

BASIC LAW ENFORCEMENT TRAINING

POLICY STATEMENT

College of The Albemarle offers the Basic Law Enforcement Training program (BLET) as a full-time day and part-time night cadet school. Each applicant will meet minimum standards for employment as established by the North Carolina Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standard Commission.

State guidelines require that a minimum of 10 students must meet all eligibility requirements, and have been properly registered in a BLET class by the first class meeting. If, for any reason, fewer than 10 students are properly registered and fees cleared by the first class meeting, then the class, as required by state guidelines, must be cancelled. In addition, per state guidelines, no student is permitted to enroll in the class after the first class meeting. The Training Standards Commission must approve any student that needs to be a limited enrollee in the BLET program prior to the beginning of the school.

ADMISSIONS REQUIREMENTS

I. 12 NCAC 09B .0101 MINIMUM STANDARDS FOR CRIMINAL JUSTICE OFFICERS

Every criminal justice officer employed by an agency in North Carolina shall:

- (1) Be a citizen of the United States
- (2) Be at least 20 years of age
- (3) Be of good moral character pursuant to G.S. 17C-10 and as determined by a thorough background investigation

II. 12 NCAC 09B .0111 MINIMUM STANDARDS FOR LAW ENFORCEMENT OFFICERS

In addition to the requirements for criminal justice officers contained in Rule .0101 of this Section, every law enforcement officer employed by an agency in North Carolina shall:

- (1) Not have committed or convicted of the following:
 - (a) A felony
 - (b) A crime for which the punishment could have been imprisonment for more than two years
 - (c) A crime or unlawful act defined as a "Class B misdemeanor" within the five-year period prior to the date of application for employment
 - (d) Four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of conviction
 - (e) Four or more crimes or unlawful acts defined as "Class A misdemeanors" except the applicant may be employed if the last conviction occurred more than two years prior to the date of application for employment
- (2) Be a high school graduate or have passed the General Educational Development Test indicating high school equivalency

III. COLLEGE OF THE ALBEMARLE REQUIREMENTS

- 1) The applicant must fill out an application for admission to COA. Official high school and/or college transcripts should be sent to the admissions office.
- 2) Must provide a copy of valid NC Driver's License.
- 3) You will need to take the **COMPASS** reading test. A 10th grade reading level (a score of 77) is required for admission into the B.L.E.T. program. The testing site is located on College of The Albemarle's Elizabeth City campus in the testing center and may be scheduled with Admissions. The test must have been taken within a year of admission to the program. **There are no exemptions from this test.**
- 4) Provide official copy of accredited high school transcript(s) and official college transcripts provided to admissions office.
Applicant must be able to provide copies of unofficial college transcripts to the School Director and official copies to admissions office.
- 5) The applicant must provide a copy of birth certificate. If you were not born a United States citizen, you must provide a copy of your naturalization certificate.
- 6) Must provide a **certified original** copy of the applicant's criminal record for each county and state they have lived (and for military personnel, attended training or been stationed) since age 16. Must provide a **certified original** copy of the applicant's criminal record check from any military branch the applicant has served in from all stationed duties.
- 7) The applicant must provide a copy of a DD-214 form if applicant has military service.
- 8) The applicant must have a law enforcement agency's sponsorship letter. **This is a recommendation letter only.** This letter does not promise the applicant a job nor promise payment of fees or supplies.
- 9) The applicant must be examined and certified by a North Carolina licensed physician or surgeon, to meet the physical requirements necessary to perform the functions of a law enforcement officer. A Physician must fill out the two state forms (the F-1 and F-2) completely.
- 10) The applicant must complete an F-3 Personal History Statement. **Completely and accurately complete this item**, as this item will become part of your career record as a law enforcement officer. Any sections that do not apply to the student must be marked with **N/A or Not Applicable**.
- 11) The applicant must provide a copy of High School Diploma or Equivalent (GED).

NOTE: Any applicant who is uncertain whether or not he/she meets the admissions requirements stated above should contact the School Director at (252) 335-0821.

ADMISSION INTERVIEW

After all paperwork is complete, the BLET Director interviews each applicant. The interview determines if the applicant meets the minimum standards for employment as established by the North Carolina Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standards Commission. It is necessary to make sure that the applicant is free of conviction of any crimes (civilian or military; driving while impaired or under the influence; or major motor vehicle law infractions) and to determine if the disposition of such charges is pending. The BLET School Director reserves the right to deny entry into the program based on criminal charges or convictions and moral character of the student.

