

**NORTH CAROLINA CRIMINAL JUSTICE
EDUCATION AND TRAINING STANDARDS COMMISSION**

MINUTES

DATE: May 12, 2016

TIME: 9:00 A.M.

LOCATION: Wake Technical Community College - Public Safety Education Campus
Raleigh, North Carolina

SUBMITTED BY: Steven G. Combs
Director

MEMBERS PRESENT

Mr. Eddie Caldwell
Ms. Tracy McPherson
Captain Lee Farnsworth
Ms. Robin Pendergraft
Mr. Charles Walston
Mr. Allen Smith
Chief Tim Ledford
Mr. Nathan Mizell
Mr. Ray Davis
Mayor Bobby Kilgore
Chief Tim Hayworth
Ms. Angela Williams
Mr. Trey Robison
Lieutenant Yolanda Sparrow
Mr. James Fisher-Davis
Chief Harold Medlock
Mr. Steve Johnson
Ms. Teresa Jardon
Mr. Richard Epley
Mr. Michael Slagle
Chief Ron Parrish
Chief James Moore
Sergeant Ricky Parks
Mr. David Dail
Dr. Robert Ruth
Mr. Brent Herron
Mr. Jeff Welty

MEMBERS ABSENT

Colonel Bill Grey
Chief Scott Cunningham
Chief Bill Hollingsed
Captain Marianne Bond
Mr. Gregory Baker

I. CALL TO ORDER

Commission Vice-Chairman Eddie Caldwell called the meeting to order. Commission Vice-Chairman Caldwell read the Ethics Responsibility into the minutes. He declared that a quorum was present and welcomed all visitors to the Commission meeting.

II. PRESENTATION OF RESOLUTIONS

Vice-Chairman Caldwell reported that the Executive Committee had approved a Resolution of Appreciation for Yolanda Sparrow, who represents the North State Law Enforcement Officers' Association.

MOTION was made by Commissioner Allen Smith to adopt the Resolution of Appreciation for Yolanda Sparrow, seconded by Commissioner James Moore. The MOTION carried unanimously.

Vice-Chairman Caldwell read the Resolution of Appreciation into the minutes.

Ms. Yolanda Sparrow accepted her Resolution by saying that she has enjoyed working with staff and the Commission. She stated that she would miss everyone.

Vice-Chairman Caldwell reported that the Executive Committee had approved a Resolution of Appreciation for Dr. Robert "Bob" Ruth of Davidson College, representing the North Carolina Criminal Justice Association. He proceeded to read the Resolution of Appreciation into the minutes.

MOTION was made by Commissioner Robin Pendergraft to adopt the Resolution of Appreciation for Robert Ruth; seconded by Commissioner Steve Johnson. The MOTION carried unanimously.

Mr. Ruth stated he had enjoyed working with the Commission membership and that it had been an honor to serve on the Commission as well as the Education and Training Committee.

III. AWARDING OF ADVANCED CERTIFICATES
[Agenda Memorandum No. 02-16]

Vice-Chairman Caldwell reported that staff had evaluated the applications of all one hundred and fifty-five (155) candidates. There were one hundred and thirty-nine (139) candidates for the Advanced Law Enforcement Certificate and sixteen (16) candidates for the Advanced Criminal Justice Certificate. He noted that each of these applicants had met the requirements to receive the Advanced Certificate and the Advanced Certificate pin.

MOTION was made by Commissioner Lee Farnsworth that the Commission award the Advanced Law Enforcement Certificate or Advanced Criminal Justice Certificate to each named individual. The MOTION was seconded by Commissioner Ricky Parks and carried unanimously.

The following individuals were present to personally receive their Advanced Law Enforcement and Advanced Criminal Justice Certificates:

- Bradley M. Pickert Belmont Police Department
Presented by Holly L. Pickert, wife and daughter Chrissy
- Eddie J. Graham Elizabeth City Police Department
Presented by Chief Eddie Buffaloe
- Ryan W. Boyce Elizabeth City Police Department
Presented by Chief Buffaloe
- Thomas J. Brienzi Holly Springs Police Department
Presented by Vice-Chairman Caldwell
- Daryl C. Green Holly Springs Police Department
Presented by Vice-Chairman Caldwell
- Rick Leach Holly Springs Police Department
Presented by Vice-Chairman Caldwell

