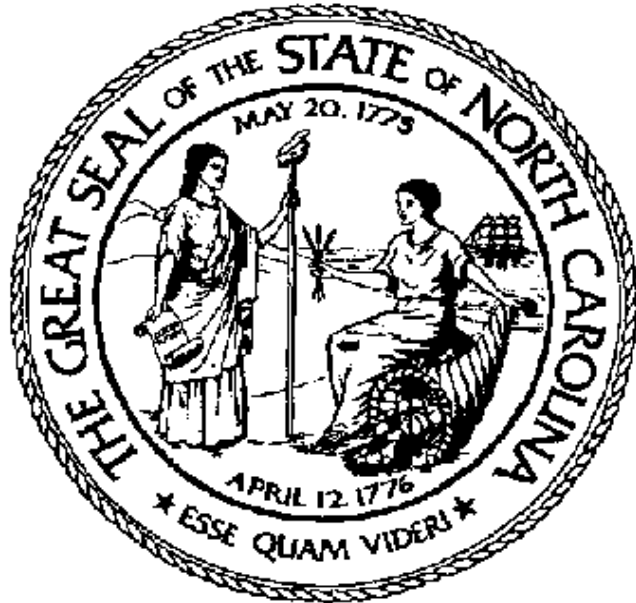


**Rowan-
Cabarrus**
COMMUNITY COLLEGE



Basic Law Enforcement Training

“Information Packet”



Chris R. Nesbitt
Director, Law Enforcement Training

Revised 05/27/2020

NOTES

Information Packet

Table of Contents

Document # 1	Welcome Letter
Document # 2	Memo to Applicants
Document # 3	Sponsorship/Employment List
Document # 4	BLET Program Cost
Document # 5	Military Records Contact Information
Document # 6	POPAT Description <i>(Police Officer's Physical Agility Test)</i>
Document # 7	BLET Frequently Asked Questions
Document # 8	BLET Steps to Enrollment
Document # 9	Information Release Form
Document # 10	Verification of Sponsorship Form
Document # 11	Verification of Employment Form
Document # 12	BLET Enrollment Application
Document #13	BLET Application Checklist

NOTES



**Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-7287**

Dear Prospective Student:

Welcome to Rowan-Cabarrus Community College. We thank you for choosing our Basic Law Enforcement Training Course to begin your Law Enforcement Career. The course should be taken by newly employed or prospective law enforcement officers seeking to meet the certification requirements of the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriff's Education and Training Standards Commission.

The Basic Law Enforcement Training Course is designed to provide the student with the necessary knowledge and skills expected of the entry-level law enforcement officer. Many of our instructors are former and current law enforcement officers who bring the added value of their actual on- the-job experiences which enhances their presentation.

The day course consists of 690 hours of instruction. This is 18 weeks of instruction that begins each day at 7:30 AM and ends at 5:30 PM, Monday through Friday. There will be some Saturday and Sunday, as well as evening classes.

The night course consists of 690 hours of instruction. This is 36 weeks of instruction. Night classes run Monday through Thursday beginning at 5:30 PM and ending at 11:00 PM. Some classes will be held on Saturday and Sunday. The weekend classes typically begin at 8:00 AM and end at 5:00 PM or 10:00 AM to 10:00 PM.

Prior to beginning the process, make sure you can meet the following requirements:

- ✓ You **MUST** complete an on-line enrollment [Application for Admission](#) .
- ✓ You **MUST** complete the **Tests of Adult Basic Education (TABE)** and score a minimum of 597. You must schedule the test by contacting Chris Nesbitt, Director of the Basic Law Enforcement Training program at chris.nesbitt@rccc.edu or call 704-216-3756. The test results equivalent to a score on the tenth-grade reading comprehension level from a Nationally recognized test will suffice, and a student will not need to take the TABE. (*See Document # 8 Steps to Enrollment for further testing information.*)
- ✓ You **MUST** obtain a signed Verification of Sponsorship or Employment form from a public North Carolina Law Enforcement Agency and **MUST** maintain that Sponsorship/Employment throughout the course.
- ✓ You **MUST** be 20 years old on the first day of class.
- ✓ You **MUST** be a U.S. Citizen prior to enrollment.
- ✓ You **MUST** be a High School graduate or have passed the GED test prior to enrollment. (*High School diplomas earned through correspondence enrollment do not meet this requirement. 12 NCAC 09B .0106.*)
- ✓ **MUST NOT** have committed or been convicted in court of a felony, Class B Misdemeanor within the past five years or four or more Class A Misdemeanors in accordance with rules established by the North Carolina Administrative Code. (**Note:** *This also applies to all out of State and Military Charges. See document # 8 for further information.*)
- ✓ Satisfactory health **MUST** be documented by a physician and is mandatory for acceptance into the BLET program. (*Valid F-1 & F-2 forms indicating clearance by physician*)

We are pleased that you are considering Rowan-Cabarrus Community College for your educational needs and wish you the best of luck.

Sincerely,

Chris R. Nesbitt

Chris R. Nesbitt

Director, Law Enforcement Training

NOTES



Law Enforcement Training
 Public Services Department
 P.O. Box 1595
 Salisbury, NC 28145-1595
 (704) 216-7287

MEMORANDUM

TO: Chiefs, Sheriffs, Training Officers, and BLET Prospective Applicants

FROM: Chris R. Nesbitt
 Director, Law Enforcement Training

DATE: January 2, 2020

SUBJECT: BASIC LAW ENFORCEMENT TRAINING (BLET) PROGRAM

Welcome to Rowan-Cabarrus Community College, and thank you for inquiring about our “*Basic Law Enforcement Training Program*.” This course should be taken by newly-employed or prospective Law Enforcement Officers desiring certification by the North Carolina Criminal Justice Education Training and Standards Division or the North Carolina Sheriffs’ Education Training and Standards Division. The Basic Law Enforcement Training Program is designed to provide the trainee with the minimum skills, attributes, and knowledge necessary to function as an entry-level Law Enforcement Officer.

Rowan-Cabarrus Community College typically offers the Basic Law Enforcement Training Course three (3) times per year, which includes two (2) day deliveries and one (1) night delivery.

DAY COURSES – CABARRUS COUNTY LAW ENFORCEMENT TRAINING CENTER CONCORD, NC (<u>CABARRUS COUNTY SHERIFF’S ADMINISTRATION BLDG., ROOM 700</u>)	
Monday through Friday 7:30 a.m. to 5:30 p.m.	
SPRING (DAY) February to June	FALL (DAY) July to December

NIGHT COURSES – RCCC, NORTH CAMPUS SALISBURY, NC (<i>BUILDING 400, ROOM 4111</i>)	
Monday through Thursday 5:30 p.m. to 11:00 p.m.	
FALL (NIGHT) August to May	

Rowan-Cabarrus Community College requires all Basic Law Enforcement Training Students to be **sponsored or employed** by a Certified North Carolina Law Enforcement Agency. **Note: Students must be sponsored or employed by a certified North Carolina Law Enforcement Agency prior to enrollment, and maintain that sponsorship/employment throughout the entirety of the course.**

To obtain sponsorship or employment, students should contact a certified N.C. Law Enforcement Agency and request sponsorship or employment. Law Enforcement Agencies in our two-county service areas are familiar with this process. **Note: All Law Enforcement Agencies in our service areas are listed in an attachment to this packet. This attachment lists agency names and phone numbers for those personnel involved in this process.**

Prior to contacting the Sponsoring Agency, the prospective trainee **Must** obtain a certified criminal records check for local and state records for the time period since the trainee has become an adult (16 yrs. old), and from all locations where the trainee has resided since becoming an adult. This also applies to applicants that have previously lived in other states as a civilian or while serving in the U.S. Military. An Administrative Office of the Courts criminal records check or a comparable out-of-state check will satisfy this requirement. **Note: This information can be obtained from the “Clerk of Courts” office in the county of residence. There is usually a nominal fee for a certified Criminal Records Check. Note: Applicants with previous Military Service please see the attached contact sheet for Criminal Records Checks of Military Personnel.** Upon contacting the sponsoring agency, the prospective trainee should present the agency with a **copy** of his/her Criminal Records Check. The sponsoring/employing agency will maintain copies of this Criminal Records Check and ensure there is nothing in the prospective student’s past that would inhibit their certification as a Law Enforcement Officer in North Carolina. The original criminal records check must accompany your application to the School Director.

