

# BEAUFORT COUNTY COMMUNITY COLLEGE

## BASIC LAW ENFORCEMENT TRAINING

### *Policies, Rules, & Regulations* 08/10/11

The following is a complete list of policies, rules, and regulations set up for Basic Law Enforcement Training at BeaufortCountyCommunity College. These policies, rules, and regulations are consistent with the North Carolina Criminal Justice Training and Standards Division and BeaufortCountyCommunity College. Any additional policies, rules, and regulations are covered in the Beaufort County Community College catalogue and The Administrative Code published by the North Carolina Criminal Justice Training and Standards Commission.

### **ADMITTANCE**

1. No one under the age of 20 years will be admitted into B.L.E.T. without prior permission from the Director of the Standards Division.
2. The school will give priority admission to students already employed with a law enforcement agency or who have obtained a sponsorship prior to the first class meeting.
3. The school may not enroll any trainee after the initial class meeting under any circumstances.
4. All students will be required to schedule an interview with the School Director prior to being admitted into B.L.E.T.
5. Acceptance into B.L.E.T. will be determined by the School Director and the North CarolinaCriminal Justice Training and Standards Commission.
6. All prospective students must supply the School Director with a certified copy of their criminal record from every county they have resided since reaching adulthood. These must be supplied prior to enrollment in class.

### **ATTENDANCE**

1. 100% attendance is required for the entire course. Trainees may be excused on certain datesfor emergencies only.
2. Trainees must contact the School Director or Qualified Assistant prior to the absence or in any event before the next class meeting.
3. ALL absences must be made up
4. Failure to make-up course work will result in a deficiency in that area and trainees will not be allowed to take the state exam.
5. In the event the trainee has an unexcused absence the trainee will receive a deficiency in that area and trainees will not be allowed to take the state exam.
6. In the event a student misses class or is tardy due to a work related event the student must supply the School Director with a letter from their supervisor detailing the nature and circumstances of the absence or tardy no later than the beginning of the next scheduled class.
7. Failure to present such documentation will result in the student receiving an unexcused absence.
8. Tardiness will not be tolerated. Excessive (More that 10 in a night academy or more than 5 in a day academy) may result in termination from the program.
9. If a trainee misses 5% of the total course hours for ANY reason (injury, sickness

pregnancy, work, etc.), excused or unexcused, that trainee will be dismissed from B.L.E.T. immediately.

## **UNIFORM AND APPEARANCE**

1. Students are expected to dress in approved uniform of the day. Students must wear uniform to all class functions.
2. The uniform of the day for classroom work will consist of OD Green pants , Black shoes/ boots, black belt and school approved knit top with school logo.
3. The approved uniform of the day for Physical Training will consist of school approved shorts, T-shirt, sweatshirt and sweat pants as dictated by weather conditions.
4. During practical exercises the lead instructor can permit changes in the accepted uniform.
5. The school uniform is to be worn only in conjunction with school approved activities. It should never be worn in a situation that could be detrimental to the school or its positive public image.
6. Facial hair such as a beard is prohibited unless allowed by the sponsoring agency (A letter is required by the agency head) or pre-existing medical condition (with documentation). A trimmed mustache is acceptable.

## **TRAINING AND COURSE COMPLETION**

1. Students will be tested on each course block. A 75% score will be required for the trainee to obtain successful completion in that area. Comprehensive exams will also be administered throughout the training course and will follow the same guidelines.
2. If a student fails to reach the 75% score on the initial testing that student will get ONE retest to pass. The student must score a minimum of 80 percent to pass the retest. If the student fails the retest, they will receive a deficiency in that area and must attend the course block in its entirety at another certified school in North Carolina.
3. A total of five failures will result in immediate dismissal from B.L.E.T.
4. Physical training, firearms, defensive tactics, and other blocks require each student to perform standardized ability tests which must be satisfactorily completed by each trainee and checked off by a certified instructor for successful course completion.
5. Dismissal from Basic Law Enforcement Training can result from misconduct, unexcused or excessive absences, or unsatisfactory testing at the discretion of the school director, the instructors, or the North Carolina Criminal Justice Training and Standards Commission.

## **REASONABLE ACCOMODATION POLICY FOR COURSE COMPLETION**

For a student to obtain a reasonable accommodation for a particular course section the student must first present the request to the school director in writing before the beginning of the course. The school director will then contact the criminal justice standards division to determine if the request is reasonable and if it will meet the requirements of the course in full. The school director will make the final decision. The request must also be accompanied by any available documentation verifying the extent and range of the alleged disability.