



## **Academic Affairs Division**

# **BASIC LAW ENFORCEMENT TRAINING (BLET) PROGRAM**

## **CADET HANDBOOK 2023**



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**This Cadet Handbook is in effect for the spring and fall semester of 2023.**

## **WELCOME**

This Cadet Handbook will acquaint you with the various policies and procedures that are relevant to South Piedmont Community College (SPCC) and the Basic Law Enforcement Training program. South Piedmont Community College is an accredited institution to operate the Basic Law Enforcement Training program. This program meets the standards and requirements defined by the North Carolina Department of Justice, Criminal Justice Standards Division, and the North Carolina Sheriff's Education and Training Standards.

Cadets should refer to the SPCC Student Handbook for all policies and procedures relating to college academics, student behavior, and other areas. Copies of the SPCC Student Handbook may be obtained in the Student Services Division or may be viewed on the website at [www.spcc.edu](http://www.spcc.edu). Limited policies may be found in this handbook or in the course syllabi.

The SPCC Basic Law Enforcement Training program is accredited through the North Carolina Department of Justice, Criminal Justice Standards Division. Therefore, some policies and procedures contained in this handbook and within your program reflect these accreditation requirements and standards. Contact the Criminal Justice Training and Standards at PO Box 149, Raleigh, NC 27602 or call 919-661-5980 for questions regarding accreditation.

## **NON-DISCRIMINATION STATEMENT and Title IX**

The Board of Trustees and the administration of South Piedmont Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability, or political affiliation. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should a student feel his/her rights under Title VI, VII, or IX have been violated, he/she may submit a harassment complaint, including sexual harassment, to the Vice-President of Student Services by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5303, or emailed to [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu). Correspondence will be directed to the Student Title IX Coordinator, Elaine Clodfelter, Vice President of Student Services.

## **DISCLAIMER**

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Basic Law Enforcement Training Program will be notified of these changes when they occur.

## **DISABILITY SERVICES**

SPCC provides an ongoing program of services that encourages students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider is available to assist with registration, counseling, academic advisement and arrangements for appropriate accommodation. Reasonable accommodations are established on an individual basis. Students must provide documentation of a disability from a physician or other licensed professional in order to establish eligibility for services. (Please see the SPCC College Catalog for further details.)

## **MISSION STATEMENT**

The Basic Law Enforcement Training program prepares entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina. The program uses state commission-mandated topics and methods of instruction.

## **BASIC LAW ENFORCEMENT TRAINING**

The Basic Law Enforcement Training course has been thoroughly researched, legally reviewed, and contains the most current law enforcement information available. The course is comprised of 35 separate blocks of instruction to include topics such as: firearms, driver training, motor vehicle law, and arrest, search, and seizure. The BLET course is filled with practical exercises and an extensive ethics section that is woven throughout the training experience. South Piedmont Community College has increased the number of practical exercises in particular blocks in order for cadets to receive additional training. This additional training was recommended and approved by the Basic Law Enforcement Training Advisory Committee.

The North Carolina Criminal Justice Education and Training Standards Commission mandated 640-hour course takes approximately 16 weeks to complete and concludes with a comprehensive written exam and skills testing. Upon successful completion of the BLET State Comprehensive Written Examination, cadets have one year from the date of the State Comprehensive Examination to be duly appointed and sworn as a law enforcement officer in North Carolina.

The SPCC Basic Law Enforcement Training program is a full-time certificate (C55120) program. The program is operated in the fall and spring semester.

Employment opportunities for program graduates include: local police departments, county sheriff's offices, state law enforcement agencies, campus police departments, private company police departments and transit/railroad police.

### **LAW ENFORCEMENT STANDARD CODE OF ETHICS**

*Adopted by the International Association of Chiefs of Police (IACP) in 1957*

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence and disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all, and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life. I will be exemplary in obeying the law and regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feeling, prejudices, political beliefs, aspirations, animosities of friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to be my chosen profession...law enforcement.