Students must pre-register, by presenting to the School Director as soon as possible, a signed Verification of Sponsorship or Verification of Employment (see enclosed forms), a copy of *TABE* Test results, copy of North Carolina Drivers License, copy of Social Security Card, copy of his/her High School Diploma/GED or College or University Diploma, and the original certified copy of his/her criminal records check. **Note: High School Diplomas earned through correspondence enrollment are not recognized toward minimum educational requirements. Vocational Diplomas or High School Certificates also do not meet the minimum educational requirements.** When the student pre-registers, he/she will receive the remainder of the necessary forms **to be completed and returned to the School Director’s office TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS.** These forms will include:

- BLET Student Data File Card (Blue for Day Class/Beige for Night Class)
- Medical Questionnaire (Purple)
- Medical Screening Guidelines (F-1 & F-2)/Tear Gas form

ALL COMPLETED MEDICAL FORMS INCLUDING F-1; F-2; must be mailed to the school director BY THE PHYSICIAN and received two (2) weeks prior to the first day of class. These forms will be given to the student upon pre-registration. SATISFACTORY HEALTH DOCUMENTED BY A PHYSICIAN IS MANDATORY FOR ACCEPTANCE INTO THE PROGRAM.

REGISTRATION/ORIENTATION will be conducted for all program applicants on the first day of class. At this time, the student must show their current/valid driver's license to the School Director. **The student must also be prepared to pay by check (written to RCCC) or CORRECT CASH the following fees in the amount of \$127. A billing letter from the employing agency may be used if desired.**

- Student Activity Fee \$34.00 (insurance is included)
- Technology Fee \$36.00
- Campus Access Fee \$20.00
- Graduation Fee \$ 7.00

Agency administrators and training officers are invited and encouraged to attend the **REGISTRATION/ORIENTATION** which will include presentation of the BLET rules and regulations and requirements for completion of the course. Therefore, be prepared and look your very best. You are starting a reputation for yourself right now.

Top Hat – Students and instructors will use an interactive learning application, Top Hat during class lectures. Top Hat allows students to respond to designated instructor questions through an electronic device (smart phone, tablet, or laptop). Students will receive an invitation to join the BLET Top Hat course via email. Each student must create a Top Hat account and **pay a \$30.00 usage fee**. Students pay this fee directly to Top Hat during the account set-up, which covers the entire semester. If any issues arise, we will correct any issues during the orientation on the first day of class. **This is a requirement for the course.**

NOTE: All students must attend the orientation delivered on the first day of class. (***NOTE:*** This also includes limited or partial enrollees.)

Note: As required by the North Carolina Administrative Code 12 NCAC 09B .0204, we must have ten (10) students enrolled on the first day of class in order to offer the program. If we do not have the minimum 10 students enrolled, the class will be cancelled.

Full acceptance into the BLET program is based upon Score at level DRE 098...or has taken the reading component of a nationally standardized test within one year prior to admission to Basic Law Enforcement Training and has scored at or above the tenth grade level or the equivalent...***the student's ability to meet required admission criteria.***

Students **Employed** by a law enforcement agency **must** be given priority admission according to the North Carolina Administrative Code. All other students will be accepted in the order in which initial contact with the school was made and criteria met.

Key Points of Enrollment:

- No student may enroll after the initial first day of class.
- All students must be a citizen of the United States prior to enrollment.
- Each student must be a minimum of twenty (20 yrs. old) prior to enrollment.
- Each student must be a High School graduate or have passed the HSE test.
- Each student must take the *TABE* Test and score at or above level DRE 098 or has taken the reading component of a nationally standardized test within one year prior to admission to Basic Law Enforcement Training and has scored at or above the tenth grade level or the equivalent.
- Acceptance into the Basic Law Enforcement Training Program will be determined by guidelines

established by the School Director, the North Carolina Criminal Justice Education Training and Standards Division and the North Carolina Sheriffs' Education Training and Standards Division.

- Each student must be Sponsored or Employed by a certified North Carolina Law Enforcement Agency and **must maintain** that sponsorship/employment throughout the course.
- Each student must provide to the School Director the original copy of their Criminal Record Check from every location in which the student has resided since he/she was sixteen (16) years old. (*See document #8 for further details.*)

General Information on Basic Law Enforcement Training:

1. The successful completion of Physical Fitness Training (PT) is mandatory. It would benefit BLET students, once they have been cleared by a licensed physician, to immediately begin an exercise program (push-ups, jogging, sit-ups, stretching, and exercises that will enhance upper body strength). All students should be aware that the ultimate responsibility of success is with the individual.
2. The North Carolina Criminal Justice Education Training and Standards Division and the North Carolina Sheriffs' Education Training & Standards Division require that all absences be made up. Our experience has shown that make-up time, accomplished under the direction of the instructor at night or on Saturday, is best. In some instances, attending another institution's BLET for make-up can serve the individual's needs. All make-up time **must** be approved by the school director.
3. Rowan-Cabarrus Community College provides sponsored students the following equipment and supplies:
 - A. **Police Shotgun**
 - B. **Shotgun Ammunition**
 - C. **Patrol Rifle**
 - D. **Rifle Ammunition**
 - E. Handcuffs with case and key
 - F. Automobile for Driver Training
 - G. **Service Handgun** (9 mm semi-automatic with magazines)
 - H. **Handgun Ammunition** (amount varies depending on the student's shooting abilities)
 - I. **Duty gear to include:** duty belt, holster, magazine pouch, handcuff case, flashlight ring and belt keepers
 - J. Gun cleaning kit
 - K. Flashlight
 - L. Protective hearing device
 - M. Protective eye covering (example: eyeglasses)
4. The student is required to furnish the following items of equipment in order to attend BLET at RCCC:
 - A. Police whistle
 - B. Uniform: Burgundy RCCC BLET Polo Shirt and Navy 5.11 TacLite Pants (long pants), Boston Flat Black Velcro Belt, Black Leather Shoes, and Navy RCCC Ball cap.

Note: Burgundy RCCC BLET Polo Uniform Shirt, Navy 5.11 TacLite Pants, and Belt MUST be purchased from a specific vendor (Director to provide name). Shoes can be purchased from local vendors.

C. Required exercise apparel:

Specific Physical Fitness Training (PT) apparel (t-shirt, shorts, sweatshirt, sweatpants) are available only thru a specific Vendor (**Director to provide name and authorization form**). The student is also required to have running shoes.

NOTE: Only RCCC Physical Fitness Training apparel will be worn during physical fitness training. Shirttails MUST be tucked in shorts/sweatpants.

**The student's clothing and hygiene should reflect the high standards of the law enforcement profession.

- D. ****STUDENTS ARE RESPONSIBLE FOR SECURING THEIR OWN TEXTBOOKS AND MUST HAVE THE (**Current Revision Codes**) BLET STUDENT MANUAL ON THE FIRST DAY OF CLASS. Books must be purchased thru the N.C. Justice Academy (Obtain instructions from the School Director) with cash, personal check, MasterCard, Visa, Discover or American Express. *** **OLD COPIES OF BOOKS AND MATERIALS ARE NOT ACCEPTABLE DUE TO RECENT UPDATES AND REVISIONS.** *** Information for ordering required textbooks and manuals is enclosed. (See BLET Program Books & Other Costs.)