TUITION AND FEES/WAIVER REQUIREMENT

Obtaining a sponsorship letter is mandatory for admission into College of the Albemarle's BLET program. This sponsorship letter does not guarantee the student a job upon graduation from that agency. The sponsoring agency may revoke the sponsorship at any time, immediately removing a student from the BLET program. The sponsoring agency will conduct additional background checks. Program participants may be eligible for financial aid and must consult the Financial Aid office for further information.

Students employed by a law enforcement agency must submit a letter from that agency certifying employment in order for a waiver of tuition fees. Submission of this letter to the Director is necessary in order for the student to register for the BLET program.

MEDICAL EVALUATION

Prior to enrollment in the BLET program, each applicant must have been examined and certified by a physician in order to verify that he/she meets the necessary physical requirements involved in this program. The physician must fill out two forms. You can get these forms from the School Director after your other items have been turned into the BLET office. Since the applicant will pay the cost of the physical, it is not recommended that the applicant take the physical unless he/she is reasonably sure that he/she meets the minimum standards for employment by a law enforcement agency in North Carolina. Anyone who is uncertain whether he/she meets the minimum requirements should contact the BLET School Director at (252) 335-0821.

PHYSICAL ABILITY

Students are expected to run, drag a 175 lb. "victim," do 40 push-ups, maneuver 100lbs of dead weight, scale a 4-foot fence, navigate under a 2-foot apparatus, and demonstrate the ability to step up and down 30 times.

COMPLETION OF THE APPLICATION PROCESS

Completed BLET packets must be returned to the BLET Administrative Assistant located in room FC129 at the Elizabeth City campus of College of the Albemarle. An applicant may address questions regarding the application packet to the Director at (252) 335-0821 x2315 or to the Administrative Assistant at (252)335-0821 x2210. When the applicant has provided all of the required information and the packet is completed, an interview with the Director will be scheduled. **All required items MUST be completed before the set deadline for the student to be able to enter the BLET program.** Each class will have a preset date that will serve as the last day for the student to have all forms and other entry events completed. If the student does not have all required items finished by this date, the student will not be allowed into the class. The student may and will be considered for the next scheduled class.

The BLET School Director's office is located in room FC131 at the Elizabeth City campus of College of the Albemarle. Students may contact the Director at (252) 335-0821 x2210 to make and on campus appointment.

FEE, BOOKS, AND SUPPLIES

Each student in the BLET program bears the cost of procuring the following:

Item	Cost
Lab Fees	250.00
Technology Fee	16.00
Student Activity Fee	32.50
Campus Access Fee	15.00
BLET Textbooks (new).....	
Purchase from: COA Bookstore (252) 331-5964	710.00
OR NC Justice Academy (910) 525-4158	670.00
SUBTOTAL	\$1,024.00
Purchase from: In Stitches 509 East Main St., Elizabeth City, NC (252) 338-3094	<u>You will be given a date on when to order</u>
2 Navy Blue BLET Polos.....	26.00 each
1 Navy Blue BLET Knit Cap.....	15.00
1 Black BLET Hat.....	18.00
Purchase from: MMT Printers 605 East Fearing St., Elizabeth City, NC (252) 338-2328	<u>You will be given a date on when to order</u>
1 Navy Blue BLET Crewneck Sweatshirt.....	30.00
2 Navy Blue BLET PT Shirts	7.00 each
1 Pair Navy Blue BLET Jogging Pants.....	30.00
1 Pair Navy Blue BLET Jogging Shorts.....	24.00
Purchase from:	A change has been made concerning the purchase of this item. Please check with office before purchasing.
2 Pair 5.11 Khaki Tac-Lite Pro Pants.....\$50.00 each Men's Product Code RYL74273162 Women's Product Code RYL643601628	
TOTAL ESTIMATED COST	\$1,307.00
Purchase from choice of Vendor the following: Jogging shoes, black or white socks, black belt, black leather military style boots (nylon on boots acceptable), and protective mouth guard	Cost varies
Medical Examination, choice of North Carolina physician only	Cost varies

Tuition and fees for the Basic Law Enforcement Training Program through the Workforce Development and Career Readiness department (night school) differ, please contact office for that information. Books and supplies estimated fees remain the same.

**** PLEASE NOTE THAT THE ABOVE FIGURES ARE ESTIMATES TO GIVE STUDENTS AN IDEA OF THE PROGRAM COSTS. THEY ARE SUBJECT TO CHANGE AT ANY TIME. ****

REV 1/23/17