



Basic Law Enforcement Training
Academy Rules and Regulations

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INTRODUCTION

Congratulations! You have undertaken one of the greatest challenges presented by any profession. In a short time, you must be prepared to operate alone as a law enforcement officer under a variety of conditions that will call for knowledge of laws, ordinances, legal procedures, police practices, and human relations. It is the duty of Vance-Granville Community College's Basic Law Enforcement Training Academy to prepare you for that day. You will be instructed with the latest training materials, training aids and the best instructors available to prepare you to meet the challenges of your chosen profession. However, it will be your responsibility to devote your undivided attention and participation to the instruction provided to prepare you for successful completion of the state administered written comprehensive examination required for certification as a law enforcement officer.

During this period of basic training, you are under the supervision of the Academy Training Staff and the School Director. Therefore, you will abide by all applicable rules and regulations of the Academy and its staff.

If you ever have a question or concern about the BLET class, you are to contact me directly at 919-691-2891 or setup an appointment with me during lunch.

STUDENT NAME (PRINT): _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
BASIC LAW ENFORCEMENT TRAINING
RULES AND REGULATIONS**

The following rules are necessary for the safe, effective delivery of BLET. A student should ask the School Director if he/she has questions or special problems.

My initials at each item of these rules and regulations indicate that I fully understand and agree to comply with each item: Signature of Student: _____

____ 1. **SPONSORSHIP**

Students enrolled in the BLET program must obtain and MAINTAIN sponsorship from a public law enforcement agency. If a law enforcement agency discontinues its sponsorship of a student for any reason, the student will be IMMEDIATELY dismissed from the program. If a student is dismissed from the program due to losing his/her sponsorship, then he/she WILL NOT be given the opportunity to seek another sponsorship and remain in the class.

____ 2. **ATTENDANCE**

Attendance at all scheduled classes is mandatory—12 NCAC 9B.404(a) & 12 NCAC10b.0506 (a).

- A. Any unavoidable absence from class must be approved/excused by the School Director. (An instructor may not excuse a student) In order for an absence to be excused, the school director must be contacted and advised of the absence. However, in no case may excused absences exceed 5 percent of the total class hours – 12 NCAC 9B.0404 (b) & 12 NCAC 10B.0506 (b). Employment and conducting of personal business does not constitute an excused absence. Excused absences are ONLY granted for serious reasons such as sickness or death in the family, subpoenas for court, medical emergencies or natural disasters, etc.
- B. Any time a student is absent; he/she must complete a “Request for Excused Absence, Tardy or Early Dismissal” form and submit it to the school director stating the date and the reason for the absence. The Instructor (or School Director in the instructor’s absence) will assign remedial work to assure that the student understands the information that was covered while he/she was absent. The form along with the completed assignment is due to the School Director within 24 hours.
- C. An unexcused absence occurs when a student fails to show up for class without contacting and receiving prior approval from the School Director. Each student’s progress is monitored on a daily basis. Students will be terminated from course participation for unexcused absences from any portion of the course. This also includes being habitually tardy or regularly leaving class early. **THIS TYPE OF BEHAVIOR WILL NOT BE TOLERATED!**
- D. **Participation** – All students will be required to actively participate 100% in all assigned activities. Any student who fails to participate 100% in any assigned activity will be dismissed from the BLET course. The School Director and instructor will make the final

decision as to whether the student is actively participating in the assigned activity. Temporary exceptions to this participation requirement will be made for those students with valid medical exemptions. The Physical Fitness instructor will notify the School Director of any student's failure to participate. Any student who does not participate at his/her fullest potential will be deemed not participating. CS and OC exposure are required components for VGCC BLET. An exemption for prior exposure will not be granted.

- E. A student **must** complete all classroom work before participating in practical exercises. A student will not be allowed to participate in Subject Control/Arrest Techniques (SCAT), Firearms or Driving practical exercises if he/she is absent for the lecture portion of these blocks of instruction. Mandatory 100% attendance blocks are: SCAT, First Responder, Firearms Training and Law Enforcement Driver Training.
- F. All missed time must be made up at the direction of the School Director as soon as possible after the original scheduled date. Students granted an excused absence or tardy will be scheduled appropriate make-up work during the current block offering. The School Director has the ultimate responsibility to determine when a student has an instructional deficiency in a subject matter area and when it no longer exists. This will include any provisions for make-up work or additional instruction or testing.
- G. If a student is absent from a one-hour physical training session, he/she must attend a make-up session. Make-up physical training sessions will be scheduled as needed.
- H. **Training Hours** - Normal Training hours for the BLET Program are from 0645 hours until 1800 hours, Monday through Friday. Certain blocks of training are presented during nighttime hours/weekends and cadets will be advised of these times and locations of instruction in advance. The School Director may, at her discretion, reschedule training classes at any time deemed necessary to compensate for unforeseen circumstances.