## **BASIC LAW ENFORCEMENT TRAINING PROGRAM OUTCOMES**

1. Cadets will be able to demonstrate mastery of Unit 1-Legal, as demonstrated by obtaining at least a 70% pass rate on the state exam. The Unit 1-Legal block consists of: ABC Laws and Procedures, Constitutional Law, Elements of Criminal Law, Juvenile Law and Procedures, Motor Vehicle Law, Preparing for Court/Testifying in Court.
2. Cadets will be able to demonstrate mastery of Unit 2-Patrol Duties, as demonstrated by obtaining at least a 70% pass rate on the state exam. The Unit 2-Patrol Duties block consist of: Anti-Terrorism, Crowd Management, Explosives and Hazardous Materials Emergencies, In-Custody Transportation, Law Enforcement Radio Procedures and Information Systems, Patrol Techniques, Rapid Deployment, Techniques of Traffic Law Enforcement, Traffic Crash Investigation.
3. Cadets will be able to demonstrate mastery of Unit 3-Communications as demonstrated by obtaining at least a 70% pass rate on the state exam. The Unit 3-Communications block consist of: Communication Skills for Law Enforcement Officers, Crime Prevention Techniques, Dealing with Victims and the Public, Domestic Violence Response, Ethics for Professional Law Enforcement, Individuals with Mental Illness and Developmental Disabilities.
4. Cadets will be able to demonstrate mastery of Unit 4-Investigations as demonstrated by obtaining at least a 70% pass rate on the state exam. The Unit 4-Investigations block consist of: Controlled Substances, Criminal Investigation, Field Note taking and Report Writing, Fingerprinting and Photographing Arrestees, Human Trafficking, and Interviews: Field and In-Custody.
5. Cadets will be able to demonstrate mastery of Unit 5-Practical Application, as demonstrated by obtaining at least a 70% on the state exam. The Unit 5-Practical Application block consist of: Firearms, First Responder, Law Enforcement Driver Training, Physical Agility, and Subject Control/Arrest Techniques.
6. Cadets will be able to demonstrate mastery of Unit 6-Sheriff Specific, as demonstrated by obtaining at least a 70% pass on the state exam. Unit 6-Sheriff Specific block consist of: Civil Process, Court Duties, and Detention Duties.

## **BASIC LAW ENFORCEMENT RULES AND EXPECTATIONS**

The following rules are necessary for the safe, effective delivery of BLET. In cases where conflicts may arise, SPCC policy, Department of Community Colleges regulations, and Criminal Justice Education and Training and Standards Commission regulations shall apply. A cadet should ask the school director if he/she has questions or special problems.

### **SPONSORSHIP**

Cadets enrolled in the BLET academy must obtain sponsorship from a not-for-profit law enforcement agency. If, while attending BLET, a law enforcement agency discontinues its sponsorship the Director may recommend the cadet be dismissed from the program. If dismissal is recommended the cadet may appeal the decision following the procedures outlined in the "Program Dismissal Appeal Procedure" section of the Cadet Handbook. If the cadet is allowed to remain in the program without sponsorship he/she will be responsible for all tuition and fees associated with the BLET program.

### **ATTENDANCE**

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

### **Department Requirements**

A curriculum department may be more stringent in its attendance requirements than as stated in the College's attendance policy but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance policy, that requirement will be incorporated into the syllabi. Changes to the College's attendance policy must be approved in advance by the Vice President and Chief Academic Officer, Academic Affairs.

### **Absences for Religious Observances**

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

### **Census Dates**

All full-time cadets must be enrolled the first day of course delivery. You cannot enroll a full-time cadet after the first day of class. 12 NCAC 09B .0204

## **BASIC LAW ENFORCEMENT TRAINING PROGRAM ATTENDANCE**

Attendance at all scheduled Basic Law Enforcement Training classes is mandatory—12 NCAC 9B.404 (a) & 12 NCAC 10b.0506 (a).

