

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

**MINUTES**

**DATE:** November 14, 2014

**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. John Glenn  
Chief Ira Jones  
Mr. Eddie Caldwell  
Ms. Robin Pendergraft  
Mr. Johnny Hawkins  
Mr. Ray Davis  
Chief Scott Cunningham  
Mr. Brent Herron  
Mayor Bobby Kilgore  
Mr. Steve Johnson  
Mr. James Festerman  
Chief Bill Hollingsed  
Corporal Melissa Hinnant  
Ms. Tracy McPherson  
Chief Tim Hayworth  
Mr. Trey Robison  
Chief Allen Smith  
Mr. Jeff Welty  
Ms. Diane Isaacs  
Colonel Bill Grey  
Ms. Angela Williams  
Mr. Charles Johnson  
Lieutenant Yolanda Sparrow  
Mr. Nathan Mizell  
Mr. James Fisher-Davis  
Mr. Charles Walston

**MEMBERS ABSENT**

Captain Lee Farnsworth  
Mr. Bob Myrick  
Chief Wrenn Johnson  
Chief Patricia Bazemore  
Dr. Robert Ruth  
Chief Tim Ledford

**I. CALL TO ORDER**

Commission Chairman John Glenn brought the meeting to order. Ms. Donna Byrd, Clerk to the Commission, administered the Oath of Office to the following new members: Mr. Nathan Mizell of Nash Community College, who represents the North Carolina Law Enforcement Training Officers' Association; Mr. Charles Walston of the North Carolina Department of Public Safety and Mr. James Fisher-Davis of Central Piedmont Community College, appointed by Governor Pat McCrory.

Mr. Glenn announced that he was not reappointed to the Commission and he would no longer be Chairman to the Commission. He thanked the Commission for his 31 years of service. He stated that he would miss the Commission. Vice-Chairman Eddie Caldwell presided over the Commission.

Following the roll call, Vice-Chairman Eddie Caldwell declared that a quorum was present and welcomed all visitors to the Commission meeting. Vice-Chairman Caldwell read the Ethics Responsibility into the minutes.

Vice-Chairman Caldwell asked to take nominations for the office of Chairman. Commissioner Robin Pendergraft nominated Chief Bill Hollingsed as Chairman of the Commission.

**MOTION was made by Commissioner Robin Pendergraft to nominate Chief Bill Hollingsed as Chairman of the North Carolina Criminal Justice Education and Training Standards Commission. The MOTION was seconded by Commissioner Scott Cunningham and carried unanimously.**

Vice-Chairman Caldwell personally thanked Ms. Betty Reynolds for hosting the Commission at the Wake Technical Community College - Public Safety Education Campus in Raleigh.

## II. AWARDING OF ADVANCED CERTIFICATES [Agenda Memorandum No. 04-14]

Chairman Bill Hollingsed reported that staff had evaluated the applications of all one hundred and forty-two (142) candidates. There were one hundred and thirty (130) candidates for the Advanced Law Enforcement Certificate and twelve (12) 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 Caldwell that the Commission award the Advanced Law Enforcement Certificate or Advanced Criminal Justice Certificate to each named individual. The MOTION was seconded by Commissioner Ira Jones and carried unanimously.**

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

Chiquita Lovonne Brown	Carrboro Police Department Presented by Officer Chris Attack
Roberta B. Maness	Moore County School Police Department Presented by Commissioner Hollingsed
Rodney V. White	North Carolina State Bureau of Investigation Presented by Commissioner Hollingsed
George Edward Wilson	Novesse Police Department Presented by Chief Preston Howell, Jr.
Johnny Dwayne Wiggins	Roper Police Department Presented by Commissioner Hollingsed
Anthony Jermaine Thomas	Weldon Police Department Presented by Commissioner Hollingsed
William Allen Proctor	Spring Hope Police Department Presented by Commissioner Hollingsed
Justin Douglas Loy	Wendell Police Department Presented by Chief William Carter

## III. MINUTES OF AUGUST 22, 2014 MEETING

Chairman Hollingsed entertained a motion to approve the minutes of the previous Commission meeting.