Note: DO NOT open your Basic Law Enforcement Training Manuals until the first day/night of class. We MUST have ten (10) students enrolled on the first day/night of class in order to offer the course. (12 NCAC 09B .0204) The NCJA will not take these manuals back if they have been opened, written on, or purchased longer than 30 days.

5. Students will be tested at the end of each section of the course. Students must be proficient in each block of instruction to include all written examinations, practical tests, and make-up work prior to being eligible to take the State Comprehensive Examination. **Note: Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission and pass the comprehensive written state examination to receive a certificate.**
6. Day & Night Class Firearms Training will be held at the Cabarrus County Sheriff's Department Training Facility, 4325 Irish Potato Road, Concord, N.C.

Note: This information packet contains general information in reference to the "Basic Law Enforcement Training Course." A specific list of detailed rules/regulations will be given and explained to the student during the orientation on the first day/night of class.

In accordance with the American Disabilities Act (ADA), RCCC and the North Carolina Criminal Justice Education Training and Standards Division provide students with disabilities every reasonable opportunity to participate in commission-mandated courses. You may request a reasonable accommodation for a disability in order to attend training by calling Chris R. Nesbitt, Director of Law Enforcement Training, 704-216-3756 and Holly Wagoner, Counselor and Disability Services, 704-216-3639. If you feel that you will need a reasonable accommodation in order to meet any Commission-Mandated course requirement, please contact the School Director as soon as possible prior to the first day of class.

We are pleased you have chosen Rowan-Cabarrus Community College for your educational and training needs.

If you have any questions concerning this BLET Program, please contact:

RCCC TELEPHONE NUMBERS		NORTH CAMPUS – CCLETC*		704-216-7222
CHRIS R. NESBITT	704-216-3756 (NORTH)	STEVEN B. BELK	704-216-3747 (NORTH)	
STEVE D. SCHENK	704-216-3741 (NORTH)	TONY R. GULLEDGE	704-216-3743 (NORTH)	
LISA H. LINKER	704-216-7197 (SOUTH)	M. DANIEL HARLESS	704-216-3740 (SOUTH)	
RALPH “CHUCK” ADAMS	704-216-3745 (NORTH)	JEFF A. MCCORKLE	704-216-3747 (NORTH)	
LYNN E. COUGHENOUR	704-216-7287 (NORTH)	MICHAEL A. REGISTER	704-216-3516 (NORTH)	

CRN:lec

*Cabarrus County Law Enforcement Training Center

NOTES



**Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-7287**

BLET SPONSORSHIP/EMPLOYMENT LIST FOR ROWAN/CABARRUS COUNTIES

Note: Students may contact the below listed law enforcement agencies in reference to possible sponsorship/employment. RCCC will accept sponsorships from any public law enforcement agency.

Chief Sharon Hovis East Spencer Police Department P.O. Box 339 East Spencer, NC 28039 Ph. (704) 636-7111	Jennifer Mackey, Training Officer Kannapolis Police Department 401 Laureate Way Kannapolis, NC 28081 Ph. (704) 920-4119
Chief Andrew Deal China Grove Police Department 333 North Main Street China Grove, NC 28023 Ph. (704) 857-7755	Chief Kenny Isenhour Landis Police Department P.O. Box 165 Landis, NC 28088 Ph. (704) 857-2129
Chief Bradford Weaver Cleveland Police Department 100 North Depot Street Cleveland, NC 27013 Ph. (704) 278-1900	Chief Hugh Bost Rockwell Police Department P.O. Box 506 Rockwell, NC 28138 Ph. (704) 279-3420
Sgt. Brian Kelly, Training Officer Concord Police Department P.O. Box 308 Concord, NC 28025 Ph. (704) 920-5006	Sgt. Jerald Croyle, Training Officer Rowan County Sheriff's Department 102 North Central Avenue Landis, NC 28088 Ph. (704) 216-8673
Chief Mark Cook Granite Quarry Police Department P.O. Box 351 Granite Quarry, NC 28072 Ph. (704) 279-2952	Sgt. Corey Brooks, Training Officer Salisbury Police Department P.O. Box 421 Salisbury, NC 28144 Ph. (704) 638-2089
Chief Penny Dunn Davidson Police Department 216 South Main Street Davidson, NC 28036 Ph. (704) 892-5131	Chief M.T. James Spencer Police Department 600 S. Salisbury Street Spencer, NC 28159 Ph. (704) 633-3574
Sgt. Ross Provost, Training Officer Cabarrus County Sheriff's Office 30 Corban Avenue, SE Concord, NC 28025 Ph. (704) 920-3043	Sgt. Jennifer Sprauge, Training Officer Huntersville Police Department 9630 Julian Clarke Avenue Huntersville, NC 28078 Ph. (704) 464-5400

NOTES

Document # 4
BLET PROGRAM COSTS

Student BLET books and manuals are to be purchased from the N.C. Justice Academy Book Store in advance of the first day of class. Shirts and physical activity uniforms are to be purchased from a local vendor with a letter of authorization to be provided by the Basic Law Enforcement Training Staff.

- Purchase at least two (2) weeks prior to beginning class date.

NOTE: Books/supplies may only be returned in their original new condition. Do not unwrap or write on any books/supplies prior to the first day of class.

For additional information or clarification contact the Basic Law Enforcement Training Staff.

DO NOT USE OLD COPIES OF NOTEBOOKS BECAUSE OF UPDATES.

TUITION COSTS: \$0.00 (Note: All students MUST be sponsored or employed by a North Carolina Public Law Enforcement Agency prior to enrollment. This sponsorship or employment waives their tuition as mandated in the North Carolina Administrative Code).

BOOKS: (PRICES SUBJECT TO CHANGE WITHOUT NOTICE)

BLET Book Kit from the N.C. Justice containing the following books:

- BLET Manuals
- North Carolina Crimes (Elements of Crimes) - Supplement
- Emergency Response Guidebook -
- Motor Vehicle Laws of North Carolina-
- Arrest, Search, and Investigation in North Carolina - Supplement
- North Carolina Criminal Law & Procedure -
- **Total Costs for Book = \$775.75 (includes tax & shipping)**

***** Note: DO NOT open your Basic Law Enforcement Training Manuals until the first day/night of class. We MUST have ten (10) students enrolled on the first night of class in order to offer the course. (12 NCAC 09B .0204) Please do not open the books until the first day of class**

FEES:

- Student Activity Fee - \$34.00
- Technology Fee - \$36.00
- Campus Access Fee - \$20.00 (which includes student accident and liability insurance)
- Graduation Fee - \$7.00
- **Total Costs for Fees = \$97.00**

OTHER COSTS:

- Uniform Shirt (2-3) – Burgundy RCCC BLET Polo Shirt - \$19.49 to \$22.49 each (Uniform Vendor)
- Physical Fitness Uniform (Uniform Vendor)
 - T-Shirt \$13.58 - \$17.58 (depending upon size)
 - Shorts \$11.49 – \$15.49
 - Sweatshirt \$14.58 - \$17.58
 - Sweatpants \$13.99 - \$17.99
- RCCC BLET Ball Cap \$12.99 (Uniform Vendor)
- Running Shoes (local vendors)
- Black Leather Shoes (local vendors)
- 5.11 TacLite Navy Pants \$39.90 (Uniform Vendor)
- Flat Black Velcro Belt \$18.99-\$20.99 (Uniform Vendor)
- Physical Examination
- **Total Other Costs = Varies depending on quantity purchased**

Uniform Vendor Information available from BLET Director and Must have Letter to purchase uniforms.