3. **TARDINESS**

- A. Tardiness in any capacity (including PT) will not be tolerated. Students are expected to assemble for class at the appropriate time in the designated area.
- B. Any time a student is late to class, from break, or from lunch, he/she must complete a "Request for Excused Absence, Tardy, or Early Dismissal" form and submit it to the school director stating the date, time, and reason for the tardiness. The Instructor will assign appropriate remedial or make-up work for time missed due to tardiness. This form must be completed by the end of the class day and the make-up assignment submitted to the School Director within 24 hours.
- C. Any student accumulating **MORE THAN (4)** tardies will be dismissed. A tardy is arriving to class late or leaving early, regardless of the reason or where class is being held.
- D. Any student accumulating his/her 5th tardy should consider him/herself terminated from the training program at that point.
- E. In addition to missing important information, habitual tardiness reflects behavior not normally tolerated by law enforcement administrators. The School Director will report a

student's tardiness in the Basic Law Enforcement Training program to the administrator of his/her employing/sponsoring agency.

- F. Each student should treat his/her punctual attendance in this training program as an important responsibility in fulfilling the duties to his/her employing/sponsoring agency.
- G. If a student is late for a one-hour physical training session, he/she will be required to attend a make-up physical training session.

4. ***ABSENCE – EMERGENCY REPORTING PROCEDURE***

- A. All students who are unable to attend class must notify the School Director that he/she will be absent and state the reason for the absence. Mr. Boyd, the School Director, can be reached at 252-738-3428 (office), 919-691-2891 (cell) or email boydg@vgcc.edu

BE ADVISED THAT CONTACTING ANOTHER STUDENT IN THE CLASS DOES NOT SATISFY THIS REQUIREMENT

- B. If a student who is **employed** by an agency is unable to attend class, he/she must also follow his/her agency's Standard Operating Procedure for notification of the absence to the appropriate command staff at his/her agency.

5. ***PERSONAL CONDUCT***

Professional conduct of a law enforcement officer must be maintained at all times. Conduct unbecoming an officer or conflicting with school policy, procedure, or philosophy will be reported to the BLET staff, and **WILL NOT** be tolerated. The VGCC BLET program is committed to an environment free of inappropriate and disrespectful conduct and communication of a sexual/gender/racial/religious nature. Any student who believes that he or she has been subjected to harassment will make his/her complaint to the BLET School Director.

A. Violations of Law

Each cadet is expected to meet and abide by all laws. Any violation of laws will not be tolerated. If a cadet is identified by an instructor to be in violation of a NC law the violation will be documented by the instructor outside of instructional time and referred to the School Director. If the cadet is employed the School Director will contact the agency training officer/agency head and advise them that the violation needs to be addressed or how it has been addressed by the School Director. Compliance with the law will need to be verified in a reasonable amount of time. If the violation is an immediate concern VGCC Law Enforcement or if off-site the local law enforcement agency with jurisdiction should be contacted.

B. Honesty

Truthfulness and honesty are held in the highest regard. They are integral parts of the law enforcement profession. **Cadets are to be both truthful and honest at all times. Dishonesty in any capacity will not be tolerated and will result in immediate dismissal from the Academy.** Cadets **must always** give complete, accurate, and truthful statements to all Academy staff, Vance-Granville staff, instructors, agency representatives, law enforcement officials, and other cadets. (This includes during class and after hours).

C. Cheating

Cheating in any capacity will not be tolerated. Any student caught cheating, allowing, or assisting in cheating shall be dismissed from the BLET program IMMEDIATELY.

D. Instructors – Courtesy and Conduct Required

All instructors will be considered guests and afforded full courtesy and respect. Students, during any association with the instructional staff, shall refer to the instructional staff as “sir” or “ma’am” as the case may be, or by the instructor’s rank: Officer, Deputy, Sergeant, Captain, etc., and name – i.e. Sergeant Jones.

Each instructor will have complete control of the class during their block of instruction. The instructor will decide when breaks will be given and for how long. The instructor is responsible for assuring that each student is proficient in each objective of the subject that they are teaching. Students WILL NOT ask instructors when class will end or encourage the instructor to dismiss class early.

