

BEAUFORT COUNTY COMMUNITY COLLEGE

BASIC LAW ENFORCEMENT TRAINING

Policies, Rules, & Regulations

revised (4-04)

The following is a complete list of policies, rules, and regulations set up for Basic Law Enforcement Training at Beaufort County Community College. These policies, rules, and regulations are consistent with the North Carolina Criminal Justice Training and Standards Division and Beaufort County Community 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. Class size will be limited to 25, unless otherwise notified by the School Director.
5. All students will be required to schedule an interview with the School Director prior to being admitted into B.L.E.T.
6. Acceptance into B.L.E.T. will be determined by the School Director and the North Carolina Criminal Justice Training and Standards Commission.
7. 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 dates for emergencies only.
2. Trainees must contact the School Director prior to the absence or in any event before the next class meeting.
3. ALL absences must be made up with the instructor for the total hours missed.
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. A letter from the instructor will be required to show make-up work.
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.
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.
2. The uniform of the day for classroom work will consist of khaki trousers, brown shoes 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.

TRAINING AND COURSE COMPLETION

1. Students will be tested on each course block. A 70% 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 70% score on the initial testing that student will get ONE retest to pass. 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 four deficiencies 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.

{Refer to G.S. 14-269.2(g)(1A)}

The following definitions apply to this policy:

1. Student - A person enrolled in any program supported by Beaufort County Community College or a person who has been dismissed or expelled from Beaufort County Community College within the past five years whether the person is an adult or a minor.
2. Visitor - Any person on the property of Beaufort County Community College or its satellite locations regardless of reason.
3. Employee - Any person receiving financial reimbursement for services rendered under contract with Beaufort County Community College part-time or full-time.
4. Law Enforcement Personnel - Any person employed by local, state, or federal divisions conducting supervision or enforcement of local, state, or federal laws.
5. Weapon - Any gun rifle, pistol, or any other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, explosive, stun gun, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors (except solely for personal shaving), or other sharp instruments not including instructional supplies.
 - A. No weapons of any kind will be allowed on Beaufort County Community College property or its satellite locations either openly or concealed by any student, visitor, or employee. This will not apply to law enforcement personnel of any local, state, or federal agency when performing their official duties for the agency where they are employed.
 - B. This policy will not apply to weapons in locked containers brought for instructional purposes approved by administration and strictly supervised by employees of Beaufort County Community College.

This policy is in reference to G.S. 14-262.2(g)(1A). Law enforcement personnel will be notified of any student, visitor, or employee in violation of this policy and the violator will be prosecuted. An appropriate administrator should be contacted if anyone feels that this policy is being violated for interpretive action.

DISCIPLINARY STATEMENT

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1. No profanity will be tolerated on campus with the exception of that which is deemed necessary by the

instructor in role play.

2. No smoking in classrooms or areas designated with "No Smoking" signs.
3. There will be no eating or drinking in the classroom. Students should use the designated break room for eating.
4. All students will be expected to dress according to the dress code established by the Director.
5. Personal grooming should conform to the usual and accepted standards in law enforcement.
6. Students should act in a professional manner at all times. Students should act as a representative of the college and their chosen profession at all times.
7. Any student who disrupts class, threatens other students, acts disrespectful to instructors, college personnel, or classmates will be subject to immediate dismissal.
8. Horseplay will not be tolerated.
9. Personal hygiene must be maintained at all times.
10. Tardiness to class will not be acceptable. Each tardy will be accumulated in increments of quarter hours which will count against total absence time of the student.
11. Students should be on time to every class meeting. The School Director or his designee WILL BE notified if a trainee will be late.
12. B.L.E.T. students will follow all policies, rules, and regulations set forth by Beaufort County Community College while they are on campus property.
13. Disciplinary action will be the same for all trainees and there will be NO exceptions.
14. No firearms will be permitted on Beaufort County Community College property at anytime unless you are given permission by an instructor for training purposes. NO AMUNITION OR MAGAZINES SHOULD BE WITH THE WEAPON. Failure to follow this rule will result in your immediate dismissal from B.L.E.T. and you may be charged criminally.
15. Students will treat all Beaufort County Community College staff with high levels of respect or you will be dismissed from training.
16. All policies, rules and regulations should be adhered to. Violation of the aforementioned rules, policies may constitute grounds for dismissal from the program. These rules may be amended at any time. Notification of such amendments will be provided to each student in writing.

CONFIRMATION STATEMENT

I confirm that I have read and understand all items listed under the Disciplinary Statement. I realize that if I intentionally violate one of the afore mentioned rules that I will be subject to immediate dismissal from the B.L.E.T. course by instructors or the school director.

SIGNATURE

DATE

BASIC LAW ENFORCEMENT

Policy for Test and Test Make-Up

If a student fails a test that student will have one opportunity to retake the test. If the student fails the retake that student will be deficient in that block. If the student retests and passes that test, the grade sheet will reflect the score something like the following: 60/70. For all practical purposes (calculating class averages, etc.), the grade for that block will be counted as a 70.

Students will have 15 class days to make up missed test or retake failed tests. Failure to meet this deadline will result in a grade of "0" for that test.

Make ups and retakes will be handled at the discretion of the Director as to time and location.

ANYONE WHO ENGAGES IN OR ATTEMPTS TO CHEAT ON A TEST OR RETEST WILL BE DISMISSED BY THE DIRECTOR.

Signature

Date

INJURY DISCLAIMER

During BLET, you will be required to participate in intensive training for the law enforcement profession. Any injury, not resulting from gross negligence on the part of an instructor, obtained during this training will not be the responsibility of Beaufort County Community College, the School Director, or the Instructor. You have been made aware of the risks involved and release the parties mentioned above from any liabilities.

Signature

Date

HEALTH INFORMATION PRIVACY ACT

AUTHORIZATION TO HAVE AND RETAIN HEALTH INFORMATION

I authorize Beaufort County Community College to possess and retain information pertaining to my health in the form of Medical History and Physical Examination forms for the Basic Law Enforcement Training and/or Detention Officer and/or Telecommunicator Certification Course training as required by the North Carolina Criminal Justice Standards Division and the North Carolina Sheriffs' Standards Division. I also authorize Beaufort County Community College to possess and/or retain any health information pertaining to any accommodation for any health reason that might be required for approval of that accommodation. I further authorize any transfer of health

record information to the North Carolina Criminal Justice Standards Division and/or the North Carolina Sheriffs' Standards Division as required by those agencies that is relative to these courses. I also authorize Beaufort County Community College to retain and/or possess any health information in the form of a request from medical personnel to limit or suspend any form of exercise or training.

I understand that this information will remain on file indefinitely as a part of my training record at Beaufort County Community College. I further understand that copies of this information cannot be transferred to anyone except the North Carolina Criminal Justice Standards Division and/or the North Carolina Sheriffs' Standards Division or to me on request.

By my signature, I authorize the above conditions.

Student Name (print) _____

Student Signature (sign) _____

Date of Authorization _____

Witness _____