NOTES

Contacts for Criminal Records Checks of Military Personnel -- (As of June 18, 2013)

Air Force:

HQAFOSI/XILI
Attn: FOIA Section
27130 Telegraph RD
Quantico, VA 22134

Fax #: (571) 305-8229
Email: AFOSI.HQ.FOIA@ogn.af.mil

Federal Park Tickets

Central Violation Center
PO Box 780549
San Antonio, TX 78278
1 (800) 827-2982 ext.6409

Army:

U.S. Army Criminal Investigation Command
Attn: U.S. Army Crime Records Center
Russell Knox Building
27130 Telegraph Road
Quantico, VA 22134-2253

Phone# 571-305-4201
Fax# 571-305-4151

Navy / Marines

Naval Criminal Investigative Service Headquarters (Code 00LJF)
27130 Telegraph Road
Quantico, VA 22134-2253

E-mail:

NCISFOIA@navy.mil

Telephone:

(571) 305-9092

Fax:

(571) 305-9867

US Coast Guard

Case Management Section
Coast Guard Investigative Service
4201 Wilson Blvd, Box #110-358
Arlington, VA 22032

Fax #(202) 493-1072

*** Contacts with Fax numbers will accept requests by fax if sent on agency letterhead and with authorization to release personal information from the applicant. **Revised 09/03/14**

NOTES

POPAT Description

(Police Officer's Physical Agility Test)

Scenario #1: Chase and Apprehension

(Less than 6 minutes to pass)

Start Position seated in chair

1. Run 160 ft.

Description: At instruction to begin (and start of stopwatch), participant will stand, run from chair to Cone 1 (40 ft.) going around cone, return to chair going around chair, and repeat.

Essential task(s) represented:

- Run after a fleeing suspect (max. 406 feet)

2. Run 120 feet while encountering obstacles

Description: After completion of Task #1, participant will run from chair to Cone 2 (60 ft.), go around the cone, and return to the chair. During the run from the chair to Cone 2, the following obstacles must be successfully completed:

- a. 4 foot broad jump: Completely clear tape marks placed on floor/ground. If any portion of the foot touches the tape or space between during the jump, the jump must be repeated until successful completion.
- b. 4 foot "fence" climb: Participant will climb or vault (with hands on top of obstacle) a simulated 4 foot fence (see materials list for details). Participant may not advance along course until successful completion.
- c. Crawl under obstacle (2 foot high): Participant will crawl under 2 foot high obstacle (see materials list for details). Participant may not advance along course until successful completion.

Essential task(s) represented:

- Run after a fleeing suspect (max. 406 feet)
- Jump across obstacles, e.g., ditch, hole, etc. (max. 4 feet)
- Climb or pull oneself over obstacle, e.g., wall, fence, etc. (max. 5 feet)
- Jump down from elevated surface (max. 5 feet)
- Jump over obstacles while running
- Jump over obstacles, e.g., road barrier, hedge, etc. (max. 3 feet)
- Crawl under an obstruction

3. "Roll Drill," 3 repetitions (a-d equals 1 repetition)

Description: After completion of Task #2, the participant will perform 3 repetitions of the following 4 steps:

- a. Start on top of 100 lb. heavy bag with left knee on mat/facing away from chair (see materials list for details)
- b. Roll to right until bag is over body and back is on mat
- c. Continue to roll in the same direction until back on top of heavy bag and right knee touches mat
- d. Perform complete turn to left until left knee touches mat (back at start position)

4. 20 push-ups

Description: After completion of Task #3, participant will perform 20 strict push-ups. The push-ups are not required to be continuous and the participant may rest in any position during the course of the 20 push-ups. A “strict” push-up will be defined as maintaining a prone position from shoulders to ankles throughout the motion, chin touching a 4 inch high box during each downward motion, and elbows completely extended at end of each repetition.

5. “Roll Drill,” 3 repetitions (a-d equals 1 repetition)

Description: After completion of Task #4, the participant will perform 3 repetitions of the following 4 steps:

- a. Start on top of 100 lb. heavy bag with left knee on mat (facing away from chair)
- b. Roll to right until bag is over body and back is on mat
- c. Continue to roll in the same direction until back on top of heavy bag and right knee touches mat
- d. Perform complete turn to left until left knee touches mat

Essential task(s) represented for Tasks 3-5:

- Hold a person by oneself to prevent or control his/her movements (max. 3 minutes, 200 pounds, 72 inches)
- Physically struggle with person by oneself (max. 3 minutes, 200 pounds, 72 inches)
- Subdue person resisting arrest
- Grip person tightly to prevent escape/control movement
- Defend oneself from position on ground

6. Run 120 feet while encountering obstacles

Description: After completion of Task #5, participant will run from the mat to Cone 2, go around the cone, and return to the chair. During the run from the mat to Cone 2, the following obstacles must be successfully completed:

- a. 4 foot broad jump: Completely clear tape marks placed on floor/ground. If any portion of the foot touches the tape or space between during the jump, the jump must be repeated until successful completion.
- b. 4 foot “fence” climb: Participant will climb or vault (with hands on top of obstacle) a simulated 4 foot fence (see materials list for details). Participant may not advance along course until successful completion.
- c. Crawl under obstacle (2 foot high): Participant will crawl under 2 foot high obstacle (see materials list for details). Participant may not advance along course until successful completion.

Essential task(s) represented:

- Run after a fleeing suspect (max. 406 feet)
- Jump across obstacles, e.g., ditch, hole, etc. (max. 4 feet)
- Climb or pull oneself over obstacle, e.g., wall, fence, etc. (max. 5 feet)
- Jump down from elevated surface (max. 5 feet)
- Jump over obstacles while running
- Jump over obstacles, e.g., road barrier, hedge, etc. (max. 3 feet)
- Crawl under an obstruction

7. 30 steps (up and down) on step box

Description: After completion of Step #6, the participant will complete 30 steps (up and down) on an 8 inch high box or aerobic step bench. A repetition will count as any portion of the bottom of each foot touching the top of the box followed by any portion of the bottom of each foot touching the floor/ground.

Essential task(s) represented:

- Run up and down stairs (max. 3 floors)

8. “Roll Drill,” 3 repetitions (a-d equals 1 repetition)

Description: After completion of Task #7, the participant will perform 3 repetitions of the following 4 steps:

- a. Start on top of 100 lb. heavy bag with left knee on mat (facing away from chair)
- b. Roll to right until bag is over body and back is on mat
- c. Continue to roll in the same direction until back on top of heavy bag and right knee touches mat
- d. Perform complete turn to left until left knee touches mat

9. 20 push-ups

Description: After completion of Task #8, participant will perform 20 strict push-ups. The push-ups are not required to be continuous and the participant may rest in any position during the course of the 20 push-ups. A “strict” push-up will be defined as maintaining a prone position from shoulders to ankles throughout the motion, chin touching a 4 inch high box during each repetition.

10. “Roll Drill,” 3 repetitions (a-d equals 1 repetition)

Description: After completion of Task #9, the participant will perform 3 repetitions of the following 4 steps:

- a. Start on top of 100 lb. heavy bag with left knee on mat (facing away from chair)
- b. Roll to right until bag is over body and back is on mat
- c. Continue to roll in the same direction until back on top of heavy bag and right knee touches mat
- d. Perform complete turn to left until left knee touches mat

Essential task(s) represented for tasks 8-10:

- Hold a person by oneself to prevent or control his/her movements (max. 3 minutes, 200 pounds, 72 inches)
- Physically struggle with person by oneself (max. 3 minutes, 200 pounds, 72 inches)
- Subdue person resisting arrest
- Grip person tightly to prevent escape/control movement
- Defend oneself from position on ground

Scenario #2: Rescue (Less than 3 minutes to pass)

A minimum 10 minute recovery period will be required between the end of Scenario #1 and the start of Scenario #2. The entire test (Scenarios 1 and 2) must be successfully completed in the same day.