A. Any unavoidable absence from class must be approved/excused by the school director. An instructor may not excuse a cadet. 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 (5%) 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. An unexcused absence occurs when a cadet fails to show up for class without contacting and receiving prior approval from the school director. Each cadet's progress is monitored daily. If a cadet misses more than one hour of any block of instruction and/or practical exercise, they will be unable to complete that block of instruction. This also includes being habitually tardy or regularly leaving class early.

C. Any time a cadet is absent; he/she must complete a "Request for Excused Absence/Tardy" form and submit it to the school director stating the date and the reason for the absence. The school director will assign remedial work to ensure that the cadet understands the information that was covered while he/she was absent. This remedial work will be documented with acknowledgement signatures from both the director and cadet. The original documentation will be placed in the cadet's file. The cadet will receive a copy of the document for informational and record keeping purposes.

## **PARTICIPATION**

A. All cadets will be required to actively participate in all assigned activities. Any cadet who fails to participate in any assigned activity will be subject to disciplinary action. The School Director and instructor will make the final decision as to whether the cadet is actively participating in the assigned activity and document deficiencies. Temporary exceptions to this participation requirement will be made for those cadets with valid (documented by a physician) medical exemptions. However, in no case may excused absences exceed five percent (5%) of the total class hours for the course delivery period. 12 NCAC 9B. 0405 The instructor will notify the school director of any cadet's failure to participate.

B. A cadet must complete all classroom work before participating in practical exercises and scenarios. A cadet will not be allowed to participate in Subject Control/Arrest Techniques (SCAT), Firearms or Driving practical exercises, or scenarios for Criminal Investigation, Patrol Techniques, and Domestic Violence if he/she is absent for the lecture portion of these blocks of instruction.

C. All missed time must be made up at the direction of the school director as soon as possible after the original scheduled date. Cadets granted an excused absence or tardy will be scheduled appropriate make-up work during the current course offering. The school director has the ultimate responsibility to determine when a cadet 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. The make-up work will be documented with acknowledgement signatures from both the director and cadet. The original documentation will be placed in the cadet's file. The cadet will receive a copy of the document for informational and record keeping purposes.

### **TARDINESS**

A. A tardy is arriving to class late or leaving early, regardless of the reason or where class is being held.

B. Each cadet must treat his/her punctual attendance in this training academy as an important responsibility in fulfilling the duties to his/her employing/sponsoring agency.

C. Cadets are expected to assemble for class at the appropriate time in the designated area.

D. Any time a cadet is late to class, from break, or from lunch, he/she must complete a "Request for Excused Absence/Tardy" form and submit it to the school director stating the date, time, and reason for the tardiness. The school director will assign appropriate remedial or make-up work for time missed due to tardiness. This form must be completed and submitted by the end of the class day. The make-up work will be documented with acknowledgement signatures from both the director and cadet. The original documentation will be placed in the cadet's file. The cadet will receive a copy of the document for informational and record keeping purposes.

E. If a cadet is late for a one-hour physical training session, he/she will be required to attend a make-up physical training session. The make-up session will be documented with acknowledgement signatures from both the director and cadet. The original documentation will be placed in the cadet's file. The cadet will receive a copy of the document for informational and record keeping purposes.

F. In addition to missing important information, habitual tardiness reflects behavior not normally tolerated by law enforcement administrators. After 3 documented tardies, the school director will report, via letter, a cadet's excessive tardiness in the Basic Law Enforcement Training program to the administrator of his/her employing/sponsoring agency. This letter will outline the dates and circumstances of each documented tardy. A copy of this letter will be placed in the cadet's file. The cadet will receive a copy of the letter for informational and record keeping purposes.

G. Any cadet accumulating more than (4) documented tardies will be recommended for dismissal from the BLET program.

### **ILLNESS – EMERGENCY REPORTING PROCEDURE**

A. All cadets who are unable to attend class must notify the school director that he/she will be absent and state the reason for the absence. The school director can be reached at 704-290-5884 or via email. Contacting another cadet in the class does not satisfy this requirement.

