

**BLET REVISION COMMITTEE
MEETING MINUTES
April 12, 2019
North Carolina Justice Academy
Bolivia, NC**

Mrs. Jennifer Fisher called the meeting to order at 10:00 a.m. and thanked everyone for attending the April 12, 2019, BLET Advisory Group. Julynn Washington conducted a formal roll call. A quorum was present. Mrs. Fisher recognized guests in attendance and asked that they introduce themselves.

Members Present:

Len Condry, Coastal Carolina Community College
Jon Gregory, Wake Technical Community College
Billy Kelly, Rockingham Police Department
Sammy Turner, Brunswick County Sheriff's Office
Randy Shepherd, Guilford County Sheriff's Office
Richard Tullis, Asheville Police Department
Steve Warren, Western Piedmont Community College
Rick Barney, Craven Community College
Chris Verdeck, Town of Elon Police Department (Representing Kelly Blackwelder)
Troy Pope, North Carolina State Highway Patrol (Representing Shane Manuel)

Members Absent:

Aaron Vassey, Cleveland Community College

Ex-Officio Members Present:

Marie Evitt, NC Department of Justice

Ex-Officio Members Absent:

Steve Combs, CJ Standards Division
Michelle Schilling, CJ Standards Division
Charminique Williams, CJ Standards Division
Autumn Hanna, Sheriffs' Standards Division
Chris Scott, Sheriffs' Standards Division
Diane Konopka, Sheriffs' Standards Division

Staff Present:

Jennifer Fisher, NC Justice Academy
Julynn Washington, NC Justice Academy
Stacy Holloman, NC Justice Academy
Laurie Austen, NC Justice Academy

Guests Present:

OLD BUSINESS

➤ Approval of January 11, 2019 meeting minutes

Members were afforded an opportunity to review the minutes from the January 11, 2019 meeting. Randy Shepherd made the **motion** to accept the minutes with correction to the date. Rick Barney **seconded**. No further discussion. **Motion carried.**

➤ Modification of training objectives

The training objectives and the training curriculum are being revised to be measurable such as “correctly identify” or “verbally discuss.”

➤ Physical Fitness (BLET: 02V)

- The proposed revised materials would change from eight (8) classroom hours to four (4) hours requiring an administrative code change. The practical exercises will increase from forty-six hours to fifty hours. Pilot authority was requested to implement the lesson plan prior to the administrative code change being approved. There was a lot of discussion by committee members Jon Gregory and Len Condry in regards to training objective #6 that defines a training session. There was also discussion by the committee members about changing the requirement of the physicals to be completed ninety-days prior to the academy’s start date as presented in the proposed materials. Concerns were raised by Jon Gregory about the health readiness questionnaire regarding whether they were to be completed for each physical assessment or once at the beginning of the block of instruction. Jennifer Fisher advised she would check to see if the forms are to be used per each physical assessment or one per course. Jon Gregory requested clarification on when the physical fitness assessments take place during the class (first day of class, middle, and end). More discussion occurred about the physical assessment video and placement of where it should be presented. Jennifer Fisher discussed directions for the practical exercises being provided on the back of the form in addition to being provided in the instructor notes of the lesson plan. Further concerns were raised by various committee members about the time needed to demonstrate the practical exercises in the classroom portion and whether time will need to be added or adjusted to account for the demonstrations in class. Additional discussions occurred to move forward with piloting the block with five (5) hours for the classroom portion and forty-nine hours physical fitness sessions. Jon Gregory presented a cosmetic modification to the Cooper assessment form. No motions were made; it was decided to table the proposed revisions at this time.

➤ Elements of Criminal Law (BLET: 05S)

- Minor revisions were made to the lesson plan and the video, *Elements of Criminal Law*, was removed. Marie Evitt made grammatical changes to the lesson plan. Richard Tullis made the **motion** to accept the revisions as proposed. Sammy Turner **seconded**. No further discussion. **Motion carried.**
- Field Note-taking and Report Writing (BLET: 08L)
- A minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Laurie Austen presented a new evaluation system that she learned about at a recent conference for us to consider in the future. Based on committee discussion, Jennifer Fisher stated that she will create a rubric based on the lesson plan for the practical exercise form. Richard Tullis made the **motion** to accept the revisions as proposed with the rubric to be included in the practical exercise form. Jon Gregory **seconded**. No further discussion. **Motion carried.**
- Juvenile Laws and Procedures (BLET: 11X)
- Marie Evitt recommended going forward we should continuously be reviewing the General Statutes to ensure they are current in all of the lesson plans. There was discussion on whether instructors could teach the material in the allotted time. Jennifer Fisher advised the revisions will be reviewed for an implementation date of the “Raise the Age” law changes. The proposed lesson plans will be made effective based on the implementation of those law changes. Jennifer Fisher will review for an implementation date and advise group at its next meeting. Rick Barney made the **motion** to accept the revisions as proposed. Steve Warren **seconded**. No further discussion. **Motion carried.**
- Fingerprinting and Photographing Arrestee (BLET: 12Q)
- In addition to the proposed revisions, Jennifer Fisher presented a recommendation to destroy the fingerprints after they have been documented on the practical exercise form. Steve Warren made the **motion** to accept the revisions as proposed, with the additional recommendation by Jennifer Fisher. Sammy Turner **seconded**. No further discussion. **Motion carried.**
- Responding to Victims and the Public (BLET: 13U)
- Minor revisions were made removing the content about “The Communication Book” that is no longer available to officers, and a new video was added, “Law Enforcement Interactions with People Who Are Low Vision or Blind.” Len Condry made the **motion** to accept the revisions as proposed. Steve Warren **seconded**. No further discussion. **Motion carried.**
- Firearms (BLET: 14T)

