision is made to replace it.

#### **Eligibility Requirements**

- All students must have completed the oral and written aspects of the BLET admissions process thoroughly and truthfully.
- Any student or applicant, who knowingly omits information or falsifies any document or any school related form, will be immediately dismissed from BLET.
- To be eligible to enter and remain in BLET, a student must meet the minimum standards of employment as a sworn law enforcement officer in this state.
- All students must submit to Psychological Assessment Evaluation, Drug Screening, or Blood Alcohol Test in the event the school director deems such tests necessary. Any student refusing to submit to a psychological assessment, drug screening test, or blood

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alcohol test will be immediately dismissed from BLET. These tests will be at the student's expense.

### **Personal Conduct and Appearance**

#### **Profanity**

The use of any profanity, obscene, vulgar language or gestures will not be tolerated. Such behavior directed at any fellow student, other student, instructor, or staff member will result in administrative action, up to and including dismissal from BLET.

#### **Threats or Intimidation**

Any threatening or intimidating language or gestures will not be tolerated. Such behavior will result in administrative action, up to and including dismissal from BLET.

#### **Instructor/Staff Courtesy**

- All instructors are to be considered as college staff and will be afforded full courtesy and respect. Instructors will be addressed by their last names, and the appropriate title will be used (Captain, Officer, Deputy, Mr./Ms., etc.).
- Staff members will not be challenged. Any student showing disrespect to staff will be asked to report to the coordinator/school director, immediately if possible, or before class the following day. The student will be responsible for making up any time away from class if not dismissed from BLET. Students will take problems to the coordinator/school director and not to other staff members of CCCC.
- All cadets will come to the position of attention when any instructor, staff member, or any unknown person enters the area. While in a hallway or any confined space, all cadets will allow an instructor or staff member to have the right of way and will greet them with respect.

#### **Appearance/Dress**

Students will have uniforms and grooming standards and periodic inspections.

- Students will attend class in neat, clean, pressed BLET uniforms.
- The class uniform will never be worn while consuming alcoholic beverages, or at any establishment whose main purpose is the sale of such beverages.
- All cadets will wear black shoes/boots that will be required to be kept clean/polished during the BLET course.

#### **Grooming- Males/Females**

Hair must be off the collar.

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Any student who presents him/herself inappropriately groomed or clothed will be subject to being sent home to change. Any missed time will be made up in its entirety.

#### **Tattoos and Scarification**

BLET students are prohibited to display or have exposed any tattoos-permanent or temporary-or scarifications that are extremist, indecent, sexist, racist, or otherwise reflect an unprofessional appearance.

Extremist tattoos or scarifications are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities. These advocates racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discriminations based on race, color, gender, ethnicity, religion or national origin, or advocate violence or other unlawful means of depriving individual rights.

Indecent tattoos or scarifications are those that are grossly offensive to modesty, decency or propriety; shock the moral senses because of their vulgar, profane, filthy or disgusting nature or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts; advocate, support, or depict criminal behavior, drug usage or nudity.

Sexist tattoos or scarifications are those that advocate a philosophy that degrades or demeans a person based on gender, but may not meet the same definition of "incident".

Racist tattoos or scarifications are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Unprofessional tattoos or scarifications are those that demand attention because of size, location, design or theme; compromise the good name and reputation of this program or the law enforcement profession; or otherwise prevent a person from dealing with the public.

#### **Body Piercing**

BLET students are allowed to wear body piercing with approval from the BLET coordinator/director.

### **General Rules and Procedures**

#### **Student Conduct Policy**

All students will be expected to abide by the CCCC student conduct policy.

<mailto:https://www.cccc.edu/handbook/pdfs/2023-2024-CCCC-Handbook.pdf>

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Students are prohibited from using, possessing, selling, manufacturing, purchasing or transporting any alcoholic beverages or controlled substances on the CCCC campus. Students shall not be present on the CCCC campus or any location being used by the BLET class having any alcoholic beverages or controlled substances in their system or the odor thereof about their person.

#### **Usage of Smart Phones and Smart Watches**

These devices are not to be used during class. All sounds should be turned off during class.

#### **Firearms/Weapons**

No firearms/weapons will be allowed on campus. It is strictly prohibited for any student/cadet to bring a firearm or weapon of any kind on campus.

All training weapons that are issued to students are to be treated as actual weapons. Any safety violation, misconduct or horseplay with any firearm/weapon during BLET will result in administrative action, up to and including dismissal.

#### **Parking**

Students will park in the designated BLET parking lot.