B. Any time a cadet is absent; he/she must complete a "Request for Excused Absence/Tardy" form and submit it to the school director stating the date and the reason for the absence. The school director will assign remedial work to ensure that the cadet understands the information that was covered while he/she was absent. This remedial work will be documented with acknowledgement signatures from both the director and cadet. The original documentation will be

placed in the cadet's file. The cadet will receive a copy of the document for informational and record keeping purposes.

C. If a cadet is employed by an agency and 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.

## **PERSONAL CONDUCT**

Professional conduct of a law enforcement officer must be maintained always. 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 SPCC BLET academy is committed to an environment free of inappropriate and disrespectful conduct and communication of a sexual/gender/racial/religious nature. Any cadet who believes that he or she has been subjected to harassment will make his/her complaint to the Vice-President of Student Services by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5303 or emailed to eclodfelter@spcc.edu. Correspondence will be directed to the Student Title IX Coordinator, Elaine Clodfelter, Vice President of Student Services.

### **Academic Integrity**

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise.

Cheating in any capacity will not be tolerated. Any cadet caught cheating, allowing, or assisting in cheating shall be recommended for dismissal from the BLET academy.

### **Basic Law Enforcement Training Instructors**

All instructors will be considered guests and afforded full courtesy and respect. Cadets 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 cadet is proficient in each objective of the subject that they are teaching. Cadets will not ask instructors when class will end or encourage the instructor to dismiss class early.

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

### **Profanity**

The use of obscene language, obscene gestures, or profanity is prohibited.

### **Fraternization**

Any fraternization which is considered irregular, unprofessional, improper or imprudent in ways that undermines the goals of this academy will not be tolerated in any way and the cadets will be dismissed from the academy. This includes both cadets and instructors. Cadets 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.

It is inappropriate for cadets to pursue social media or personal relationships with any BLET instructor or staff member.



## **Tobacco**

### **SPCC Policy 6.13**

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product or any comparable smoking or personal vapor-generating device, such as e-cigarettes, at any time, including during non-college hours,

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any college grounds or property – including athletic fields and parking lots – owned or leased by South Piedmont Community College
- at any College-sponsored or College-related event, on campus or off campus

## **Drugs/Alcohol**

### **SPCC Policy 6.06**

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, at any official function sponsored by the College, or on all college premises except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved. Any employee or any student violating this policy is subject to disciplinary action up to and including termination/expulsion and referral for prosecution.

## **Unprofessional Behavior**

Boisterous, antagonistic conduct is prohibited. Horseplay in the classroom or other training site will not be tolerated. If a cadet 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. The incident will be documented and added to the cadet's file by the school director.

### **Care of facilities and equipment**

A. Cadets will not sit or put their feet on classroom tables or put their feet on the walls. Cadets 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.

B. Cadets are responsible for keeping the classroom clean and professional looking always. As courtesy a refrigerator, microwave and coffee maker are provided for your convenience. It is the cadets' responsibility to keep these convenience items clean always.

### **Cell Phones and other electronic devices**

Cadets must leave cell phones in their assigned locker, placed on silent. During scenario training or practical exercise training, cell phones will be left in a cadet's vehicle or locker. All calls or texts must be made during breaks or after class has ended. Cadets will only be allowed to use their phones in the classroom or while seated in the cafeteria. At no time will a cadet be on their phone while moving about the campus. Violations of this policy will result in cell phones being banned from the classroom and scenario training site.

If a cadet has a need to keep their cell phone with them for a short period of time, he/she should make this request to the school director and the instructor prior to the start of class. The request must include the justification for keeping the cell phone with them and the time period that is being requested.