- A minor revision was made to the lesson plan instructor notes. Randy Shepherd made the **motion** to accept the revisions as proposed. Rick Barney **seconded**. No further discussion. **Motion carried**.
- Criminal Investigations (BLET: 12Q)
- Major revisions were made throughout the lesson plan to include adding a practical exercise and practical exercise form. In addition to the major changes proposed, Jennifer Fisher requested to modify the training objectives to make them measurable. Jon Gregory made the **motion** to accept the revisions as proposed with the additional proposed changes. After further discussion, it was decided to implement this revision January 2020 to allow delivery agencies ample time to order the equipment required for the new practical exercises added. Steve Warren **seconded**. No further discussion. **Motion carried**.
- Alcohol Beverage Control (ABC) Laws and Procedures (BLET: 16P)
- A minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Rick Barney made the **motion** to accept the revisions as proposed. Sammy Turner **seconded**. No further discussion. **Motion carried**.
- Motor Vehicle Laws (BLET: 17AD)
- Minor revisions were made throughout the lesson plan. A new video was produced, “The Ignition Interlock Program in North Carolina.” Len Condry made the **motion** to accept the revisions as proposed. Rick Tullis **seconded**. No further discussion. **Motion carried**.
- Crime Prevention Techniques (BLET: 19H)
- A minor revision was made to the lesson plan. Sammy Turner made the **motion** to accept the revisions as proposed. Randy Shepherd **seconded**. No further discussion. **Motion carried**.
- Techniques of Traffic Law Enforcement (BLET: 23V)
- Marie Evitt offered legal clarification to the revisions on pages 45 and 46 regarding who can carry a concealed weapon. An updated Uniform Citation is included in the revision. Jon Gregory made the **motion** to accept the revisions as proposed. Rick Barney **seconded**. No further discussion. **Motion carried**.
- In-Custody Transportation (BLET: 24M)
- A minor revision was made adding a practical exercise skills evaluation form and an instructor note in the lesson plan. A discussion about deficiencies occurred. For clarification, a student can receive a deficiency for a practical exercise or an end of block test, although a student cannot receive two deficiencies in one block of instruction. Jon Gregory requested the group consider the report writing exercises that are included in this

block of instruction, be removed and added to other blocks of instruction. There was no further discussion on this topic. Rick Barney made the **motion** to accept the revisions as proposed. Len Condry **seconded**. No further discussion. **Motion carried**.

➤ Explosives and Hazardous Materials Emergencies (BLET: 26U)

- Minor revisions were made to the lesson plan, deleting repeated content on escorting hazardous materials. Randy Shepherd made the **motion** to accept the revisions as proposed. Billy Kelly **seconded**. No further discussion. **Motion carried**.

➤ Preparing for Court and Testifying in Court (BLET: 29J)

- A minor revision was made adding a practical skills evaluation form and an instructor note in the lesson plan. Jon Gregory proposed an additional revision on page 7 regarding the completion of the prosecution summary only if applicable. Randy Shepherd made the **motion** to accept the revisions as proposed with the additional revisions made. Rick Tullis **seconded**. No further discussion. **Motion carried**.

➤ Civil Process (BLET: 33X)

- A minor revision was made to the lesson plan adding an instructor note regarding the Juvenile Summons AOC-J-142 Form. Jon Gregory made the **motion** to accept the revisions as proposed. Rick Tullis **seconded**. No further discussion. **Motion carried**.

NEW BUSINESS

Lead-Free Bullets

Laurie Austen on behalf of Michelle Schilling; requested that the Basic Law Enforcement Training Advisory Group approve the use of lead-free bullets in BLET. The Basic Law Enforcement Training Advisory Group supported her request. A **motion** was made by made by Randy Shepherd to allow the use of lead-free bullets as an option. Steve Warren **seconded**. No further discussion. **Motion carried**.

Student to Instructor Ratio

Laurie Austen on behalf of Michelle Schilling; led a discussion on the consistency of instructor to student ratio in the specialized blocks of instruction. It was the consensus of the committee that the instructor to student ratio should be at the discretion of the instructor based on the practical exercise and the number of students except for those set forth by North Carolina Administrative Code.

Service Awards

Jennifer Fisher displayed the service awards to be presented to Janet Dunn and Wayne Lamm.

Additional Revisions

Additional revisions distributed by Steve Warren to be considered by the committee. Jennifer Fisher advised that she would report back to the committee on the revisions provided by Steve Warren.

CJC100

Discussion occurred between committee members and Andrea Hyson regarding conducting BLET under CJC100 versus CJC110 within the North Carolina Community College System.

Division Reports

Criminal Justice Standards Division Report

- No Report

Sheriff's Training and Standards Commission Division Report

- No Report

Department of Justice Division Report

Marie Evitt:

- Reported that the first BLET Task Analysis Meeting will be one week from today.

North Carolina Justice Academy Report

- No Report

Adjournment

Sammy Turner made a **motion** that the meeting be adjourned. Steve Warren **seconded**. **Motion carried**. Meeting adjourned at 12:45 p.m.

Respectfully submitted,

Julynn Washington
Program Assistant
North Carolina Justice Academy

Date:

June 6, 2019