Students will not talk to each other while the instructor is talking and will remain seated until the instructor gives the class a break.

E. Profanity

A cadet’s use of obscene language, obscene gestures, or profanity is prohibited outside of role playing for academy scenarios under the supervision of an instructor.

F. Fraternization

Any fraternization which is implied to be irregular, unprofessional, improper or imprudent in ways that undermines the goals of this program will not be tolerated in any way and the students will be dismissed from the program. This includes both students and instructors. Students are enrolled in this course for one reason and that is to learn the skills and attributes necessary to function as an entry-level Law Enforcement Officer in the State of North Carolina. **STUDENTS WILL NOT PURSUE “FRIENDSHIP” WITH ANY BLET INSTRUCTOR OR STAFF MEMBER UNTIL AFTER GRADUATION!** Romantic: No pre-existing or developing romantic relationships amongst cadets will be condoned by the School Director or Academy Staff. These relationships, (however good to start with) are usually detrimental to the involved cadets along with the possibility of negatively affecting all other cadets. Familial: Immediate familial relatives in the same academy class are discouraged. Due to the inherent hardships placed on families during the academy, these relationships can often be unnecessarily altered. It is best to attend subsequent academies.

G. Tobacco

Smoking or the use of tobacco products in ANY FORM (snuff, chewing, etc.) by students is prohibited on any VGCC campus. THIS RULE ALSO APPLIES TO ALL PRACTICAL SCENARIO BASED TRAINING AREAS OFF CAMPUS.

H. Drugs/Alcohol

The use of drugs or alcohol in any form in class is prohibited. Alcohol should not be consumed within the 12 hour period preceding academy instructional time. No cadet should attend training with the residual smell or effects of alcohol on or about the person. If a cadet is taking prescription medication, he/she must inform the School Director, prior to participation and provide the pharmacy documentation of the possible effects of the medication.

I. Care of facilities and equipment

Students will not sit or put their feet on classroom tables, or put their feet on the walls. Students will take proper care of all equipment in their control and will be responsible for repair or replacement of any equipment that is lost or damaged due to improper care or negligence.

J. Unprofessional Behavior

Boisterous, antagonistic conduct is prohibited. If a student is asked to leave the classroom or training site by an instructor, he/she and the instructor will meet with the school director to discuss the incident and determine appropriate action. Horseplay in the classroom or other training site will not be tolerated.

K. Cell Phones

Students must leave cell phones in their lockers and turned **OFF** or in cars during instructional time. During scenario training or practical exercise training, cell phones will be left in a student's vehicle. All calls or texts must be made during breaks or after class has ended. **Violations of this policy will result in cell phones being banned from the classroom and scenario training site.** If a student has a need to keep their cell phone with them for a short period of time he/she should make this request **in writing** to the school director. This request must include the justification for keeping the cell phone with them and the time period that is being requested.

L. Pictures/Videos of BLET

Due to the highly critical nature of the training, students are prohibited from taking pictures/videos during practical exercises, or any other part of BLET, without the expressed consent of the School Director. In addition, students are not allowed to create any type of internet website associated with Basic Law Enforcement Training. No pictures taken during BLET training are allowed to be placed on Facebook or other social media.

M. Arrest or Law Enforcement Detainment

The School Director shall be notified in writing **IMMEDIATELY** of any detainment or arrest by a law enforcement involving a student. This includes traffic stops. Students **WILL** refrain from using their involvement in the BLET program to influence an officer/deputy in these type situations.

6. **PERSONAL APPEARANCE/HYGIENE**

Grooming must be kept to the same standards of a uniformed officer complying with the rules and regulations of the employing/sponsoring agency.

Each student will maintain the following standards all day, everyday of the BLET program:

- Ladies: Hair must be up-off collar
 No hoop or dangling earrings (May wear one set of a stud-type earring)
 No visible piercings other than the ears
 No bracelets or chains
- Men: Hair off the ears
 Clean-shaven
 No facial hair other than well-groomed mustache
 No earrings, bracelets or chains
 No visible piercings

Students are not to wear sunglasses on the top of their heads in the classroom or practical exercise training site.

Personal hygiene must be maintained at all times. Students **WILL** shower after **EVERY** physical training activity before dressing for class.

7. **UNIFORMS**

Each student must report for class wearing the appropriate BLET uniform for the class/day.