The wearing of any smart device such as smart watches is prohibited during any SPCC BLET Academy functions. Any cadet wearing or having on their person a cell phone and or smart devices during prohibited times will be subject to disciplinary action. The cadet will receive written documentation from the school director outlining the violation of the

policy. The cadet and school director will be required to sign this documentation. The cadet will receive a copy of this document and the original copy will be retained in the cadet's file.

Refer to Student Code of Behavioral Conduct.

### **Pictures/Videos of BLET**

Due to the highly critical nature of the training, cadets are prohibited from taking pictures/videos during practical exercises, or any other parts of BLET, without the expressed consent of the School Director. In addition, cadets 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. Cadets found in violation of this rule will be subject to disciplinary action.

### **Arrest or Law Enforcement Detainment**

The School Director shall be notified in writing immediately of any detainment or arrest by law enforcement involving a cadet. This includes traffic stops. Cadets will refrain from using their involvement in the BLET academy to influence an officer/deputy in these situations.

### **Food consumption**

The consumption of any food will be limited to routine breaks of the class unless otherwise specified. If a medical issue necessitates food consumption during the delivery of a block of instruction, a note from your physician must be provided to the school director and will be kept in your file. Liquid beverages are allowed; however, it must be in a container with a resalable, spill proof lid, and must be placed on the floor to the side of your assigned seat. Liquid consumption must not disrupt the block of instruction.

Cadets may not bring food into the classroom while instruction is being delivered.

### **Restroom breaks**

Restroom breaks are to be limited to the routine breaks of the class. If medical issues necessitate having to frequent the restroom outside of the routine breaks of the class, a note from your physician must be provided and will be kept in your file.

### **Movement on Campus**

While moving on campus cadets will stay to the right side of the hallway. Cadets will walk in a single file line. Any person met/encountered by a cadet will be given the greeting of the day (good morning/afternoon ma'am/sir). If a cadet encounters an instructor or uniformed officer, they will cease movement, stand at attention and give the greeting of the day.

### **Student Code of Behavioral Conduct**

A. In fulfillment of obligations to the college community, each SPCC student and student club/organization is expected to comply with the Student Code of Behavioral Conduct. Therefore, students are prohibited from engaging in any conduct that materially or adversely affects the educational process including, but not limited to, the following:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, and/or other behavior which threatens or endangers the health and/or safety of any person.
2. Disrespectful behavior toward faculty, staff, students, external partners.
3. Hate speech, libel, or slander or any other communication or expression designed to incite violence.
4. Social media posts (private and public) which negatively impact the college, students, faculty, staff, and external partners.
5. Trespass, which includes unauthorized entry into any office or building or other college property on college premises.
6. Vandalism, malicious or negligent destruction, damage, or misuse of college or public property on college premises.

7. Theft, larceny, or embezzlement of the property of another person, the college, or another entity.
8. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for use inconsistent with prescribed, customary, or authorized use.
9. Unauthorized use of college computer facilities and/or resources including but not limited to copyright infringement and misuse of accounts.
10. Disruption of and/or interference with college academic or administrative activities and/or unauthorized occupation of facilities on college premises.
11. Engaging in conduct, activity, or behavior that is disruptive to physical or virtual classroom instruction to include social media, cell phone use, etc.
12. Intentional setting off a fire alarm, using or tampering with any safety equipment on college premises or at college-sponsored events.
13. Conduct that is disorderly, lewd, or indecent, on physical or virtual college premises or at college sponsored functions; breach of peace or aiding, abetting, or procuring another person to breach the peace. (This regulation does not prohibit peaceful assembly.)
14. Misconduct of a sexual nature that does not meet Title IX definitions.
15. Mental or physical abuse of any person on physical or virtual college premises or at college-sponsored events including verbal or physical actions which threaten or endanger an individual's health or safety.
16. Intentional obstruction or disruption of teaching, administration, or other college activities, including public service functions and other duly authorized activities on college premises or at college-sponsored events.
17. Violation of the Drug and Alcohol Policy a. Manufacture, sale, use, distribution, or possession of and/or driving under the influence of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or drug paraphernalia and/or other chemicals. b. Public intoxication, and/or manufacture, sale, misuse, distribution, possession of alcoholic beverages or liquors.
18. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals in a manner that harms, threatens, or causes fear to others.
19. Smoking, vaping, e-cigarettes and/or other forms of tobacco products on college premises or at college-sponsored events.
20. Violation of college regulations regarding the operation and parking of motor vehicles.
21. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
22. Fiscal irresponsibility such as failure to pay college-levied fines, or the passing of worthless check to college officials.
23. Violation of a local, state, or federal criminal law on college premises adversely affecting student's pursuit of it proper educational purposes.
24. Abuse of the Student Code of Behavioral Conduct including:
  - a. Intentionally initiating or causing to be initiated any false report or complaint.
  - b. Attempting to coerce or discourage an individual's participation in or use of student conduct procedures.
  - c. Intentional obstruction or disruption of disciplinary proceedings.
  - d. Attempting to influence the impartiality of a student conduct procedure.
  - e. Verbal and/or physical intimidation and/or retaliation of any party to student conduct proceedings prior to, during, and/or afterwards.
  - f. Committing a violation of college policy while on conduct probation and/or failing to meet deadlines imposed in accordance with college policy.
  - g. Influencing or attempting to influence another person to abuse the Student Code of Behavioral Conduct procedures.