#### **Student Insurance**

Student insurance is included with registration in BLET. If a student is injured during any activity during school time, it is their responsibility to report the injury to the instructor, coordinator or director immediately. Completion of all insurance forms is the responsibility of the student. If the student does not complete appropriate forms promptly, the insurance company could refuse payment. Students who are hired must also notify their employing agency immediately of any injury.

### **Course Requirements**

#### **Tests-Classroom**

A written test will be administered for each topical area. Seventy percent (70%) is the minimum passing score on all written tests, unless otherwise stated. A maximum time limit of one minute per test question will be given during written testing.

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##### **Retest**

Only one retest will be given per topical area. The minimum passing score on all retests is 70%. For Grade Point Average (GPA) purposes the recorded score for successfully passed retest is 70%, regardless of the actual test grade. Failure of a retest will result in a deficiency in that topical area.

No student can sit for the state exam upon conclusion of BLET if they have a deficiency in any topical area.

##### **Deficiencies**

A deficiency occurs when a student:

- Fails a test in a topical area and also fails the retest for that topical area.
- Fails to pass any required practical skill.
- Scores below 70% on any firearm qualification course.
- Misses too much of the required time during "standard" blocks of instruction.
- Misses any of the required time during "specialized" blocks of instruction.
- Fails to make up any missed class time or topical area test.

There is no retest for a fifth failed topical test. Any student failing five topical tests will be immediately dismissed from BLET.

A student will be dismissed from BLET upon receiving three deficiencies. Students with up to two deficiencies can be scheduled to attend a subsequent BLET to retake the topical area or areas in which they were deficient. Upon the successful completion of that area or areas, they can then sit for the state exam.

##### **Tests-practical**

Students must satisfactorily demonstrate learned skills in all practical skills areas.

##### **Firearms training**

All students are required to participate in the entire firearms training program. A minimum score of 70% must be fired in two out of three qualifying attempts on all mandatory courses of fire.

All students must successfully complete a day and night firing course.

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All students must successfully complete a day and night combat firing course.

All students must successfully score 70% on the written exam.

Failure to qualify on any course of fire will result in a deficiency in Firearms Training.

As necessary, CCCC's BLET can provide handguns, ammo and duty gear for not hired BLET students. If a student is hired they will be required to use their agencies supplied firearm, ammo, and duty gear.

Any student who is deficient in firearms training will have to repeat the training in a subsequent BLET course delivery before being allowed to take the state exam.

It is extremely important that firing range rules be followed and strict discipline be maintained. No horseplay will be tolerated. If it is determined by two or more of the instructors that a student has exhibited numerous safety violations and allowing the student to remain on the range could place other students and/or instructors in danger, that student will be sent home and receive a deficiency for that topical area. The lead firearms instructor and the school director have the final word in all matters concerning the training at the range.

#### **Subject Control Arrest Techniques (SCAT) Training**

All students must be physically able to actively participate in the SCAT training. All students must demonstrate an adequate level of proficiency in the techniques presented. Students must also score at least 70% on the written exam in order to pass SCAT.

No horseplay will be tolerated. Students will only perform the techniques demonstrated, when they are told to perform them. A student who violates safety rules, or who in any way jeopardizes the safety and well-being of any other student or instructor, will be immediately removed and administrative action taken. All students are required to immediately report any injuries to the instructor.

Any student who is deficient in SCAT will have to repeat the training in a subsequent BLET course delivery before being allowed to take the state exam.

#### **Physical Fitness Training**

All students are required to actively participate in all physical fitness training activities to the best of their abilities. All students must pass all parts of the Police Officer Physical Ability Test (POPAT). The POPAT course must be successfully completed or the student will have a deficiency and must retake it in a subsequent BLET course delivery or pass a retest within 120 days before being allowed to take the state exam.



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All students are required to report any/all injuries to the instructor immediately.

Any student who is unwilling to fully participate, or who refuses to participate in any approved physical training activity will be dismissed from the class by the instructor and considered absent from class. Consistent or chronic lack of participation in any practical exercise can result in the school director marking the student absent from instruction. Such actions could result in dismissal from the BLET program as described under the Commission's 5% rule.

#### **Drivers Training**

All students must have a valid North Carolina driver's license.

All students are required to participate and pass all required driving courses, day and night.

Students must also score at least 70% on the written exam in order to pass driving.

No horseplay will be tolerated. Any student who violates safety rules, or who in any way jeopardizes the safety and well-being of any other student or instructor, will be immediately removed and disciplinary action may be taken. All students are required to immediately report any injuries to the instructor.