1. Run 200 ft.

Description: At instruction to begin (and start of stopwatch), participant will run from Cone 1 to Cone 2 (50 ft.) going around cone, return to Cone 1 going around cone, and repeat.

Essential task(s) represented:

- Run after a fleeing suspect or toward a victim (max. 406 feet)

2. 30 steps (up and down) on step box

Description: After completion of Task #1, the participant will complete 30 steps (up and down) on a 6-8 inch high box or aerobic step bench. A repetition will count as any portion of the bottom of each foot touching the top of the box followed by any portion of the bottom of each foot touching the

floor/ground.

Essential task(s) represented:

- Run up and down stairs (max. 3 floors)

3. Run 200 ft.

Description: After completion of Task #2, participant will run from Cone 1 to Cone 2 (50 ft.) going around cone, return to Cone 1 going around cone, and repeat.

Essential task(s) represented:

- Run after a fleeing suspect or toward a victim (max. 406 feet)

4. Drag 175 lb. dummy 50 ft.

Description: After completion of Task #3, the participant will drag a 175 lb. dummy from Cone 3 to Cone 4 (25 ft.) and back to Cone 3 (entire dummy past line adjacent to cone each way).

Essential task(s) represented:

- Pull/drag person/animal
- Drag by yourself an immobile adult
- Lift while in a stationary position a heavy object or person

Rowan-Cabarrus Community College Frequently Asked Questions by Basic Law Enforcement Training Students

1. What is a “Sponsorship”, and does everyone have to have one?

The Basic Law Enforcement Training Program at Rowan-Cabarrus requires all students in the course to be sponsored or employed by a public (municipal, county, or state) North Carolina law enforcement agency and maintain that sponsorship or employment throughout the course. Sponsorship simply means that a municipal, county, or state North Carolina Law Enforcement Agency Head or his/her designee has met and talked with you and is willing to sponsor you for Basic Law Enforcement Training. This requirement keeps our local service agencies involved in the enrollment process. The signed sponsorship form does not obligate the sponsoring agency to hire you upon your successful completion of the course, nor does it obligate you to take a job with the sponsoring agency. The signed verification of sponsorship/employment form does in fact waive the student’s tuition costs for the course. This waiver applies to tuition only. The student is still responsible for the costs of books, uniforms, supplies, and fees.

2. How do I obtain a sponsorship?

Listed in the information packet you received from the Law Enforcement Training Office you will find sponsorship/employment list for Rowan and Cabarrus Counties. However, we would accept a sponsorship from an agency outside these two counties provided they are either a municipal, county, or State North Carolina Law Enforcement Agency. Simply contact one of the listed service agencies and request a sponsorship. Agency contact people and their phone numbers are listed. Students may NOT be sponsored by a private security company or a private campus police agency. **Note:** *the mere fact that a particular security company or campus police agency has some sworn positions with the powers of arrest has no bearing on this. Tuition can only be waived by employment or sponsorship from a municipal, county or State North Carolina Law Enforcement Agency. The key is Municipal, County or State North Carolina Law Enforcement Agency.*

3. Does the sponsoring agency help me with the cost of the course?

No. There is no monetary assistance from the sponsoring agency nor is there any promise to employ upon successful completion. **Note:** *The signed sponsorship form from the agency does in fact waive your tuition with the North Carolina Community College System for the course as stated above.*

4. Can I simply pay for the course on my own and not be sponsored or employed?

The answer to this question is “NO.” Each student must be sponsored or employed by a municipal, county, or State North Carolina Law Enforcement Agency prior to being enrolled into the course and must maintain that sponsorship or employment throughout the course.

5. Does a signed sponsorship form guarantee me a seat in the class?

No. The student must meet all the admission criteria and produce required documentation prior to being enrolled in the class. Also, students holding full-time employment with a municipal, county, or State North Carolina Law Enforcement Agency must be given priority enrollment into the Basic Law Enforcement Training Course as required by the North Carolina Administrative Code.

6. Do I have to produce a Criminal Record Check from every place I have ever lived since I was sixteen (16) years old? What if I have lived in more than one state?

The answer to this question is “YES”. If you have lived in more than one county or state, you must produce a **Certified Criminal Records Check** from the “Clerk of Courts Office” in each county and State you have lived in since you were sixteen years old. **Note:** *If I see you graduated from a high school in some other state, I know you were at least sixteen (16) when you graduated high school, so I will need a certified Criminal Records Check from that location. Yes, this also applies to all times you were a member of the Armed Forces. This means a certified Criminal Records check from your particular branch of Military Service as well as a local certified Criminal Record Check from each location you resided while in the Military. We will also need a copy of your Military form DD214.*

Note: *This Criminal Record Check is required by the North Carolina Administrative Code and is completed in a good faith effort to ensure there is nothing in your Criminal Record that would inhibit your certification as a Sworn Law Enforcement Officer in North Carolina.*

7. I did not graduate from my regular high school. However, I took a course through the mail or on-line and now have my high school diploma from the institution that provided the course. Will this meet the high school diploma requirement?

The answer to this question is “NO.” North Carolina Criminal Justice Education Training & Standards Division does not recognize correspondence or on-line high school diplomas. Only a regular high school diploma or GED diploma will meet this requirement. High School diplomas obtained through “Home School” programs certified through the North Carolina Department of Education do meet this requirement. **Note:** *It is also important to know that Vocational Diplomas or*

High School Certificates also do not meet the minimum educational requirements. If you do not have a copy of your high school diploma and plan to use a transcript, you must present a certified transcript from your high school.

8. I just went to my family doctor a short time ago to get a physical. Can I bring these papers in for my physical?

The answer to this question is “NO.” Each candidate must produce a valid F-1 & F-2 less than one (1) year old completed by a physician licensed to practice medicine in North Carolina. You will need to pick these forms (Medical Screening Guidelines, F-1 Medical History Statement and F-2 Physical Examination report) up from the Law Enforcement Training Office. You may then give these forms to your family physician prior to the examination. The Medical Screening Guidelines explains to the examining physician the type of program in which you are enrolling and defines the physical requirements of an entry-level law enforcement officer.

9. How much does the course cost?

This cost can vary. For example, you may not have to purchase black leather shoes, running shoes, etc., if you already have them. However, you will have to purchase these items if you don’t already have them. You will have to purchase your textbooks and you will need them on the first day of class. Your tuition for the course is waived by your sponsorship or employment. Please see the items listed below for an approximate cost of the course.

Cost Estimate
Basic Law Enforcement Training

- 5.11 Navy Pants 3 pair @ \$39.90 ea = \$119.70 (Uniform Vendor)
- Black Velcro Belt @\$18.99 - \$20.99 (Uniform Vendor)
- BLET Polo Shirt 3 @ \$22.00ea = \$66.00 (Uniform Vendor)
- *- Black Leather Shoes = \$50.00 (Local Vendor)
- *- Running Shoes = \$75.00 (Local Vendor)
- Physical Fitness Clothes = \$75.00 (Uniform Vendor)
- Student Fees = \$127.00 (RCCC Business Office)
- *- Physical Examination = \$150.00 (Licensed N.C. Physician)
- Textbooks = \$775.75 (N.C, Justice Academy)

Total = \$1457.44 (Estimate Only)

* Note: You may already own some of these items that would suffice. Contact the School Director for specific questions.

Note: *The above costs are approximate figures on 1/02/2020 and are simply an estimate and does not include N.C. 8% sales tax. This estimate could be lower if the student already has things like black leather shoes and running shoes.*

- 10. My friend just recently graduated from Basic Law Enforcement Training at Rowan-Cabarrus. Can I use his textbooks to save the expense of new ones?**

The answer to this question is “NO.” The Basic Law Enforcement Training Manual is updated on a regular basis. Therefore, you will need the latest version for class in order to adequately prepare for the State Comprehensive Examination.