h. Failing to abide by any conduct outcome as assigned through the Student Code of Behavioral Conduct procedures.

**These Student Codes of Conduct are not all inclusive. Other conduct that is disruptive or does not follow proper procedure may be subject to appropriate sanctions.**

**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. This rule may be relaxed for special events approved by the school Director.

Each cadet will maintain the following standards while participating in the BLET academy:

<u>Women</u>	<u>Men</u>	<u>Both Women and Men</u>
<b>Hair must be up-off collar</b>	<b>Hair off the ears and collar</b>	<b>Cadets are not to have their hair colored or “streaked”. Example: any unnatural color.</b>
<b>No hoop or dangling earrings. Stud earrings are allowed with the exception of BLET practical exercises.</b>	<b>Clean-shaven No facial hair other than well-groomed mustache (cannot exceed the corners of the mouth or below the top lip)</b>	<b>Cadets are not to wear sunglasses on the top of their heads in the classroom or practical exercise training site.</b>
<b>No visible piercings other than the ears, however no earrings can be worn during BLET practical exercises.</b>	<b>No visible piercings other than ears. No earrings will be worn at any time.</b>	<b>Personal hygiene must be maintained at all times. Cadets will shower after every physical training activity before dressing for class. Showers are located at the Monroe Aquatics and Fitness Center.</b>
<b>No excessive make-up</b>	<b>No make-up</b>	<b>No bracelets</b>
<b>No excessively long fingernails. Nails must be natural or neutral in color. No bright colors or adornments.</b>	<b>No excessively long fingernails. Nails must be natural or neutral in color. No bright colors or adornments.</b>	<b>A necklace is allowed under the shirt</b>

**Uniforms**

Each cadet must report for class wearing the following BLET uniform:

- A. SPCC BLET T-shirt, Sweatshirt, or Polo depending on the type of training being conducted.
- B. BDU/Tactical pants

- C. Black police/military boots
- D. Black tactical belt
- E. BLET Baseball Hat

Each cadet is responsible for the maintenance of the BLET uniform. This maintenance includes the following:

- A. Uniforms must be clean and ironed – no hanging threads
- B. Boots must be shined

### **Weapons**

BLET cadets are NOT allowed to bring weapons on campus for any reason. This includes any types of handgun, shotgun, knife or any other type weapon. This rule also applies to all training sites off campus.

### **TESTING**

A cadet, 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 cadet'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 cadet who fails more than (4) of the subject examinations. That means that if the cadet scores less than 70% on any examination it shall be considered a failure, notwithstanding any re-test. The cadet must retake all failed examinations, and he/she must pass the exam with a score of 70%.