**MOTION was made by Commissioner Cunningham that the Commission approve the minutes of the August 22, 2014 meeting as mailed. The MOTION was seconded by Commissioner Allen Smith and carried unanimously.**

#### **IV. STANDING COMMITTEE REPORTS**

##### **A. Executive Committee - Chairman Eddie Caldwell**

Chairman Caldwell reported that the Executive Committee met on Thursday, November 13, 2014, at the Wake Technical Community College Public Safety Training Center in Raleigh.

Chairman Caldwell reported that the Financial Services Section of the North Carolina Department of Justice met with the Executive Committee and has a handout regarding the recurring funding and the cash reserve obligation recommendations for Criminal Justice Education and Training Standards Commission. Vice-Chairman Caldwell stated that these funds would be used for new positions as well as IT system development costs.

**MOTION was made by Commissioner Cunningham that the Commission approve this recommendation; seconded by Commissioner Jones. The MOTION carried unanimously.**

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

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 – Vice-Chairperson Robin Pendergraft**

Vice-Chairperson Pendergraft reported that the Education and Training Committee met on Thursday, November 13, 2014 at the Wake Technical Community College, Public Safety Education Campus, Raleigh, North Carolina.

Vice-Chairperson Pendergraft reported that on behalf of the Joint In-Service Committee, Bill DuBois, In-Service Training Coordinator for the North Carolina Justice Academy, appeared before the Committee to propose the 2016 In-Service Law Enforcement Training Topics based upon the recommendations of the Joint In-Service Training Committee and the Juvenile Minority Sensitivity Advisory Committee.

**MOTION was made by Commissioner Pendergraft that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing for the 2016 Law Enforcement In-Service Training Topics as follows: The required topics are: Firearms Training and Qualification (minimum of 6 credits); Legal Update (minimum of 4 credits); JMST: The Color of Justice (minimum of 2 credits); North Carolina Firearms Laws: Citizens and Guns (minimum of 2 credits). The Topics of Choice: Law Enforcement Intelligence Update (minimum of 4 credits); Body Worn Cameras/Video Evidence (minimum of 2 credits); Leadership: Modeling Appropriate Behavior (minimum of 2 credits); and Recovery of Mobile Devices and Preservation of Electronic Evidence (minimum of 2 credits); seconded by Commissioner Tim Hayworth. The MOTION carried.**

Commissioner Caldwell asked staff to prepare a letter and forward to all agency heads to answer any questions that the agency might have concerning the firearms laws.

Vice-Chairperson Pendergraft reported that on behalf of the Office of Staff Development and Training, Monica Shabo, North Carolina Department of Public Safety, proposed a rule change of 12 NCAC 09B .0235 (Basic Training: Juvenile Court Counselors and Chief Court Counselors). The requested changes

include minor revisions to current topical materials and hour changes to several lesson plans. The requested change removes the hours for Administrative Matters, Review and Testing.

**MOTION was made by Commissioner Pendergraft that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B .0235 - Basic Training: Juvenile Court Counselors and Chief Court Counselors in order to change the course hours from a minimum of 160 hours to a minimum of 154 hours as follows: The changes for paragraph (1) Juvenile Justice Common Core as follows: (a) "Juvenile Justice Overview" – change from 4 hours to total of 2 hours; (b) Remove "Counseling and Communication Skills" and add "Basic Individual Counseling Skills" at 16 hours; (c) Remove "Characteristics of Delinquents" and add "Interpersonal Communication Skills" at 8 hours; (d) Remove "Unlawful Workplace Harassment" and add "Working with Families" at 3 hours; (e) Remove "Professional Ethics" and add "Characteristics of Delinquents" at 3 hours; (f) Remove "Staff and Juvenile Relationships" and add "Unlawful Workplace Harassment" at 2 hours; (g) Remove "Gang Awareness" and add "Career Survival: Integrity and Ethics in the North Carolina Department of Public Safety Workplace" at 2 hours; (h) Remove "Situational Awareness and Risk Assessment" and add "Staff and Juvenile Relationships" at 4 hours; (i) Remove "Restraints, Controls and Defensive Techniques" and add "Gang Awareness" at 4 hours; (j) Remove "Secure Transportation" and add "Situational Awareness and Risk Assessment" at 4 hours; (k) Remove "Mental Health" and add "Restraints, Controls and Defensive Techniques" at 28 hours; (l) Remove "Basic Life Support: CPR and First Aid" and add "Mechanical Restraints" at 4 hours; (m) Add "Secure Transportation" at 4 hours; (n) Add "Mental Health" at 8 hours; (o) Add "CPR" at 4 hours; (p) Add "First Aid" at 4 hours; (q) Add "Employee Fitness and Wellness" at 4 hours. The total minimum hours for the Juvenile Justice Common Core are 104 hours. The changes for paragraph (2) Juvenile Court Counselor Specific training is as follows: (a) "Roles and Responsibilities" at 8 hours; (b) "Juvenile Law" at 8 hours; (c) "Intake" at 8 hours; (d) "Risk and Needs Assessment" at 4 hours; (e) "Report Writing and Documentation" at 12 hours; (f) "Interviewing" at 6 hours; (g) "Drive Safety" at 4 hours. The total minimum hours for the Juvenile Court Counselor Specific training are 50 hours. The total for the common core and the specific training is 154; seconded by Steve Johnson. The MOTION carried.**