- 11. I was a Military Policeman in the Armed Forces (Army, Navy, Air Force, Marines) I won’t have to take the entire course, right?**

The answer to this question is, “Maybe.” If you maintained a clean military record, been awarded a military law enforcement MOS, completed a military law enforcement training program and completed 2 years full-time assignment in military law enforcement, you can submit Form F-21 to the appropriate Standards Division for an evaluation. You may be granted limited enrollment and credit for 142 hours of training.

- 12. I am a certified EMT (*Emergency Medical Technician*). I will not be required to take the thirty-two (32) hour block of instruction of First Responder, right?**

Yes. Even though you are a certified EMT, you will still be required to successfully complete the thirty-two-hour block of instruction in First Responder.

- 13. I have a Glock Model 17 Semi-Automatic 9MM pistol. I will be allowed to use my own weapon during Firearms Training, right?**

“NO.” The only students allowed to use a weapon other than those owned by the College are those EMPLOYED students using departmental-issued weapons. All other students (SPONSORED) will be required to use college-issued duty gear and weapon.

- 14. What type of weapons and duty gear does the college use?**

The College uses Glock Model # 17 9MM semi-automatic pistols, Remington Model # 870 12 ga. pump action shotguns, and the Smith & Wesson M & P rifle. The college will also furnish duty gear to include duty belt, belt keepers, magazine pouch, holster, handcuff case, handcuffs/key, flashlight, flashlight holder, radio, radio case, baton, baton scabbard and extra magazines to all sponsored students.

- 15. How long is the course and is it hard?**

The course is 8-9 hours a day for eighteen (18) weeks (Day), Night course (35 Weeks). The course is not easy by any means. You must be proficient in all thirty-six (36) blocks of instruction.

Note: *You can not expect to make it through this course if you are not willing to study!*

16. Can I get financial aid through the college for this course?

No. There is no standardized financial aid available for this course other than V.A. benefits. However, needy students should contact the financial aid office and express their needs. The contact person in Student Services (Financial aid) is Lisa Ledbetter (704) 216-3620.

17. What is this “TABE” placement test you are talking about?

Students should complete an on-line enrollment application and schedule the TABE placement test. The college website is www.rccc.edu

Note: *This test can be taken at either North (Salisbury) or South (Concord) campus testing centers. Upon arrival for the test, students should identify themselves as prospective Basic Law Enforcement Training Students.*

Deliver the test results to the School Director in the Law Enforcement Training Office.

Note: *Students must complete the TABE placement test and earn a minimum score of 597 in order to enroll in the Basic Law Enforcement Training Course, NCAC 09B.0203, The test results equivalent to a score on the tenth-grade reading comprehension level from a Nationally recognized standardized test will suffice, and a student will not need to take the TABE. The school shall not admit an individual, including partial or limited enrollees, as a trainee in a presentation of the Basic Law Enforcement Training Course unless the individual, within one year prior to admission to Basic law Enforcement Training, earning a minimum score of 597 as a result of taking TABE Placement test as approved by the State Board of Community Colleges. It is highly recommended students enroll in a developmental reading course prior to re-testing. There is no initial charge for prospective Basic Law Enforcement Training students. However, there is a five dollar (\$5.00) charge for re-test.*

18. What do I need to do in preparation for the physical requirements of the course? Do I need to join a gym?

Once you have been examined and cleared by your physician, you can begin working on building your upper body strength and cardio-vascular endurance. This can be accomplished simply by doing sit-ups, push-ups and walking/running. There is no requirement for you to join a gym.

19. I was recently discharged from the U.S. Military. Can I wear my black combat boots or low quarter shoes to class?

Yes. Any regular black leather shoe will be fine. The military shoe (black leather) will work fine. I would simply get a shoe I could polish, keep shined and looking nice.

20. Can I wear BDU’s (Battle Dress Uniform) khaki pants to the class?

No. Only 5.11 navy TacLite pants from our uniform vendor are allowed. Also, we do not want any type tapered/boot leg/bell bottom pants. No bloused boots are allowed.

21. I have a felony charge on my record from many years ago. Can I still become an officer or enroll in Basic Law Enforcement Training?

No. A Felony Conviction is an absolute Disqualification from certification as a North Carolina Law Enforcement Officer or enrollment into Basic Law Enforcement Training for life.

Note: *Individuals charged with crimes as specified above and such offenses were dismissed or the person was found not guilty, may be admitted into the Basic Law Enforcement Training Course but completion of the course may not ensure that certification as a law enforcement officer through the North Carolina Criminal Justice Education and Training Standards Commission will be issued. These cases will be reviewed by North Carolina Criminal Justice Education Training & Standards Division on a case by case basis.*

22. I have a special family event (wedding, fishing trip, vacation etc.) in another State planned halfway through the course I will need be absent from class for a week in order to attend. Will I be able to attend this event while enrolled?

The answer to this question is NO. You will not be able to attend. This would not be considered to be an excused absence. Once you decide to enroll in this course, it needs to be your priority in order to be successful. Prior preparation on your part is of paramount importance. You will need to get all your personal issues in order prior to enrolling.

23. Do I register during the regular College Registration or do I register On-Line?

No. You can not register for this course during the regular college registration. However, you will need to complete an **on-line enrollment application** and **schedule the Tier 1 of the RISE placement test**. (See question #17). You will then need to follow the instructions in the Basic Law Enforcement Training Application packet. Once all entry requirements are met, you will be pre-registered for the course. Your actual registration for the course will be completed on the first day/night of the class.

Revised 05/27/2020



Document # 8

Basic Law Enforcement Training (BLET)
Steps to Enrollment

- Step One:** Students **must complete an on-line [Application for Admission](#)** and schedule the *Tests of Adult Basic Education (TABE)* test. To register for the test, either email Chris Nesbitt, Director of the BLET program (chris.nesbitt@rccc.edu) or call (704-216-3756). You cannot schedule this test online. The test results equivalent to a score on the tenth-grade reading comprehension level from a Nationally recognized standardized test will suffice, and a student will not need to take the TABE.
Note: *The TABE test can be taken at either North (Salisbury) or South (Concord) campus testing centers. Upon arrival for the test, students should identify themselves as prospective Basic Law Enforcement Training Students.*
- Step Two:** Deliver the *TABE* test results (or test results from a Nationally recognized standardized test) and a copy of the enrollment application to the School Director in the Law Enforcement Training Office.
Note: *Students must score a minimum of 597 or higher on the TABE test in order to enroll in the Basic Law Enforcement Training Course. As established by the N.C. Administrative Code 12 NCAC 9B.0203, The school shall not admit an individual, including partial or limited enrollees, as a trainee in a presentation of the Basic Law Enforcement Training Course unless the individual, within one year prior to admission to Basic Law Enforcement Training, scores 597 or above at a North Carolina Community College as a result of taking the Test of Adult Basic Education test as approved by the State Board of Community Colleges or has taken the reading component of a nationally standardized test within one year prior to admission to Basic Law Enforcement Training and has scored at or above the tenth grade level or the equivalent. There is no initial charge for prospective Basic Law Enforcement Training students. However, there is a five dollar (\$5.00) charge for re-test.*
- Step Three:** Each candidate **MUST** obtain the BLET student information packet from the Law Enforcement Training Office on North Campus, Room # 4206, at the Cabarrus County Law Enforcement Center, 7th Floor, Room 702 or on line at www.rccc.edu . The candidate may pick up the packet in person or call and leave his/her name, address, and phone number to be mailed a packet. A packet can be emailed to you or you can access it through the RCCC.edu home page by searching for BLET packet.
- Step Four :** Each candidate **MUST** obtain a certified Criminal Records Check from the “Clerk of Courts Office” in each County/State of residence since the candidate became sixteen (16) years old. This also applies to times during which the candidate was a member of the US Military. (Military Records). **Note:** *If you have previously been a member of the U.S. Military, you are required to provide a copy of your form DD214 and obtain a copy of your Criminal Record from the Clerk of Courts Office in each State/County in which you were stationed along with a copy of your Military Criminal Record Check. Addresses for obtaining Military (UCMJ) Criminal Records are included in the application packet.*
- Step Five:** Each candidate **MUST** take the certified Criminal Records Check along with the verification of sponsorship form to the sponsoring Law Enforcement Agency and request Sponsorship for Basic Law Enforcement Training.