Chester H. Allison	North Carolina Highway Patrol Presented by 1 st Sergeant Darrell Cavanaugh
Kenneth W. Beaman, Jr.	North Carolina Highway Patrol Presented by 1 st Sergeant Cavanaugh
Tare L. Davis	North Carolina Highway Patrol Presented by Lt. Colonel Bobby West
Ricky P. Hooks	North Carolina Highway Patrol Presented by Lt. Colonel West
Lawrence T. McPhail	North Carolina Highway Patrol Presented by Lt. Colonel West
Christopher M. Dickerson	Roxboro Police Department Presented by Captain Tony Kirby
Ryne Scott Ford	Roxboro Police Department Presented by Captain Kirby
David Taylor	Fuquay-Varina Police Department Presented by Chief Laura Fahnestock
Sarah Ann Smyre	UNC-Charlotte Police Department Presented by Chief Jeffrey A. Baker
Michael S. Salmon	White Lake Police Department Presented by Chief Edwin Smith
Richard A. Pickering	NCDPS/Division of Adult Correction Presented by Commissioner Charles Walston
Crystal B. Allen	NCDPS/Division of Adult Correction Presented by Commissioner Walston
Tiffany Daniels	Wake Technical Community College Presented by Chief Michael Penry
Marcus Dupree	Wake Technical Community College Presented by Chief Penry

IV. MINUTES OF FEBRUARY 12, 2016 MEETING

Vice-Chairman Caldwell entertained a motion to approve the minutes of the previous Commission meeting. Commissioner Walston asked that page 3 of the February 12, 2016 minutes be amended to strike the wording "Controls, Restraints and Defensive Techniques (CRDT) and amend to read, "Restraints, Controls and Defensive Techniques (RCDT)."

MOTION was made by Commissioner Charles Walston that the Commission approve the minutes of the February 12, 2016 meeting as amended. The MOTION was seconded by Commissioner Angela Williams and carried unanimously.

V. STANDING COMMITTEE REPORTS**A. Executive Committee - Chairman Eddie Caldwell**

Chairman Caldwell reported that at the last meeting, the Probable Cause Committee was meeting at the same time that the Final Agency Decisions were being heard by the remainder of the Commission members. Commissioner Ray Davis asked that the minutes be amended to read instead of the Probable Cause Committee members being absent from the meeting, to read that they are recused due to the fact that they are in the Probable Cause Committee meeting.

Chairman Caldwell stated that the Executive Committee discussed the Commission dates for next year. The new dates for 2017 are: February 15-17, 2017, May 17-19, 2017, August 16-18, 2017 and November 15-17, 2017. The meetings will be held at the Wake Technical Community College Public Safety Education Campus.

Motion was made by Commissioner Bobby Kilgore on behalf of the Executive Committee to approve the 2017 dates for the Commission meetings; seconded by Commissioner James Fisher-Davis. The Motion was carried unanimously.

Chairman Caldwell reported that in reviewing the Final Agency Decision motions, there are standard terms and conditions that have been adopted previously. He explained that in some cases, where someone is suspended and the Commission suspends the suspension, additional language needed to be added to the motion and be a part of the minutes.

MOTION was made by Commissioner Fisher-Davis that the Commission adopt the standard terms and conditions with the language added to these cases to read: "This period of suspension is suspended for (number) years on condition that the Petitioner not violate any law (other than infractions) of this state or any other state, any federal laws, or any rules of this Commission, the Company and Campus Police Program or the North Carolina Sheriffs' Education and Training Standards Commission"; seconded by Commissioner Nathan Mizell; The MOTION carried unanimously.

Commission Vice-Chairman Caldwell asked Director Steven Combs to give an update on the Criminal Justice Standards Division. A copy of his written report is attached.

Commission Vice-Chairman Caldwell asked Director Mark Strickland to give an update on the Justice Academy. A copy of his written report is attached.

B. Education and Training Committee – Chairperson Robin Pendergraft

Chairperson Pendergraft reported that the Education and Training Committee met on Tuesday, May 10, 2016 at Wake Technical Community College, Raleigh, North Carolina.

Chairperson Pendergraft reported that a special meeting of the Education and Training Committee was held April 13, 2016 to address the proposed modifications to the Commission rules as well as the North Carolina General Statute relating to instructor certification. The proposed language modification for G.S. 17C-6(a)(7) is shown underlined as follows: "Certify and recertify, suspend, revoke or deny, pursuant to the standards that it has established for the purpose, criminal justice instructors and school directors who participate in programs or courses of instruction that are required by this Chapter or are required and approved by their respective criminal justice agency to include those certified under Chapter 17E or an educational institution accredited by the Commission".