Vice-Chairperson Pendergraft reported that Ms. Monica Shabo proposed a rule change for 12 NCAC 09B .0236: Basic Training Juvenile Justice Officers. The request changes include minor revisions to current topical materials and hour changes to several lesson plans.

**MOTION was made by Commissioner Pendergraft that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B .0236 – Basic Training: Juvenile Justice Officers in order to change the course hours from a minimum of 160 hours to a minimum of 152 hours as follows: The changes for paragraph (1) Juvenile Justice Common Core as follows: (a) "Juvenile Justice Overview" – Change from 4 hours to total of 2 hours; (b) Remove "Counseling and Communication Skills" and add "Basic Individual Counseling Skills" at 16 hours; (c) Remove "Characteristics of Delinquents" and add "Interpersonal Communication Skills" at 8 hours; (d) Remove "Unlawful Workplace Harassment" and add "Working with Families" at 3 hours; (e) Remove "Professional Ethics" and add "Characteristics of Delinquents" at 3 hours; (f) Remove "Staff and Juvenile Relationships" and add "Unlawful Workplace Harassment" at 2 hours; (g) Remove "Gang Awareness" and add "Career Survival: Integrity and Ethics in the North Carolina Department of Public Safety Workplace" at 2 hours; (h) Remove "Situational Awareness and Risk Assessment": and add "Staff and Juvenile Relationships" at 4 hours; (i) Remove "Restraints, Controls and Defensive Techniques" and add "Gang Awareness" at 4 hours; (j) Remove "Secure Transportation" and add "Situational Awareness and Risk Assessment" at 4 hours; (k) Remove "Mental Health" and add "Restraints, Controls and Defensive Techniques" at 28 hours; (l) Remove "Basic Life Support: CPR and First Aid" and add "Mechanical Restraints" at 4 hours; (m) Add "Secure**

**Transportation” at 4 hours; (n) Add “Mental Health” at 8 hours; (o) Add “CPR” at 4 hours; (p) Add “First Aid” at 4 hours; (q) Add “Employee Fitness and Wellness” at 4 hours. The total minimum hours for the Juvenile Justice Common Core are 104 hours. The changes for paragraph (2) Juvenile Justice Officer Specific training is as follows: (a) “Treatment Program Operations” at 4 hours; (b) “Maintaining Documentation of Activities/Behaviors” at 6 hours; (c) “Basic Group Leadership Skills” at 8 hours; (d) “Crisis Intervention Techniques” at 8 hours; (e) “Effective Behavior Management” at 12 hours; (f) “Health Services Overview” at 2 hours; (g) “Trauma and Delinquents” at 6 hours; (h) Add “Contraband and Search Techniques” at 2 hours. The total minimum hours for the Juvenile Court Counselor Specific training are 48 hours. The total for the common core and the specific training is 152; seconded by Commissioner Scott Cunningham. The MOTION carried.**