NOTE: A cadet 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 cadet shall not be allowed remediation or re-examination and shall be recommended for dismissal from the course and shall be required to complete a subsequent delivery of BLET in its entirety – 12 NCAC 9B.0405(b) (3).

If a cadet fails a scheduled test, he/she will have only one additional opportunity to pass by taking a re-test in that topical area. If a cadet receives one or two failing grades on topical re-tests, he/she may continue classes but may not take the state certification examination. The cadet must receive instruction and complete these deficiencies in another BLET course and receive a passing score before taking the state certification examination. If a cadet 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 cadet 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.

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 cadet will only be given credit for a 70% grade regardless of how high the score. If the cadet does not pass the second examination, he/she will be *deficient* in that block of instruction.

NOTE: Cadets 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

cadet 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).

After cadets have completed and turned in their topical block test they will exit the classroom and **report** to the café area until further notified.

### **DISCIPLINE PROCEDURES**

As situations arise that require cadets to be disciplined for violations of rules, regulations, or not completing assignments as assigned, a point will be issued to a cadet for the following:

- **Being tardy to PT or class. This includes returning to class from breaks and meals.**
- **Sleeping in class or resting the head on the table or arms.**
- **Talking in class while the instructor is talking**
- **Uniform/grooming violations**
- **Any violation of the aforementioned BLET Rules and Expectations**
- **Other documented inappropriate actions or behavior as determined by the school director.**

If a cadet accumulates six points, he/she will be required to attend a consultation with the school director and a representative from his/her employing or sponsoring agency. The school director and the agency representative will make a recommendation whether or not the cadet will be dismissed from the academy at this time or continue in a probationary status.

If the cadet is allowed to stay in the program under a probationary status, the director will design an action plan. The plan will be approved by the Dean of Health and Public Safety. Once approval has been received the action plan will be discussed and acknowledgement signatures will be received by the director, cadet, and Dean of Health and Public Safety.

The BLET Director, at his or her discretion, reserves the right to immediately report serious and/or egregious violations of the aforementioned BLET Rules and Expectations directly to a cadets sponsoring agency.

### **PROGRAM DISMISSAL APPEAL PROCEDURE**

1. A formal appeal of the program dismissal must be received in writing within three (3) working days after the dismissal. This appeal may be submitted to the Vice President of Academic Affairs/Chief Academic Officer by U. S. Postal Service, by email or may be hand delivered. The appeal must list the following: (1) cadet's full name, mailing address, phone number, email address and SPCC student identification number; (2) course title and time scheduled; (3) program director; (4) reason for dismissal; (5) date and time of the dismissal; (6) any corrective action being requested by the cadet; and (7) request for on campus, conference call, or electronic review by the Program Dismissal Appeals Team. The letter must also include all documentation supporting the reason for the appeal. The cadet will receive notification of receipt of the appeal letter.
  - a. Upon the receipt of the appeal letter, the cadet will be placed on the status of dismissal pending. While in the status, the cadet may not attend any program activities (classroom, clinical, lab or club activities)
2. Within three (3) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Appeals Team will review the appeal. The cadet and the Program Director will be notified of the date, time, and location of the hearing. Both parties may present pertinent information. At the discretion of the Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or electronically.
  - a. The appeal meeting is a conflict resolution and not a judicial proceeding. The cadet may bring one support person (not an attorney) to this meeting. The support person is not to be active in the meeting

discussions. The cadet may not record this meeting but may take notes.

3. The Vice President of Academic Affairs/CAO will notify the Program Director and the cadet of the decision on the appeal within three (3) working days after the review. The decision of the Appeals Team is final.

The Appeals Team is an ad hoc team appointed by the Vice President and will consist of five members to include three program faculty members, one Student Services staff member, and one student. A quorum of the Appeals Team will be necessary to hear an appeal.