Step Six: Each candidate **MUST** pre-register by bringing the signed Verification of Sponsorship/Employment Form along with a copy of the candidate's **original certified Criminal Records Check, High School Diploma/GED or College or University Diploma, North Carolina Driver's License, Birth Certificate, Social Security Card, a completed BLET Course Application, and a signed Information Release** to the School Director. **Note:** The only person authorized to sign the Verification of Sponsorship form is the Agency head or his/her designee.

Step Seven: Upon pre-registration, each candidate **MUST** obtain from the School Director the necessary forms to be completed and returned to the School Director's office **TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS**. These forms include:

- Medical Screening Guidelines F-1&F-2
Note: Deliver the "Medical Screening Guidelines" to the examining physician. The Medical Screening Guidelines "Implementation Manual" is intended to provide the examining physician with information so that he/she may better determine the ability of an applicant, either for employment or training status as an entry level officer. The F1 & F2 is to be completed by a physician licensed to practice medicine in North Carolina. The candidate will need to sign and date the F-1. The physician signs the F1 & F2 form and must return them to Mr. Nesbitt, in the self-addressed stamped envelope provided in the front of the packet.
- Medical Questionnaire (Purple)
- BLET Candidate Data File Card (Blue for Day Course/Beige for Night Course)

Step Eight: Each candidate **MUST** attend "Orientation" on the first Day/Night of the course and **MUST** bring the following:

- Textbooks (student manuals to be assembled in class)
- **Be in uniform** (Burgundy RCCC BLET shirt, navy 5.11 TacLite pants, black velcro belt, black leather shoes, and blue or black socks).
- Be prepared to pay the \$34.00 Student Activity Fee, \$36.00 Technology Fee, \$30.00 Lab Fee, \$20.00 Campus Access Fee (which includes Student Accident Insurance), and the \$7.00 Graduation Fee on the first day of class.
- This totals \$127.00. **Please have the correct cash or check to be written to Rowan-Cabarrus Community College. A billing letter from the employing agency may also be used.**

Revised 05/27/2020



**Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-7287**

INFORMATION RELEASE

I, the undersigned, am an applicant for a position as a student recruit with the Rowan-Cabarrus Community College Basic Law Enforcement Training Class. I hereby authorize the release of my personal records concerning education, employment, medical, criminal, civil and/or other information as required by the North Carolina Criminal Justice Education and Training Standards Commission or its official agents, or the North Carolina Sheriff's Education Training & Standards Division. This release is for the purpose of conducting a confidential investigation in order to determine my suitability as a student recruit for the Rowan-Cabarrus Community College's Basic Law Enforcement Training Class, and is a pre-requisite for attendance.

It is therefore my desire that all persons contacted by this agency cooperate fully in this background investigation and supply copies of the requested information. I further agree that photographic copies of this original release shall serve as my full release of requested information when said release is utilized as an agent of Rowan-Cabarrus Community College.

I, the undersigned, shall fully release and hold harmless any individual, organization, corporation or facility that provides information or documents to Rowan-Cabarrus Community College during the course of this investigation.

I authorize Rowan-Cabarrus Community College, its agents and employees to release copies of any and all information to any agency or entity regulating the certification, authority, or conduct of law enforcement officers including, but not limited to, the North Carolina Criminal Justice Education and Training Standards Commission, the North Carolina Sheriff's Education Training & Standards Commission, the N.C. Attorney General's Office, or agencies of other states and the federal government.

I understand this information will remain on file indefinitely as a part of my training record at Rowan-Cabarrus Community College.

This authority is valid for one year.

I have read and understand this release.

Print Applicant's Full Name

Date of Birth

Social Security Number (LAST 4 DIGITS)

Applicant's Signature
Revised 11/03/2016

Date of release

NOTES



Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-3739

VERIFICATION OF SPONSORSHIP FOR BASIC LAW ENFORCEMENT TRAINING

_____ agrees to sponsor _____
(*Sponsoring Agency Name) (Sponsored Student)

in the Basic Law Enforcement Training (BLET) program. This sponsorship does not constitute any agreement to hire the sponsored student upon completion of the BLET program or to provide financial assistance for enrollment.

ACKNOWLEDGEMENT

I, the undersigned sponsored student, understand that the Sponsoring Agency has undertaken no obligation to provide financial support or assistance for such training.

I, the undersigned sponsored student, further understand that the Sponsoring Agency has made no commitment to employment upon completion of the BLET program or at any time in the future.

I, the undersigned sponsored student, accept responsibility for the nature and inherent risk incident to basic law enforcement training and do hereby release and discharge the Sponsoring Agency, its agents, and employees, from any and all claims, damages, or causes of actions resulting from or arising out of participation in the BLET program.

(* Sponsoring Agency Representative)

(Sponsored Student)

(Date)

(Date)

*Sponsor must be Chief of Police or County Sheriff or his/her designee.

Note: A certified Criminal Records check for local and state records for the time period since the trainee has become an adult (16 yrs. old), and from all locations where the trainee has resided since becoming an adult is on file with this agency. This signature verifies to the best of our knowledge that there are no charges in this trainee's criminal record that would inhibit their certification as a Law Enforcement Officer in North Carolina.

(*Sponsoring Agency Representative)

NOTES



Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-7287

**VERIFICATION OF EMPLOYMENT
FOR BASIC LAW ENFORCEMENT TRAINING STUDENTS**

Please enroll the following officers in the Basic Law Enforcement Training School scheduled to begin _____ at Rowan-Cabarrus Community College. This verifies their employment by our agency.

Name(s):

Department

Department Official

Date

NOTE: Student selection will be based on the earliest dates of application. Applicants employed with law enforcement agencies will be given priority over other applicants.

Note: A certified Criminal Records check for local and state records for the time period since the trainee has become an adult (16 yrs. old), and from all locations where the trainee has resided since becoming an adult is on file with this agency. This signature verifies to the best of our knowledge that there are no charges in this trainee’s criminal record that would inhibit their certification as a Law Enforcement Officer in North Carolina.

(*Employing Agency Representative)

NOTES



**Law Enforcement Training
Public Services Department
P.O. Box 1595
Salisbury, NC 28145-1595
(704) 216-7287**

Basic Law Enforcement Training **Enrollment Application**

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

NOTE: All statements are subject to verification by the School Director and any incorrect statements or omissions may bar or remove you from the program. Truthful statements to any items requested will not necessarily exclude you from consideration.

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

THIS IS NOT AN APPLICATION FOR EMPLOYMENT

NOTES

EDUCATION

10. Indicate below the schools you have attended and degrees completed.

Name Address (city/state)	# of Years Attended	Dates Attended	Graduated (Yes or No)	Degree
---------------------------------	------------------------	-------------------	--------------------------	--------

A. <u>High Schools</u> 1. 2. 3. 4.
B. <u>Colleges/Universities</u> 1. 2. 3. 4.
C. <u>Extension/Correspondence</u> 1. 2. 3. 4.

11. If you did Not graduate from high school, have you passed the General Educational Development Test (GED) or the High School Equivalency Program? ____ Yes ____ No
If Yes, when and where did you take these tests?