Vice-Chairperson Pendergraft reported that Director Steven Combs provided a proposal of the Civilian Credit for Military Training for compliance with NCGS §93B-15.1(c)(1). In reviewing the recommendation from staff, Commissioners Steve Johnson and Robin Pendergraft presented a different proposal. After considerable discussion, the Committee voted on the following proposal: (1) The military-trained applicant will be required to achieve a minimum score of 70 on the comprehensive state exam; (2) The military-trained applicant will be required to pass a 10<sup>th</sup> grade reading test and POPAT and (3) The military-trained applicant will have one-year from enrollment authorization to complete all required BLET course work. She explained that all of the Legal Unit is required. She explained that the Patrol Duties Unit consists of 124 hours. The In-Custody Transportation; Crowd Management; Law Enforcement Communication and Information Systems and Anti-Terrorism would not be required for a unit total of 92 hours for military. The Law Enforcement Communication Unit is 48 hours. The Crime Prevention Techniques would not be required for military for a total of 42 hours. The Investigation Unit stayed the same with a total unit of 82 hours. The Practical Application Unit has a unit total of 214 hours. The First Responder, Physical Fitness (classroom instruction); Fitness Assessment and Testing and Physical Exercise 1 hour daily, 3 days a week would not be required for military for a total of 128 unit hours. The Committee agreed that the Sheriff Specific Unit, Course Orientation and Testing are required. The BLET course has a total of 620 hours with this recommendation of 474 for Military Police. Commissioner Pendergraft stated that the Committee recommended pilot authority to be granted by the North Carolina Criminal Justice Education and Training Standards Commission, to a BLET-accredited school to deliver the program.

**MOTION was made by Commissioner Pendergraft that the Commission hereby adopt the above proposal and authorize the Planning and Standards Committee to conduct a rule-making hearing to adopt the Committee’s proposal; seconded by Commissioner Cunningham. The MOTION carried.**

Vice-Chairperson Pendergraft reported that Chairperson Johnson appointed a sub-committee to examine current procedures with the renewals of specialized instructors. Commissioner Pendergraft explained to the Committee that a survey was developed and distributed to all specialized instructors between July 1, 2013 and May 14, 2014 in which there were 373 responses. After discussion, the Committee agreed that establishing proficiency for specialized instructors is an appropriate step.

**MOTION was made by Commissioner Pendergraft that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B .0335(c) (Terms and Conditions of Specialized Instructor Certification) to add the following language: (3) proof that the individual applying for renewal as a Specialized Firearms Instructor has achieved a minimum score of 92 on the day and night Basic Law Enforcement Training firearms qualification courses, administered by a certified Specialized Firearms Instructor, within the three-year period preceding the application for renewal and (4) proof that the individual applying for renewal as a Specialized Physical Fitness Instructor has passed the Basic Law Enforcement Training Police Officer Physical Abilities Test, administered by a certified Specialized Physical Fitness Instructor, within the three-year period preceding the application for renewal; seconded by Commissioner Cunningham. The MOTION carried.**

Vice-Chairperson Pendergraft reported that Ms. Monica Shabo proposed major changes to fifteen lesson plans in the Basic Correctional Officer Course. The major revisions are: (1) "The North Carolina Prison Employee" deletes 6 training objectives and changes the hours from 4 to 2 hours; (2) "You and the Law" adds 3 new training objectives; (3) "Prison Emergencies: Prevention and Response" revises 2 training objectives and deletes 1 training objective. (3) "Transporting Inmates" deletes 1 training objective; (4) "Basic Expandable Baton" revises 1 training objective; (5) "Mechanical Restraints: Handcuffing" revises Lesson Purpose; adds 1 training objective; revises 4 training objectives, deletes 1 training objective, increases hours from 2 to 3 hours; (6) "Tactical Handcuffing" revises lesson purpose; adds 1 new training objective, revises 4 training objectives; (7) "Weapons Retention" adds 1 training objective; (8) "Employee Fitness and Wellness" adds 1 training objective: revises 2 training objectives; changes hours from 4 to 6 hours; (8) "Management and Supervision of Inmates" changes hours from 10 to 8 hours; (9) "Understanding Inmate Behavior" changes hours from 10 to 11 hours; (10) "Cultural Awareness" changes hours from 2 to 1 hour; (11) "Multi-Generational Workforce" revises 1 training objective; deletes 1 training objective; changes hours from 4 to 3 hours; (12) "Understanding Workplace Differences" deletes 1 training objective; (13) Add a new lesson plan, "Career Survival Integrity and Ethics in the North Carolina Department of Public Safety Workplace" at 2 hours. The minor changes to the course curricula included revisions, updates, and the correction of grammatical errors in the following lesson plans: (1) "Firearms Safety"; (2) "Handgun Familiarization/Proficiency"; (3) "Shotgun Familiarization/Proficiency"; (4) "Low/Limited Light Familiarization" (5) "Report Writing"; "Unlawful Workplace Harassment"; (6) "Staff and Inmate Relationships" (7) "Prison Security and Procedures" (8) "Contraband and Techniques of Search" (9) "Hostage" (10) "Prison Emergencies: Prevention and Response"; (11) "Controls, Restraints and Defensive Techniques" (12) "Edged Weapon Defense" (13) "Basic Life Support: CPR", (14) "Basic Life Support: First Aid"; (15) "Understanding Security Threat Groups". The Committee approved this request.