Any student who is deficient in drivers training will have to repeat the training in a subsequent BLET course delivery before being allowed to take the state exam.

#### **General**

Sleeping, (dozing, nodding off, etc.) in class will not be tolerated. Habitually (means more than two occasions) sleeping in class will result in the student being dismissed from BLET.

#### **Cheating, Lying and Stealing**

Any student caught cheating, lying, or stealing will be immediately terminated from BLET.

#### **Injuries/illness**

Each student is responsible for reporting all personal injuries to the instructor, coordinator or director immediately after it occurs. If required medical assistance will be obtained.

The BLET program consists of 36 topical areas, some of which may expose the student to mental and physical stressors, and at times, heavy physical exertion. Activities exposing students to potentially harmful conditions include, but are not limited to, the following:

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Physical Fitness

Subject Control Arrest Techniques (SCAT)

Firearms

Driving

First Responder

Domestic Violence Response

Vehicle stops

Explosives

Hazardous materials

Crowd Control

Rapid Deployment

Patrol Techniques

It is the responsibility of the student to notify the coordinator/director of any changes in physical condition that could impact the student's safety or performance in any area of the BLET program (i.e. significant change in blood pressure, diabetes, vision, pregnancy, chronic pain or injury, etc.). At the discretion of the school director, the student may be required to be examined by a physician in order to ensure their initial waiver/release status is unchanged. Failure to comply can result in immediate dismissal from BLET.

A student's participation in BLET reflects his/her understanding of the demands of BLET. By signing the "Acknowledgement of Student Rules and Regulations," students agree to hold CCCC and its employees harmless in any accidents and/or medical situations that may arise during the course.

#### **Medical Assistance**

Minor first aid for students will be self-administered. The CCCC staff will assist with obtaining medical care for major medical problems, by calling 911.

#### **Inquiries from Third Party**

Other than Directory Information, no inquiries from a third party will be entertained (parents, spouses, family members, friends, etc.). The school director will have

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discretion, in accordance with legal guidelines, discussing with a student's agency, matters relating to a student's attendance or performance in BLET.

#### **Withdrawal of Agency Sponsorship**

If the original sponsoring agency withdraws its sponsorship during BLET the student will be dismissed immediately.

#### **Ride Along Program**

No student shall be allowed to "ride along" with any law enforcement agency during BLET, unless required to do so by the employing or sponsoring agency. All such requests must be in writing from the agency head to the School Director for consideration for approval.

#### **Public Display of Affection**

Public displays of affection are prohibited. Displays of affection include, but are not limited to; kissing, hand holding, caressing, and hugging. This prohibition is gender neutral.

#### **Sexual Harassment**

Students of BLET are prohibited from making and unsolicited advances, verbal or physical, or sexually suggestive gestures toward any classmate, staff or any other individuals. This prohibition is gender neutral.

Reports of sexual harassment will result in an immediate investigation by the School Director. Any substantiated allegations will result in the immediate dismissal of the involved student(s) from BLET.

#### **Disciplinary Assignments**

The school director, coordinator or the qualified assistant has the authority to give disciplinary assignments for violations of any of the rules, regulation, or standards of professional behavior as given during orientation.

Disciplinary assignments will be determined by the school director.

#### **Insubordination**

Any student who is insubordinate, meaning they will not submit to the authority of a superior in the chain of command for BLET, to wit: school director, qualified assistant, or any instructor, will be dismissed from BLET.

Insubordination will include rebellious and factious behavior. Rebellious implies open defiance of, or the disobedience to the authority under which you are subject. Factious describes the promotion of divisiveness, dissension, or disunity within the group. A

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student whose behavior is found to be insubordinate, rebellious, or factious will be dismissed from BLET.

#### **Class Leader/Squad Leader(s)**

The class leader will be designated by the BLET class. The class leader duties include, but are not limited to, the following:

- Conducting personal inspections of BLET students.
- Maintaining proper flow of information between students, the Coordinator and the School Director.
- Assist with various logistical issues.
- Assist instructors as needed.
- Call BLET class to formation when directed, or when otherwise appropriate.
- Maintain an orderly classroom environment.
- Encourage teamwork.
- Assist CCCC staff with a variety of tasks as directed.
- Make recommendations to the school director, coordinator or qualified assistant.
- Present a speech during graduation.

The BLET class may be divided into two or more squads depending on the class size. Each squad will have a person designated as "squad leader". Squad leaders will promote teamwork and address personnel issues within their respective squads. Squad leaders will report to the class leader, and will perform tasks as directed by the class leader.