Chairperson Pendergraft reported the modifications to: 12 NCAC 09B .0302 – General Instructor Certification to add "... system, or as an employee of a Criminal Justice Agency."

Chairperson Pendergraft reported modification to 12 NCAC 09B .0303 – Terms and Conditions of General Instructor Certification to add “... Commission a favorable recommendation from a School Director or In-Service Training Coordinator accompanied by a certification on a Commission Instructor Evaluation Form F-16 that the instructor taught a minimum of eight hours of Commission-accredited basic training course, Commission-recognized in-service training course, or training course pursuant to 12 NCAC 10B .0601, 10B .1302, or 10B .2005 during the probationary period. The instructor shall achieve a minimum of sixty-four points on all instruction evaluations submitted to the Commission; the Commission Instructor Evaluation Form F-16 is located on the agency’s website: <http://www.ncdoj.gov/getdoc/c2eba6aa-12bc-4303-bf4b-5fa0431ef5a1/f-16-6-11.aspx>.” Also, remove items (b) (1) and (2).

The proposed language modification in (c) is shown underlined as follows: “The term of certification as a general instructor is indefinite, provided the instructor completes during each calendar year a minimum of one hour of instructor refresher training provided by the North Carolina Justice Academy. The Standards Division shall post on its website on March 1 of the current year the list of instructors who have met this requirement during the previous year.” Also, remove the language in the remainder of (c), (1) and (2).

The proposed language modification in (d) is shown underlined as follows: “If the instructor fails to complete the instructor refresher training specified in Paragraph (c) of this Rule, he or she shall deliver eight hours of evaluated instruction in a Commission-accredited basic training, Commission-recognized in-service training course, or training course pursuant to 12 NCAC 10B .0601, 10B .1032, or 10B .2005, and complete the instructor refresher training specified in Paragraph (c) of this Rule, within sixty calendar days.”

The proposed language modification in (e) is shown underlined as follows: “If an instructor fails to complete the requirements of Paragraph (d) of this Rule, the certification period for the instructor shall cease, and the instructor shall be required to complete the requirements of Rule 09B .0302 in order to obtain probationary instructor status.”

The proposed language modification in (g) is shown underlined as follows: “Commission-recognized in-service training” shall mean training meeting the following requirements: (1) training is taught by an instructor certified by the Commission; (2) training utilizes a lesson plan authored in the Instructional Systems Design format; and (3) completion of training shall be demonstrated by a passing score on a written test as follows: (A) a written test comprised of at least five questions per credit shall be developed by the agency or the North Carolina Justice Academy for each in-service training topic requiring testing. Written courses that are more than four credits in length are required to have a written test comprising of a minimum of 20 questions. The Firearms Training and Qualifications in-service course is exempt from this written test requirement; (B) a student shall pass each test by achieving 70 percent correct answers; and (C) a student who completes a topic of in-service training in a traditional classroom setting or online and fails the end of topic exam shall be given one attempt to re-test. If the student fails the exam a second time, the student shall complete the in-service training topic in a traditional classroom setting before taking the exam a third time. (D) Topics delivered pursuant to 12 NCAC 09E .0104(1) and 12 NCAC 09E .0105(a)(1) shall not require written testing.” Also, remove item (h).

Chairperson Pendergraft reported that 12 NCAC 09B .0305 – Terms and Conditions of Specialized Instructor Certification are consistent with the changes in Rule 09B .0303.

The proposed language modification for 12 NCAC 09G .0308 (a)(1)(B) – General Instructor Certification is shown underlined as follows: “has acquired four years of practical experience as a Criminal Justice Officer, Corrections Officer, Probation/Parole Officer, an administrator or specialist in a field related to the criminal justice system, or an employee of a Criminal Justice Agency.” “Commission-certified” was also modified to “Commission-accredited” throughout this Rule.

To be consistent with language in Rule 09B .0302, the proposed change in (c) is shown underlined as follows: “persons having completed Commission-accredited instructor training course or an equivalent instructor training course utilizing the Instructional Systems Design model, an international model with

applications in education, military training, and private enterprise, and not having made application within 60 days of completion of the course shall complete a subsequent Commission-accredited instructor training course or an equivalent instructor training course utilizing the Instructional Systems Design model, an international model with applications in education, military training, and private enterprise in its entirety.”