Ms. Monica Shabo addressed the Committee about the status on the Basic Probation/Parole training Course. Under the current rules (12 NCAC 09G .0412 and 09G .0413), the course hours were listed as a minimum of 160 hours and 80 hours respectively. With the removal of the Intermediate/Surveillance Officer positions, the Committee granted pilot authority in 2011 to reduce the commonalities in the two programs and deliver a combined course at 207 hours. The Office of Staff Development and Training asked for pilot authority for 207 hours be released. The Committee approved this request.

Ms. Shabo stated that the course delivery will take a minimum of 216 hours. She reported that the following curriculum changes are requested: (1) "Orientation to PPO Training" changes hours from 13 to 2 hours; (2) "Administrative and Offender Management" changes hours from 24 to 26 hours; (3) "Legal Considerations for the PPO" changes hours from 14 to 22 hours; (4) "Officer-Offender Relations"

changes hours from 28 to 26 hours; (5) “Defensive Protection” changes hours from 36 to 44 hours; (6) “Courtroom Preparation and Demeanor” changes hours from 8 to 6 hours. The total hours would be 216 hours. Ms. Shabo requested that the Committee allow for pilot authority to deliver the course at a minimum of 216 hours for a period of one year. The Committee approved this request.

Vice-Chairperson Pendergraft reported that on behalf of the North Carolina Association of Chiefs of Police, Commissioner Tim Ledford requested (presented by Mark Strickland) that the Committee grant pilot authority to the Association for the topic “Civil Disorder/Riot Prevention” as a Topic of Choice, which will be presented at the 2015 Winter Conference. The presentation is 4 hours in length and will be presented by Timothy Hardiman, American Military University and NYPD Deputy Inspector Anthony Raganella. The Committee approved this request.

Vice-Chairperson Pendergraft reported that on behalf of the School Accreditation Subcommittee, Commissioner Tracy McPherson recommended the reaccreditation/renewal of the following institutions for a period of 5 years: Craven Community College, BLET, Speed Measuring Instruments, General Instructor Training; Fayetteville Technical Community College, BLET, Speed Measuring Instruments, General Instructor Training; Mayland Community College, BLET, Speed Measuring Instruments General Instructor Training; Montgomery Community College, BLET Speed Measuring Instruments, General Instructor Training and Nash Community College, BLET, Speed Measuring Instruments, General Instructor Training. In addition, the subcommittee recommended accreditation to Carrboro Police Department, Speed Measuring Instruments. The Committee approved this request.

Vice-Chairperson Pendergraft reported that on behalf of the General Instructor Training Revision Committee, Leila Humphries with the North Carolina Justice Academy requested the approval of a revision to the lesson plan “Law Enforcement Instructor Liabilities and Legal Responsibilities.” Ms. Humphries stated that new materials were needed to address the use of copyright materials. She stated that in addition, new materials were added to address civil liability rules that have been derived from court cases, statutes and the U.S. Constitution in order to prepare the instructor should the need arise to defend as aspect of the training. Ms. Humphries requested the changes be effective January 1, 2015. The Committee approved this request.

