

NASH COMMUNITY COLLEGE

Basic Law Enforcement Training



Academy Rules and Regulations

(Revised 12/01/2022)

LAW ENFORCEMENT CODE OF ETHICS

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 feelings, prejudices, political beliefs, aspirations, animosities or 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 to 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 my chosen profession...LAW ENFORCEMENT!!!

Nash Community College

Foreword

The provisions of these rules and regulations are designed to provide guidelines and policies of conduct, discipline and administration to cadets while in attendance during the Nash Community College Basic Law Enforcement Training Academy.

In addition to the rules and regulations set forth in this publication, cadets employed by another agency, are required to comply with their departmental rules of conduct and duty, policies, procedures, and orders of their agency. In the event there is a conflict, the cadet is responsible for notifying the School Director or his/her designee and to notify the appropriate personnel with their employing agency.

As a prospective candidate for a career in law enforcement, all cadets should realize that their conduct and duty performance will be subject to continuous evaluation.

Basic Training Program Objectives

The objective of the Nash Community College is to provide basic operational training in various law enforcement functions to cadets. Although this curriculum is intended to serve as a guideline for basic operational training in the Academy, it should not be viewed as a static entity. The law enforcement profession, like all others, is subject to change. These changes are induced by technology, judicial, political and legislative environments. The Academy Staff will be vigilant to detect any changes that affect the contents of this program and to update its contents appropriately upon approval of the Nash Community College and the North Carolina Criminal Justice Education and Training Standards Commission.

Cadet Orientation

Nash Community College Basic Law Enforcement Training Program Rules and Regulations

The Criminal Justice Education and Training Standards Commission is the State agency that is charged with the responsibility of developing and implementing mandatory criminal justice basic training programs that are required within the officer's first year of employment. The Commission recognizes the importance of a high-quality basic training program that provides the recruit with the minimum basic skills necessary to **function as an inexperienced law enforcement officer** after completing the academy training. To maintain a high-quality standard of training, the Commission has formulated certain regulations which must be adhered to by each recruit participating in the basic training program. These regulations are designed to ensure that the recruit receives the best training available so that he/she can perform their duties to the best of their abilities in the chosen profession.

Note: that the rules and regulations appearing on the following pages represent state-mandated guidelines appearing in Title 12, North Carolina Administrative Code, Sub-Chapter 9B, and additional requirements of the Nash Community College Basic Law Enforcement Program.

Remember, the ultimate responsibility for successfully completing the basic training program does not belong to your instructors or the Academy Staff. **That responsibility is yours.** You should thoroughly familiarize yourself with the contents of this Program Orientation. Any questions you may have should be addressed to the Nash Community College BLET School Director or Academy Staff. Failure to conform to these rules may jeopardize your successful completion of the basic training program as well as your certification as a law enforcement officer in the State of North Carolina. **Participants in the Basic Law Enforcement Training program are to be aware that they are not eligible for law enforcement certification until the completion of the Basic Law Enforcement Training program. Therefore, you should be aware that you are not wear attire or to take any actions that would represent yourself as a police officer in any way either here at the college or anywhere else.**

The Criminal Justice Standards Division of the North Carolina Department of Justice provides staff to the Education and Training Standards Commission and administers all Commission mandated programs. Inquiries about Commission programs and activities should be directed to:

Criminal Justice Standards Division
North Carolina Department of Justice
P.O. Drawer 149
Raleigh, NC 27602
Phone: (919) 661-5980

Discipline

Any violations of the rules and regulations and/or Nash Community College rules could result in the following progressive method of discipline up to and including dismissal, depending on severity or the nature of the disciplinary issue:

- **First Offense**- Verbal Warning and/or physical agility
- **Second Offense**- Corrective Counseling documented and placed in your academy incident file and/or physical agility and or essay.
- **Third Offense**- Oral Warning documented and placed in your academy incident file and/or physical agility and/or essay.
- **Fourth Offense**- Final Written Warning documented and placed in your personnel file.
- **Fifth Offense**- Suspension and/or Dismissal documented and placed in your personnel file.

All missed time will be made up in its entirety and documented on the appropriate forms.

The nature of the offense and the number of previous incidents will dictate the level of discipline to be administered by the School Director or his/her designee. The School Director has the final determination in disciplinary matters.

It is at the discretion of the School Director to immediately dismiss a cadet based on the severity and nature of the offense.

Attendance / Tardiness

An attendance record shall be maintained for each cadet. Each occasion of sickness, tardiness or absence shall be noted by the Academy Staff and recorded by the School Director or his/her designee. This record will be accurately maintained and must be cleared before a cadet will be allowed to sit for the State Examination. **All time missed by a cadet must be completely made up prior to sitting for the State Examination.**

While in the Basic Law Enforcement Training Academy at Nash Community College, any cadet who is absent and has not contacted the School Director or his/her designee, is considered Absent Without Leave (AWOL) and is subject to disciplinary actions up to and may include termination from the program.

The following information is from the North Carolina Administrative Code, which dictates how BLET will be conducted.

- (a) Each trainee enrolled in a certified Basic Law Enforcement Training Course **shall attend all class sessions.** The school director shall monitor the trainee's regular attendance at criminal justice training courses in which the trainee is enrolled.