MARITAL

12. Marital Status (check one)

_____ single	_____ married
_____ engaged	_____ separated
_____ divorced	_____ widowed

13. Spouse's Name _____
First Maiden Last

14. Do you have any children or dependents living with you other than your spouse?
____ Yes ____ No If Yes, how many? _____

FAMILY

15. Is any member of your immediate family **now** in prison or on probation or parole?

_____ Yes _____ No

If Yes, give details _____

16. Person to Notify in case of an emergency:

First Name Middle Last

Relationship Phone (Home) Phone (Cell)

RESIDENCES

17. List all North Carolina and out of State addresses at which you have resided since the age of 16 years old: Begin with your current address first.

Note: This also includes basic training, advanced training and all permanent duty stations while serving in the U.S. Military.

From: (Mo/Yr)	To: (Mo/Yr)	Address, City, State	County	Landlord

WORK HISTORY

18. Title of present position _____

Full-Time or Part-Time _____ Shift _____

Name of Supervisor _____

Employer/Company Name _____

Employer/Company Phone # _____

19. If you are unemployed, please list the following information:
Last Position Held _____
Name of Supervisor _____
Employer/Company Name _____
Employer/Company Phone # _____

20. If you are a full-time student, please check here _____

MILITARY

21. Were you or are you in the U.S. Military? (National Guard or Reserves)
_____ Yes _____ No Branch of Military _____ Dates served _____
22. Have you had any Military disciplinary action taken against you?
_____ Yes _____ No
If Yes, please give details _____

USE OF DRUGS OR ALCOHOL

23. Do you drink alcoholic beverages? (casually or socially included)
_____ Yes _____ No
If Yes, to what extent (Example: one (1) beer per week, one (1) drink per day, etc.)

24. Have you ever used marijuana? (experimentation included)
_____ Yes _____ No
If Yes, to what extent? (Example: occasionally, everyday, once per week, etc.) list last time used

25. Have you ever used any illegal drugs? (experimentation included)
_____ Yes _____ No
If Yes, please give details including last time used _____
26. Have you ever used prescription drugs for purposes other than prescribed?
_____ Yes _____ No
If Yes, please give details including last time used _____
27. Are you addicted to any controlled substance (alcohol included)?
_____ Yes _____ No
If Yes, please give details _____

CRIMINAL OFFENSE RECORDS

Note: Include all offenses other than minor traffic offenses. The following are not minor traffic offenses: DWI, DUI, failure to stop in the event of an accident, driving while license is revoked, and driving while license is permanently suspended.

Answer all of the following questions completely and accurately. Any falsifications or omissions will disqualify you from participation. If you are in doubt about a charge, Answer, “Yes”. Answer, “No” only if you are sure that you have Not been charged or that your record has been expunged by a judge’s Court order.

28. Have you ever been **arrested** by a law enforcement officer or otherwise charged with a criminal offense? ___Yes ___No
If Yes, give details below:

(The term “charged” as used in this question includes being issued a criminal citation or summons.)
Yes No If Yes, give details below:

A. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

B. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

C. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

D. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

E. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

F. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

G. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

H. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

I. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

J. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

K. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

L. Offense Charged _____
Law Enforcement Agency _____
Date _____
Disposition of Case _____

(ATTACH EXTRA SHEETS, IF NECESSARY)

29. Have you ever been charged or convicted of a felony? _____ Yes _____ No
If Yes, give details: _____

30. Have you ever been placed on probation? _____ Yes _____ No
If Yes, give details: _____

31. Have you ever been required to pay a fine in excess of \$50.00? (Not including court costs)
_____ Yes _____ No
If Yes, give details: _____

32. Have you ever had a Domestic Violence Protection Order issued against you?
(Include both ex-parte Domestic Violence Protective Orders and those entered subsequent to a hearing.)
_____ Yes _____ No If yes a copy of the disposition must accompany this application.

Date of Issuance: _____
County of Issuance: _____
Name of Plaintiff: _____
Date of Expiration: _____

33. Under federal law, you may be disqualified to receive or possess a firearm if you meet any of the following conditions:

- (a) Currently under Indictment or Information in any court for a crime punishable by imprisonment for a term exceeding one year.
- (b) Have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year. A person would not be ineligible under this criteria if the person has been pardoned for the crime or conviction, the crime or conviction has been expunged or set aside, or the person has had his/her civil rights restored, and under law where the conviction occurred, the person is not prohibited from receiving or possessing any firearm.
- (c) Are a fugitive from justice.
- (d) Are an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance.
- (e) Have been adjudicated mentally defective or have been involuntarily committed to a mental institution.
- (f) Have been discharged from the Armed Forces under dishonorable conditions.
- (g) Are illegally in the United States.
- (h) Have renounced your citizenship, having previously been a citizen of the United States.

NOTE: A “crime punishable by imprisonment for a term exceeding one year” as discussed in (a) and (b) above is defined in federal law so as to exclude most misdemeanors in North Carolina.

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

_____ Applies _____ Does not apply

34. Have you been convicted of a misdemeanor under federal or state law which has, as an element, the use of attempted use of physical force or threatened use of a deadly weapon?
_____ Yes _____ No _____ I don't know

(Explain below)

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

_____ Yes _____ No

Offense Charged _____

Law Enforcement Agency _____

Date _____

Disposition of Case _____

35. Do you have any pending criminal charges? _____ Yes _____ No
If yes, give details: _____

36. Can you operate a motor vehicle? _____ Yes _____ No
If no, give details: _____

37. Do you possess a driver's license issued from the State of North Carolina?
_____ Yes _____ No
If yes, give _____
State & Driver's License Number Date Issued

38. Do you possess a driver's license issued by any state other than North Carolina?
_____ Yes _____ No
If yes, give _____
State & Driver's License Number Date Issued

39. Has your driver's license ever been suspended or revoked?
_____ Yes _____ No If yes, give reason: _____

40. Was your driver's license restored? _____ Yes _____ No

41. Have your driving privileges been restricted? _____ Yes _____ No
If yes, give restrictions: _____

CAREER PLANS

42. Briefly tell why you want to apply for this course.

43. List special skills, training, special licenses, certifications, interests, or hobbies which may be useful in Basic Law Enforcement Training.

Applicant's PRINTED Full Legal Name

Applicant's Signature **(Date)**

This form DOES NOT require a notary.

Revised 11/03/2016

NAME _____ Email Address _____

BLET Application Process Checklist

FOLLOWING ITEMS MUST BE PRESENTED TO SCHOOL DIRECTOR FOR PRE-ADMISSION

- Complete the on-line [Application for Admission](#) and provide a copy of the enrollment application.
 - Schedule TABE test. Contact Chris Nesbitt at chris.nesbitt@rccc.edu or 704-216-3756
 - TABE or Nationally Recognized Standardized Test Results (Must score a 597 or greater on TABE)
 - Signed verification of Sponsorship or Employment (Document #10 or #11)
 - Certified Criminal Records check from each County/State in which has resided since the age of 16.
-
-
-

- Copy of your DD214 if you have been in the military. Also need a criminal records check from the County/State where you were stationed (includes basic training and advanced training).
- Copy of your High School Diploma/ GED or College or University Diploma.
- Copy of your NC Driver's License.
- Copy of your Birth Certificate.
- Copy of your Social Security Card.
- Completed "Basic Law Enforcement Training Enrollment Application" (Document #12).
- Completed Information Release Form (Document #9).
- AFTER SCHOOL DIRECTOR'S APPROVAL OF ALL OF THE COMPLETED DOCUMENTS, YOU WILL BE GIVE THE PROPER MEDICAL FORMS.
- Complete Medical Questionnaire Form (purple).
- Complete Candidate Data File Card.
- F-1
- F-2