Chairperson Pendergraft reported that the proposed language change in 12 NCAC 09G .0309 (b)(c)(d)(e) and (f) – Terms and Conditions of General Instructor Certification is revised to be identical to Rule 09B .0303.

The proposed language modification for 12 NCAC 09G .0311 – Terms and Conditions of Specialized Instructor Certification corresponds with Rule 09B .0305 in order to be consistent.

The proposed change for 12 NCAC 09A .0103 – Definitions modifies the definition of In-Service Training Coordinator by removing the language “law enforcement” and replacing it with “criminal justice”.

Chairperson Pendergraft reported that in order to be consistent, the proposed language modification for 12 NCAC 09G .0102 – Definitions corresponds with Rule 09A .0103.

MOTION was made by Commissioner Pendergraft that the Commission authorize the Planning and Standards Committee to conduct a rule making hearing to amend the rules and the Commission seek necessary changes to G.S. 17C-6 with the proposed recommendations as presented; seconded by Commissioner Harold Medlock. The MOTION carried unanimously.

Chairperson Pendergraft reported that Ms. Whitney Belich, legal counsel presented recommendations for HB566 – Eyewitness Identification Reform Act. Ms. Belich stated that the training course will be available online through the N.C. Justice Academy.

MOTION was made by Commissioner Pendergraft that pursuant to G.S. 15A-284.52 (HB566 – Eyewitness Identification Reform Act), that the Commission adopt the recommendations as presented by legal staff of the North Carolina Department of Justice; seconded by Commissioner Mizell. The MOTION carried unanimously.

Chairperson Pendergraft reported that staff recommended the accreditation and reaccreditation for the following institutions: Central Carolina Community College – BLET, SMI; Granville County Sheriff’s Office – SMI; Guilford Technical Community College – BLET, General Instructor Training, SMI; Piedmont Community College – SMI; Rowan-Cabarrus Community College – BLET, General Instructor Training, SMI; Surry Community College – BLET, SMI; and Vance-Granville Community College – BLET, General Instructor Training, SMI. She reported that new accreditation for Asheville-Buncombe Technical Community College – General Instructor Training and Fletcher Police Department – SMI. The Education and Training Committee approved these requests.

Chairperson Pendergraft reported that on behalf of the Criminal Justice Education and Training Standards staff, Deputy Director Trevor Allen asked for clarification that relates to Active Duty Military and BLET: 12 NCAC 09B .0401 – Time Requirement for Completion of Training and 12 NCAC 09B .0403 – Evaluation for Training Waiver. The Planning and Standards Committee referred the rules to the Education and Training Committee. Chairperson Pendergraft reported that she needed the full Commission’s input and discussion. She stated that these rules will be referred back to the Planning and Standards for review.

Chairperson Pendergraft reported that on behalf of the BLET Revision Committee, Jennifer Fisher, North Carolina Justice Academy recommended approval for major revisions to the First Responder – BLET – Lesson Plan, Training Objectives, Handouts and Videos. The Committee reviewed and approved the recommendations.

On behalf of the Office of Staff Development and Training, Marty McNeely, North Carolina Department of Public Safety, recommended major changes to two lesson plans within the CRDT Instructor Training Program Curriculum: (602-1) Introduction to Controls, Restraints and Defensive Techniques: Revise objective 6 and (602-5) Advanced Controls, Restraints and Defensive Techniques: Revise objective 1. The Committee approved the recommendations as presented.

Chairperson Pendergraft reported that the SMI Advisory Committee recommended five additional speed measuring instruments. The five approved instruments are: MPH Industries, Inc. "Speedgun Pro" moving/stationary RADAR, DragonEye Technology, LLC. "Speed stationary LIDAR, DragonEye Technology, LLC. "Compact" stationary LIDAR, Laser Technology, Inc. "TruSpeed S" stationary LIDAR and YIS/Cowden Group, Inc. "V-Spec" moving/stationary Time-Distance. Additionally, the SMI Committee recommended revisions to Appendix C of the Supplement for Speed Measuring Instrument Training Courses. The revisions include adding of operational and testing procedures for the five new approved speed measuring instruments, correcting grammatical errors and providing language to clarify button titles and testing procedures.

