

Adopted 2/27/86  
Revised 1/20/12  
Revised 4/11/14  
Revised 4/10/15  
Revised 10/13/2017  
Revised 3/13/2020

## **Basic Law Enforcement Training Revision Committee Policy**

### **I. Authority**

The following policy defines the roles and responsibilities of the North Carolina Justice Academy and the Education and Training committee of the North Carolina Criminal Justice Education and Training Standards Commission in the revision of the Basic Law Enforcement Training curriculum.

### **II. Purpose**

The purpose of the Basic Law Enforcement Training Revision Committee shall be to monitor this Commission-mandated training program to ensure a constant and consistent updating of the course, thus providing the highest quality basic training program to North Carolina law enforcement officers, to include but not limited to, the evaluation of current curriculum topics, audiovisual support, and evaluation of proposed curriculum topics. The Committee shall act in an advisory capacity to the Commission and in accordance with the revision policy adopted by the Commission.

### **III. Policy**

- A. Major Revision: Any change in the curriculum that necessitates a change in the Administrative Code which includes but is not limited to topics, hours, and testing. Also included are changes in training objectives, supplemental texts, and student performance criteria and evaluation.
- B. Minor Revision: Any change in the curriculum to include improvement of lesson plan content, videos, optional and required equipment, changes in the law, typographical and content errors, optional texts, supplies and equipment, reference materials, changes in state-of-the-art techniques and procedures, and changes in training objectives that do not significantly alter the lesson intent.

### **IV. Procedure**

Training curricula should be reviewed and revised frequently to ensure that criminal justice officers receive relevant, innovative, timely, and engaging (R.I.T.E.) instructional materials that reflect current job skills. The Education and Training Committee will review and approve all major revisions to curricula mandated by the Criminal Justice Education and Training Standards Commission. All minor revisions to curricula will be reported to the Education & Training

committee and communicated to all School Directors of that particular training program throughout the state.

The Education and Training committee will rely on the curriculum committees to review and recommend timely changes to curricula. The members of these committees will be nominated by agency heads or designee and approved by the Education and Training committee chair.

Feedback regarding Basic Law Enforcement Training (BLET) will be obtained through:

- A. The Post Delivery Reports given to the Standards Division.
- B. Issues and/or concerns brought to the attention of the BLET Revision Committee from trainers, school directors, and officers throughout the state.
- C. Issues and/or concerns brought to the attention of the BLET Revision Committee submitted via the electronic revision form located on the North Carolina Justice Academy's BLET webpage.
- D. Issues and/or concerns brought to the attention of the BLET Revision Committee Chairperson.

Upon receiving or determining a recommended curricula change, the chairperson shall request a proposal for the suggested change and then take a formal vote of the Committee members to determine if the recommended curricula change should occur.

## V. Membership

### A. Chairperson

The chairperson should be a staff member of the North Carolina Justice Academy and should be designated by the Academy's Director. The chairperson's responsibilities will include the initial appointment of members to the Committee and the filling of all vacancies as they occur. Other responsibilities include facilitating the meetings and reporting all major and minor revisions to the Education & Training Committee as previously defined.

### B. Committee Composition

The BLET Revision Committee will be composed of no less than eight (8) and no more than twelve (12) committee members and should be representative of the different agencies, organizations, and commissions that are impacted by the curriculum. These members are nominated by the Director of the North Carolina Justice Academy. A meeting agenda should be prepared by the Committee Chair and disseminated to all committee members prior to all meetings, so members are aware of the topics planned for discussion.

Committee members will hold staggered terms of three years and can be recommended to serve consecutive terms. The Committee shall include staff of the North Carolina

Justice Academy and staff from both the Criminal Justice Education and Training Standards Divisions and the Sheriff's Education and Training Standards Divisions as representatives of the respective Commissions. There should be, at a minimum, one BLET school director, one instructor certified to teach in the Basic Law Enforcement Training program, and legal counsel to the Criminal Justice Education and Training Standards Commission.

## VI. Guidelines

### A. Meeting

The committee will meet at least annually and at other times deemed necessary by the Director or Committee Chair.

### B. Attendance

1. Upon notification of meeting dates, members should indicate their ability to attend the meeting through e-mail to the chairperson. A quorum, which is defined as a majority of the entire membership must be established to conduct any committee vote. A majority vote of the members present must be obtained in order to make curricula changes. The committee Chair shall vote only in the event of a tie.
2. If a member is unable to attend, the member shall designate a person to attend as a proxy member of the Committee. If a member plans to send a proxy, the absent member shall notify the Committee Chair in advance of the meeting that a proxy will be sent in his/her place. The designated proxy must be a designee from the represented committee member's organization. Voting by proxy is authorized, if the need arises and the proxy should be informed by the represented committee member of his/her stance on topics of discussion that may be brought up for a vote during the meeting. Voting by email is prohibited according to NCGS 143.318.13 and all voting shall occur during the scheduled meeting.
3. If a member is unable to attend and fails to send a proxy member for two consecutive meetings, the member may be removed from their position on the committee by the Director. Proxy representation should not be a routine practice of the committee member.
4. Should a member show a pattern of inconsistent attendance outside that which has been previously discussed, a member may be removed from their position on the committee by the Director.

### C. Documentation

1. The Committee meetings are classified as public meetings according to NCGS 143-318.10 and therefore must be conducted as open meetings. The dates and times of these meetings shall be filed with the North Carolina Secretary of State

according to NCGS 143-318.12 and published on the North Carolina Justice Academy BLET webpage.

2. The Committee Chair or staff designee shall prepare, file, and maintain the minutes for each meeting. The committee, at its next regular or special meeting, shall approve the minutes prepared, filed, and maintained by the Chair or staff designee. The Committee Chair shall ensure meeting minutes are made available for public inspection no later than seven days from the date of approval by the committee.