### **INJURIES/ACCIDENTS**

- A. If a cadet or instructor is injured or becomes involved in an accident during school hours, he/she must notify a member of the BLET Staff immediately. The school director will complete and submit the appropriate incident report for further investigation and documentation.
- B. If a BLET instructor is injured, as a result of the actions of a cadet, the school director will submit an incident report for further investigation and documentation. If the cadet is found to have acted in a negligent manner, the school director will send a letter to the cadet's sponsoring agency outlining the findings and college's recommendation of future action.
- C. If a cadet is employed with a law enforcement agency, he/she will also contact his/her supervisor as soon as possible.

### **HEALTH/ACCIDENT INSURANCE**

Cadets should be covered by health and/or accident insurance coverage. The college insurance is supplemental insurance and is very limited coverage. SPCC is not responsible for a cadet's medical bills if he/she is injured while participating in the BLET course.

In addition, a cadet is not an employee of the college, therefore, workman's compensation does not apply. It is highly recommended that a cadet maintains adequate medical coverage while enrolled in the BLET academy. If a cadet does not maintain insurance coverage, it is at his/her own risk and is not the responsibility of South Piedmont Community College.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside of SPCC without written consent of the student involved, except under legal compulsion. SPCC adopts general guidelines for release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31(a)(2)).

### **GENERAL INFORMATION**

#### **Basic Law Enforcement Training Graduation Ceremony**

A graduation ceremony is held for each BLET class. The graduation ceremony will take place in December for the fall class. The ceremony will take place in May for the spring class.

In order to participate in the Basic Law Enforcement Training Graduation Ceremony, you must:

- ❖ Must have a grade of a minimum of 70% in all Basic Law Enforcement Training instructional blocks
- ❖ Satisfy all division or departmental requirements.

- ❖ Return all property of the College.
- ❖ Pass the State Comprehensive BLET Exam

### **Inclement Weather Policy**

See the SPCC Student Handbook for Inclement Weather Policy. If the college is closed, no classes will be held on campus and scheduled practical exercises off-site will be cancelled as well.

### **Name/Address/Telephone Change**

Any change to your name, address, or telephone numbers, or email should be reported to the Director of Law Enforcement Training, the Public Safety Administrative Assistant and the Office of Student Services so that your records can be kept current.

### **Withdrawal Policy**

SPCC recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of “W” following the Drop period and through the 70 percent point of the semester. You must see the Program director to complete a “Withdrawal Form.” This form must be signed by you and the Program director and be submitted to the Student Records Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- ❖ May affect your financial aid status.
- ❖ May affect your grade point average.

Cadets who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

**For more information on this program of study call: in Union County: 704.290.5100; in Anson County: 704.272.5300; Toll-Free 1.800.766.0319; [www.spcc.edu](http://www.spcc.edu)**

#### **Visit SPCC at:**

L.L. Polk Campus, US 74, Polkton, NC 28135  
Old Charlotte Highway Campus, 4209 Old Charlotte Highway, Monroe, NC 28110  
Lockhart-Taylor Center, 514 N. Washington St, Wadesboro, NC 28170  
Tyson Family Center for Technology, 3509 Old Charlotte Highway, Monroe, NC 28110

#### **Mail SPCC at:**

P.O. Box 126, Polkton, NC 28135  
P.O. Box 5041, Monroe, NC 28111-5041





## **BASIC LAW ENFORCEMENT TRAINING Cadet Handbook Contract Agreement**

I have read and understand the policies for the Basic Law Enforcement Training Program as given in the Cadet Handbook. It is my responsibility to maintain current knowledge of these policies.

I also understand all statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Cadets in the Basic Law Enforcement Training Program will be notified of these changes when they occur.

Cadet: \_\_\_\_\_  
(PRINT NAME) (SIGNATURE)

Date: \_\_\_\_\_

Remove page from booklet, sign, date, and submit to  
Director, Law Enforcement Training  
on the first day of class







**L. L. Polk Campus**

Mail: PO Box 126, Polkton, NC 28135  
680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0319

**Old Charlotte Highway Campus**

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