Upon evaluation and consideration of these new technologies, the SMI Advisory Committee recommended the following approval/denial: Denial of the "Bluetooth" feature on LIDAR, Denial of the "Data Logging through Chase mode" on LIDAR, Denial of the "Following-too-Close" feature on LIDAR, Denial of the "Annual Test for Accuracy Expiration Reminder" feature on RADAR and LIDAR; Denial of the "Guided Tuning Fork Test" feature on RADAR; Denial of the "Time Trak" feature on LIDAR; and, Approval of the "Data Logging through Stats" mode on LIDAR. The Committee approved these recommendations.

Also, Dan Worley, North Carolina Justice Academy recommended revisions to the policy for "Addition/Deletion to the Approved Speed Measuring Instrument List". The Committee approved this request.

Mr. Worley briefed the Committee on revisions made to all the SMI Instructor and Operator manuals. These minor revisions were made to the lesson plans: Orientation – RADAR, Time-Distance and LIDAR manuals, Speed Offenses and Speed Enforcement – RADAR and Time-Distance manuals, Basic Principles – RADAR manuals, Legal and Operational Considerations – RADAR and Time-Distance manuals, Familiarization and Operation – RADAR and Time-Distance manuals and Courtroom Preparation – RADAR, Time-Distance, and LIDAR manuals.

Chairperson Pendergraft reported that the BLET Revision Committee briefed the Education and Training Committee with minor revisions that were made to ten of the BLET lesson plans. The minor revisions were: updating statistical data, statutory changes, clarification of current administrative code and practical exercise procedures and inclusion of revised videos. These revisions were made to the following lesson plans: Anti-Terrorism; Arrest, Search and Seizure/Constitutional Law; Course Orientation; Criminal Investigations; Domestic Violence; Firearms; Juvenile Law; Motor Vehicle Law; Law Enforcement Radio and Procedures; and, Responding to Victims and the Public.

Mr. Marty McNeely with the North Carolina Department of Public Safety briefed the Committee on revisions to two lesson plans within the CRDT Instructor Training Program Curriculum. The minor revisions include adding and removing techniques to (602-4) Basic Controls, Restraints and Defensive Techniques and (602-5) Advanced Controls, Restraints and Defensive Techniques.

Mr. Jesse Swartz with the North Carolina Department of Public Safety provided an update on the Pilot Status of the Restraints, Controls and Defensive Techniques Basic Training Program for Juvenile Justice, along with the resultant effects to the Mechanical Restraints and Secure Transportation lesson plans.

Chairperson Pendergraft briefed the Education and Training Committee on minor revisions to the specialized instructor certification rules. These revisions were necessary to ensure uniformity in the rules. The rule revisions are: 12 NCAC 09B .0305 – Terms and Conditions of Specialized Instructor Certification; 12 NCAC 09B .0312 – Instructor Certification Renewal, 12 NCAC 09G .0311 – Terms and

Conditions of Specialized Instructor Certification and 12 NCAC 09G .0312 – Instructor Certification Renewal.

In closing Chairperson Pendergraft reported that the Education and Training Committee appointed two Subcommittees: (1) Lateral Transfer Rules for Federal Officers and (2) Law Enforcement Continuing Education. She stated that Vice-Chairman Steve Johnson would be chairing the Lateral Transfer Rules for Federal Officers and the Law Enforcement Continuing Education Program Committee would be chaired by herself. She noted that a member from the Sheriff's Commission would also be looking at establishing a degree program through the community colleges for law enforcement.

C. Planning and Standards Committee – Vice-Chairman Jeff Welty

Vice-Chairman Welty reported that the Planning and Standards Committee met on Tuesday, May 10, 2016 at Wake Technical Community College, Raleigh, North Carolina and held a public rule making hearing.

Vice-Chairman Welty reported that the Committee met and considered the proposed rules revisions: 12 NCAC 09B .0701 – Military Transferees; 12 NCAC 09B .0205 – Basic Law Enforcement Training; 12 NCAC 09B .0235 – Basic Training Juvenile Court Counselors & Chief Court Counselors; 12 NCAC 09B .0236 Basic Training Juvenile Justice Officers; 12 NCAC 09B .0305 – Terms & Conditions of Specialized Instructor Certification; 12 NCAC 09E .0104 – Instructors: Annual In-Service Training; and, 12 NCAC 09E .0105 – Minimum Training Specification: Annual In-Service Training.