CLASS A REGULAR UNIFORM:

- Tactical Trousers
- Polo Shirt
- TDU Belt
- Boots

CLASS B ACTIVITY UNIFORM:

- Tactical Trousers
- T Shirt
- TDU Belt
- Boots
- Baseball Style Cap

CLASS C PHYSICAL TRAINING UNIFORM

- T Shirt/Sweat Shirt
- Shorts/Sweat pants
- White "Sweat" Socks
- Good Pair of Running Shoes (It is recommended that you purchase a pair of running shoes that will give you the proper support.)

Uniforms must be clean and ironed – no hanging threads

Boots must always be "spit-shined"

Hats will be worn squarely on the head with bill facing forward. It will **never** be worn indoors.

Hats will be worn outside at all times if not engaged in PT or another activity in which the hat would be a distraction.

8. WEAPONS

BLET students are NOT allowed to bring weapons of any kind on campus for any reason. This includes any types of handgun, shotgun, knife or any other type weapon. No knives are to be worn on the belt area. This rule also applies to all training sites off campus. **EXCEPTION:** BLET cadets driving patrol cars issued by an employing agency must secure any weapons in the patrol vehicle during academy hours. **NOTE:** Sponsored BLET cadets are **not** permitted to wear weapons off-campus while dressed in cadet uniforms. This type of action **will** result in immediate termination from the BLET program for the violation of impersonating a law enforcement officer.

9. TESTING

A student, at the conclusion of the course, must be proficient in each topical area prior to taking the state comprehensive exam – 12 NCAC 9B.0406 (a) & 12 NCAC 10B.0508 (a). The student's proficiency will be determined through written and practical testing. Testing will be administered at the end of each block of instruction. It is the policy of this teaching institution to terminate any student who fails more than (4) of the subject examinations. That means that if the student scores less than 70% on any examination it shall be considered a failure, notwithstanding any re-test. Any student who fails the fifth (5th) examination should consider him/herself terminated from the training program at that point. The student must retake all failed examinations, and he/she must pass the exam with a score of 70%.

NOTE: A student shall be allowed failure remediation and examination in no more than four (4) topical area tests. Upon the initial failure of a fifth (5) topical area test, the student shall **not** be allowed remediation or re-examination and shall be expediently dismissed from the course and shall be required to complete a subsequent delivery of BLET in its entirety – 12 NCAC 9B.0405(b).

If a student fails a scheduled test, he/she will have only one additional opportunity to pass by taking a re-test in that topical area. PREPARATION is essential! If a student receives one or two failing grades on topical re-tests, he/she may continue classes but may **NOT** take the state certification examination until he/she receives instruction and completes these deficiencies in another BLET course and receives a passing score. If a student receives a failing score in a **THIRD (3rd)** topical area after re-examination, he/she **will not** be allowed to continue the BLET course or take the state certification examination.

If a student misses a scheduled test, the School Director will schedule a date/time for a make-up exam. The make-up test will usually be given within one week following the missed or failed test and will be given at the end of the class day. Assigned remedial work must be given to the School Director before the make-up test will be administered. Once a retest has been scheduled, it will be given on that date/time. Students will refrain from asking the BLET staff to schedule or reschedule make-up or retests.

To ensure the integrity of the testing process, retests may be different in format from the scheduled written test. Various types of questions such as multiple-choice, fill-in-the-blank, and short answer, will be used on retests. On a retake examination, the student will only be given credit for a 70% grade regardless of how high the score. If the student does not pass the second examination, he/she will be **deficient** in that block of instruction.

If a student scores below 80% on any written exam he/she may be required to complete remedial work in that block of instruction and then retake the written exam again to become better familiar

with the information on that block of instruction and be better prepared for the State Exam. This is not considered a retest, as in a failure. Scoring between 70-80% on the written exam does count as passing the exam.

NOTE: Students cannot take the state comprehensive exam until such time as all course work, including any make-up work, has been completed. To receive successful course completion and certification of competency from the School Director, a student must achieve a minimum score of 70% correct answers on each of the six units of the state comprehensive examination. (12 NCAC 9B.406 (d) and 12 NCAC 10b.508 (d).