On behalf of the BLET Revision Committee, Ms. Jennifer Fisher with the North Carolina Justice Academy requested that the following delivery sites be allowed to pilot the new POPAT prior to July 1, 2015. Charlotte-Mecklenburg Police Department, Mitchell Community College, North Carolina Wildlife Resources Commission; Wake Technical Community College, Stanly Community College, Asheville-Buncombe Community College, Nash Community College and Rowan-Cabarrus Community College. The Committee approved this request. Ms. Fisher also requested approval for major revisions to the BLET lesson plan: Crowd Management – Training objective changes, revisions made throughout the lesson plan, and handouts revised and Rapid Deployment – training objective changes, revisions made throughout the lesson plan, and handout added. The Committee approved this request.

Ms. Fisher briefed the Committee on minor revisions made to nine of the BLET lesson plans. The minor revisions include correcting grammatical errors, updating and revision of current materials, adding new statutes, and changes in instructor notes. Minor revisions were made to the lesson plan: (1) ABC Law, (2) Arrest, Search and Seizure/Constitutional Law, (3) Civil Process; (4) Field Note taking and Report Writing; (5) Fingerprinting and Report Writing; (6) Individuals with Mental Illness; (7) Juvenile Law and Procedures; (8) Motor Vehicle Law; (9) Techniques of Traffic Law Enforcement.

Deputy Director Trevor Allen with the Criminal Justice Standards Division provided a follow up on the discussion of Controlled Marijuana Burns in BLET at the August 2014 meeting. A letter was drafted and

forwarded to all School Directors about the potential legal procedures and best practice guidelines with this process.

Deputy Director Allen advised that Committee members have been selected for the School Director's Advisory Committee.

**C. Planning and Standards Committee – Chairman Scott Cunningham**

Chairman Scott Cunningham reported that the Planning and Standards Committee met on Thursday, November 13, 2014 and approved the minutes of the August meeting.

Chairman Cunningham reported that the Planning and Standards Committee voted Jeff Welty as the Vice-Chairman of the Planning and Standards Committee.

Chairman Cunningham reported that there was a rule-making hearing on proposed amendments to rules: 12 NCAC 09A .0103: Definitions; 09G .0101: Scope and Applicability of subchapter; 09G .0102: Definitions; 09G .0202: Citizenship; 09G .0203: Age; 09G .0204: Education; 09G .0205 Physical and Mental Standards; 09G .0206 Moral Character; 09G.0301: Certification of Correctional and Probation/Parole Officers; 09G .0302: Notification of Criminal Charges/Conviction; 09G .0303: Probationary Certification; 09G .0304: General Certification; 09G .0306: Retention of Records of Certification; 09G .0412: Basic Training for Probation/Parole Officers; 09G .0413 Basic Training for Probation/Parole Officers Intermediate; 09G .0504: Suspension; Revocation or Denial of Certifications; and 09G .0602: General Provisions. Chairman Cunningham explained that statutory authority allows for proposed rule changes to aforementioned rules which fundamentally address employment, training and certification standards for corrections and probation personnel. Specific changes throughout the rules involve removal of job classification for Probation/Parole Officer (Intermediate), amendment of agency name as Department of Public Safety, and revised training language to stipulate that training must be completed with passing scores achieved in lieu of satisfactorily completed. The rules were approved.

Chairman Cunningham reported that rules: 12 NCAC 09B .0228: Basic Training – Wildlife Enforcement Officers; 09B .0401: Time Requirement for Completion of Training and 09C .0303: Probationary Certification address training and certification requirements for Wildlife Enforcement Officers. The NC Wildlife Resources Commission has implemented this Commission's Basic Law Enforcement Training (BLET) program to make training more consistent with other law enforcement agencies throughout the State. Proposed changes include uniform language to address comprehensive written exam and training language to stipulate that training must be completed with passing scores in lieu of satisfactorily completed. These rules were approved by the Committee.

Chairman Cunningham explained to the Planning and Standards Committee rule 12 NCAC 09B .0203: "Admission to Trainees." He explained that changes to this rule are grammatical improvements, as well as, adds language to recognize college level readiness through the board-approved reading and English component of the N.C. Community College placement test for admission of BLET trainees. Commissioner Tracy McPherson confirmed there was no cost associated with the placement test. This proposed change is effective January 2, 2015. The Committee agreed to change the proposed language: "places into course DRE 098 or above" at a NC Community College as a result of taking the reading and English component of the placement test." The Committee approved the rule change.