MOTION was made by Commissioner Welty that the Commission adopt the following rule revisions: 12 NCAC 09B .0701 – Military Transferees – Change to comply with House Bill 761 governing the certification of military trained individuals; 12 NCAC 09B .0205 – Basic Law Enforcement Training – Updates the title of the Alcohol Beverage Control (ABC) Laws and Procedures ; 12 NCAC 09B .0235 – Basic Training Juvenile Court Counselors & Chief Court Counselors; 12 NCAC 09B .0236 Basic Training Juvenile Justice Officers – Updates training topics and associated hours; 12 NCAC 09B .0305 – Terms & Conditions of Specialized Instructor Certification – Removes language concerning SMI Instructor training & certification as SMI does not apply to specialized instructor categorization; 12 NCAC 09E .0104 – Instructors: Annual In-Service Training; and 12 NCAC 09E .0105 – Minimum Training Specification: Annual In-Service Training – Changes the definition of “Commission-accredited” and “Commission-recognized” training and specifies training topics required written testing and that lessons be in the ISD format; seconded by Commissioner Allen Smith. The MOTION carried unanimously.

Vice-Chairman Welty reported that the Committee adopted changes to certain job classifications defining Probation Officers and Correctional Officers.

Vice-Chairman Welty reported that Commissioner James Moore explained that the Commission maintains certification for military individuals. He requested staff to review the same certification for reserve officers. Both legal counsel and staff reviewed and established that the Commission does not have the authority.

Vice-Chairman Welty reported that the Committee reviewed the language in 12 NCAC 09G .0206 defining good moral character. The Committee asked legal counsel and staff to draft a proposed revision to be presented at the next meeting in August.

Vice-Chairman Welty reported that Dr. Stephanie Crapo, Medical Director at the Highway Patrol presented changes to the current medical guidelines. Dr. Crapo will be working with staff and a subcommittee to present a draft at the August meeting.

Vice-Chairman Welty concluded his report by stating that Deputy Director Trevor Allen gave a brief update regarding an officer of the year award. Deputy Director Allen recommended recognizing these officers through online recognition or social means. The Committee approved this request.

D. Probable Cause Committee - Chairman Ray Davis

Chairman Davis reported that the Probable Cause Committee met on Tuesday, May 10th and Wednesday May 11, 2016 at Wake Technical Community College, Raleigh, North Carolina.

He reported that the Committee reviewed a total of thirty-four (34) cases. Probable cause was found in nine (9) cases and no probable cause in seventeen (17) cases. Five cases were continued for additional investigation. He related that the Committee found probable cause in three cases in which the Committee offered a lesser sanction of an "Official Written Reprimand."

MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 16/056; seconded by Commissioner Tim Hayworth. The MOTION carried unanimously.

MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 16/058; seconded by Commissioner Hayworth. The MOTION carried unanimously.

MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 16/062; seconded by Commissioner Hayworth. The MOTION carried unanimously.

Chairman Davis presented the proposed amendments to the Probable Cause Policy where cases could be reviewed by legal counsel and staff regarding positive drug screen on prescription drugs. He explained that such cases would not be presented to the Probable Cause Committee.

MOTION was made by Commissioner Davis that the Commission adopt the proposed amendments for the Probable Cause Policy; seconded by Commissioner Tim Hayworth. The MOTION carried unanimously.

VI. OTHER BUSINESS

None

VII. OLD BUSINESS

A. Old Business

None

B. Legal Counsel Report

Ms. Lauren Earnhardt distributed a document entitled "Pending Administrative Cases" for the membership's review.

Ms. Earnhardt reported that the Criminal Justice Education and Training Standards Commission, the Sheriff's Education and Training Standards Commission, legal counsel and staff reviewed additional offenses to the "Class B misdemeanor" manual. She explained the additions and asked the Commission to approve.

MOTION was made by Commissioner Lee Farnsworth that the Commission adopt the proposed additions to the “Class B misdemeanor” manual; seconded by Commissioner Pendergraft. The MOTION carried unanimously.

VIII. DATE OF NEXT MEETING

Vice-Chairman Caldwell advised that the next Commission meeting is scheduled for August 10-12, 2016 at the Wake Technical Community College, Public Safety Education Campus in Raleigh, NC.

IX. MOTION TO ADJOURN

MOTION was made by Commissioner Ricky Parks that the Commission adjourn; seconded by Commissioner Walston. The MOTION carried unanimously.