In addition to the requirements previously listed, the cadet must obtain the recommendation of the School Director that he/she possesses at least the minimum general attributes, knowledge and skill to function as an inexperienced law enforcement officer. [re: 12 NCAC 9B .90407(4)] The School Director may determine that the cadet is lacking in these characteristics at any time prior to the administration of the state written comprehensive examination. The School Director is the only person authorized by the NCCJ Standards Division to evaluate each BLET cadet for the required characteristics of an inexperienced officer and to authorize the cadet to sit for the state administered written comprehensive examination

10. *DISCIPLINE PROCEDURES*

A Violation will be documented and issued to a student for situations that arise and require discipline. The student will receive a copy of the Violation form from the School Director. A Violation will be issued to a student for the following:

- Being tardy to PT or class. This includes returning to class from breaks and meals.
- Turning assignments in late (1 violation for each day late)
- Sleeping in class or resting the head on the table or arms.
- Talking in class while the instructor is talking
- Uniform/grooming violations
- Not following instructions
- Any violation of the rules and regulations listed in Items 1-10 of the VGCC BLET Rules and Regulations.
- Other inappropriate actions or behavior as determined by the School Director.

IF A STUDENT ACCUMULATES SIX VIOLATIONS, HE/SHE WILL BE REQUIRED TO ATTEND A CONSULTATION WITH THE SCHOOL DIRECTOR AND A REPRESENTATIVE FROM HIS/HER EMPLOYING OR SPONSORING AGENCY. THE FUTURE OF THE STUDENT IN THE BLET PROGRAM WILL BE ASSESSED. THE SCHOOL DIRECTOR AND THE AGENCY REPRESENTATIVE WILL DETERMINE WHETHER OR NOT THE STUDENT WILL BE DISMISSED FROM THE PROGRAM AT THIS TIME OR CONTINUE IN A PROBATIONARY STATUS.

11. *DISMISSAL*

A student will be dismissed from the BLET course for:

- A. Losing sponsorship of law enforcement agency.
- B. ANY Unexcused Absence.
- C. Missing more than (5) percent of the total class hours scheduled, EVEN if these absences are excused.
- D. Accumulating 5 tardies.

- E. Anything less than 100% participation.
- F. Failing 5 topical tests.
- G. Accumulating third deficiency.
- H. Being dishonest with an agency, instructor, or School Director.
- I. Cheating in ANY form.
- J. Unsafe driving on campus.
- K. Disrespectful behavior toward VGCC staff or faculty, the School Director, instructors or fellow students.
- L. Behavior that is criminal, disruptive, antagonistic or dangerous to others.
- M. Accumulation of 6 Violations – possible dismissal after meeting between School Director and sponsoring/employing agency
- N. Inappropriate actions or behaviors as determined by a member of the BLET staff and/or instructors.

 12. APPEAL PROCEDURE

If a student is dismissed by the school director, the student may appeal his/her dismissal to the VGCC BLET Advisory Committee. The student must submit a written request for an appeal hearing to the school director within 24 hours of the dismissal.

The BLET Advisory Committee will convene an Appeal Board to hear the student’s request. This Appeal Board will consist of a simple majority of the law enforcement members of the BLET Advisory Committee, the Dean of Students or his/her designee and the Dean of Business and Applied Tech or his/her designee.

The decision of the Appeal Board will be final. **THERE IS NO APPEAL FOR DISMISSAL DUE TO A STUDENT LOSING SPONSORSHIP OR VIOLATING ANY RULE COVERED IN ADMINISTRATIVE CODE.**

 13. INJURIES/ACCIDENTS

If a student is injured or becomes involved in an accident during school hours, he/she must notify a member of the BLET Staff immediately.

If a student is employed with a law enforcement agency, he/she will also contact his/her supervisor as soon as possible.

 14. HEALTH/ACCIDENT INSURANCE

Students should be covered by health and/or accident insurance coverage. The college insurance is supplemental insurance and is very limited coverage. VGCC is not responsible for a student’s medical bills if he/she is injured while participating in the BLET course. In addition, a student is not an employee of the college, therefore, workman’s compensation does not apply. It is highly recommended that a student maintain adequate medical coverage while enrolled in the BLET program. If a student does not maintain insurance coverage, it is at his/her own risk and IS NOT the responsibility of Vance-Granville Community College.

15. *TEAMWORK*

The law enforcement profession by its very nature depends on teamwork. To assist in the training of this concept, Vance-Granville Community Colleges' Basic Law Enforcement Training class will utilize the "TEAM Concept" (Together Everyone Achieves More) during training. During training hours Cadets will utilize this "Team Concept" by doing activities together in pairs. When cadets walk across campus, go to the snack bar, restroom, etc... it will be done in a minimum of pairs and Cadets will march to and from their destination.