**D. Probable Cause Committee - Chairman Ray Davis**

Chairman Davis reported that the Probable Cause Committee met on Wednesday November 12<sup>th</sup> and again on Thursday, November 13<sup>th</sup>.

Chairman Davis reported that the Probable Cause Committee voted Ira Jones as the Vice-Chairman of the Committee.

He reported that the Committee reviewed a total of twenty-four (24) cases. Probable cause was found in fifteen (15) cases and no probable cause in eight (8) cases. One case was continued for additional investigation. One case was not heard because this case was within the probable cause policy. He related that the Committee found probable cause in two 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 14/099; seconded by Commissioner Ira Jones. The MOTION carried unanimously.**

**MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 14/095; seconded by Commissioner Jones. The MOTION carried unanimously.**

Chairman Davis concluded his report by stating that there were no officers to report on "The List of Individuals Certified Having Committed a Criminal Offense".

**V. OTHER BUSINESS**

None

**VI. 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:

**C. Final Agency Decisions**

Chairman Hollingsed noted that Mr. John Congleton, an Assistant Attorney General, would serve as the Commission's Legal Counsel for the Final Agency Decision.

Chairman Hollingsed read the Recusal Statement to the Commission members and reminded everyone that both the Petitioner and the Respondent would be limited to 30 minutes of oral argument.

**1. Sandra Hargreaves**

Ms. Lauren Earnhardt presented oral argument regarding the case against Ms. Hargreaves.

**MOTION was made by Commissioner Steve Johnson that the Commission adopt the Proposed Final Agency Decision and suspend Sandra Hargreaves' correctional officer certification and suspend the suspension. This period of suspension begins on the date this ORDER is signed; seconded by Commissioner Melissa Hinnant. The MOTION carried. See Attachment I for the Commission's Final Agency Decision and Attachment II for the roll call vote.**

**2. Jason Thomas Hunt**

Ms. Lauren Earnhardt presented oral argument regarding the case against Mr. Hunt.

**MOTION was made by Commissioner Caldwell that the Commission go into Closed session; seconded by Commissioner Cunningham. The MOTION carried.**

**MOTION was made by Commissioner Caldwell that the Commission return to Open Session; seconded by Commissioner Cunningham. The MOTION carried.**

**MOTION was made by Commissioner Charles Johnson that the Commission adopt the Proposed Final Agency Decision as written by legal counsel to revoke Jason Thomas Hunt's general/specialized instructor certification and suspend his law enforcement officer certification for an indefinite period; seconded by Commissioner Cunningham. The MOTION carried. See Attachment III for the Commission's Final Agency Decision and Attachment IV for the roll call vote.**

**3. Forest Travis Coston**

Commissioner Allen Smith recused himself from this case.

Ms. Lauren Earnhardt presented oral argument regarding the case against Mr. Coston.

**MOTION was made by Commissioner Pendergraft that the Commission adopt the Proposed Final Agency Decision as written by legal counsel; seconded by Commissioner Hinnant. The MOTION carried unanimously. See Attachment V for the Commission's Final Agency Decision and Attachment VI for the roll call vote.**

**4. Donald Shane Dublin**

Ms. Lauren Earnhardt presented oral argument regarding the case against Mr. Dublin.

**MOTION was made by Commissioner Cunningham that the Commission accept the Proposed Final Agency Decision as written by legal counsel; seconded by Commissioner Pendergraft. The MOTION carried unanimously. See Attachment VII for the Commission's Final Agency Decision and Attachment VIII for the roll call vote.**

**VII. DATE OF NEXT MEETING**

Chairman Hollingsed advised that the next Commission meeting is scheduled for February 12-13, 2015 at the Office of Staff Development and Training in Apex, NC.

**VIII. MOTION TO ADJOURN**

**MOTION was made by Commissioner Pendergraft that the Commission adjourn; seconded by Commissioner Smith. The MOTION carried unanimously.**