- (b) The **school director may excuse** a trainee from attendance at specific class sessions. However, **in no case may excused absences exceed five percent (5%) of the total class hours** for the course offering. A trainee shall not be eligible for administration of the state comprehensive examination and **shall be dismissed from the course if the cumulative total of class absences exceeds five percent regardless of the prior completion of make-up work.** (ref: 12 NCAC 9B .0404[b]).
- (c) If the school director grants an excused absence from a class session, he shall schedule make-up work and ensure the satisfactory completion of such work during the current course presentation. (ref: 12 NCAC 9B .0404[c]). The school director shall schedule instructors and reimburse those instructors for the purpose of completion of the make up work. Absences that occur during the last forty hours of the training course may be made up in a subsequent delivery; however, the school director shall notify the Standards Division prior to scheduling the make-up work.
- (d) **A school director may terminate a trainee from course participation or may deny certification of successful course completion where the trainee is tardy to or departs early from class meetings or field exercises.** (ref: 12 NCAC 9B .0404 [a, b, c, d])

A cadet will be defined as **“tardy”** for the following reasons:

- If he/she is not in his/her seat at the commencement of each class period, including breaks and meals;
- If the cadet comes into class late for any reason;
- If the student leaves class early;
- Using class time for other than designated activities;
- Anytime a cadet is not properly dressed for class, physical training, or violations of the dress code.
- Cadets are required to be in the classroom behind their desk, ready to begin class at least **15 minutes PRIOR** to class starting.

Additional requirements pertaining to attendance

Cadets are **required** to attend classes during their scheduled course times. Generally, classes are held from 8:00 a.m. to 5:00 p.m., Monday - Friday for the day academy and Monday - Thursday from 6 p.m. to 11 p.m. and Saturdays from 8 a.m. to 5 p.m. for the night academy. Some courses require nighttime and weekend attendance. Physical fitness training will be conducted generally from 5:45 a.m. to 6:45 a.m. for the day academy and 10 p.m. to 11 p.m. for the night academy. The hours **may** change as needed to complete training. Permission to deviate from the training schedule must be obtained from a member of the Academy Staff with the approval from the School Director. **All personal business** will be conducted on the cadet's time off and not during regular class hours. Tardiness from breaks and lunch will not be tolerated and will be dealt with as previously explained. Any special classes and weekend assignments will be posted on the classroom bulletin board and/or announced at roll call as soon as possible.

Classes normally will consist of fifty-minute periods, with a ten-minute break between each class, and 1 hour usually allowed for lunch/dinner as needed. Cadets will adhere to the class schedule and limit their breaks and lunch periods to the allotted times.

Under no circumstances will a cadet engage in extracurricular police activity unless authorize by a member of the Academy Staff. Ride-a-longs are **not permitted** during the Academy unless prior approval has been given by the BLET Director and/or his/her designee. If permitted to do a ride-a-long, no cadet shall wear any BLET apparel or equipment which represents NCC nor shall they take any action as a law enforcement officer.

In case of illness or other emergency, it is the responsibility of the cadet to make personal contact with the School Director or his/her designee before class begins, he/she can be reached at 252-451-8489.

In case of Inclement Weather, an Academy Staff member will contact the class president who will in-turn contact each of the cadets with instructions as to reporting times and locations.

If a cadet has reason to be absent and knows it in advance, the cadet will notify Academy Staff two (2) days prior to the absence and leave only when the cadet has staff approval. Therefore, if the cadet is absent for any reason, arrangements to make up the time missed is the cadet's responsibility. This will be at the discretion of the School Director.

It is required that **ALL** cadets must be **“sponsored” or “hired”** by an agency in order to enroll, attend or remain in the Basic Law Enforcement Training Academy here at Nash Community College. In the event a cadet “loses” or does not have a sponsorship, that cadet will be terminated from the program.

Successful Course Completion

The following requirements must be met before you will be awarded successful basic training course completion.

The School Director and the Academy Staff assume the responsibility to ensure that you are adequately tested throughout the training program in order to evaluate your progress and possible deficiencies. There is a minimum of thirty-six 36 topical areas contained in the basic course, and you are required to **become proficient** in each one of these course topics (ref: 12 NCAC 9B .0205[b]). At such time within the course delivery period that is apparent to you, either through testing scores or other evaluative means, that you have not successfully participated in or proficiently completed one of the required topic areas, you should expediently initiate a discussion with the School Director and the Academy Staff.

All of the required coursework must be satisfactorily completed during the scheduled course delivery period (ref: 12 NCAC 9b .0405[A]).

The Basic Law Enforcement Training Course Management Guide as published by the North Carolina Justice Academy shall be used by all School Directors in planning, implementing and delivering the basic training courses. For successful completion:

1. **You must achieve a final score of at least 70 percent out of a possible 100 percent in each topic area in which you are administered a written examination.**
2. **You must satisfactorily complete all practical applications within each lesson plan as required by state guidelines.** This is in accordance with 12 NCAC 09B. 0205.
3. **You must successfully negotiate the state-mandated obstacle course (Police Officer's Physical Abilities Test [POPAT]) within the required guidelines.**
4. **You must obtain a final score of at least 70 percent out of a possible 100 percent on the written comprehensive state exam.**

Testing Procedures

Tests will be given in each topic area as outlined in the course calendar by either in writing or computer-generated tests via the approved NCC computer testing procedures. All objectives, study sheets, diet sheets will be turned in **prior** to taking the exam. Instructor evaluation forms will be turned in **after** taking each exam giving cadets a chance to evaluate the test as well as each instructor. **A passing score of 70% or better is required to pass each test.**

Should a cadet fail a topic test, he/she will be given an opportunity to take a re-test at the School Directors discretion. **If the cadet passes the re-test, his/her test grade will be documented as a 70%, regardless of the make-up grade. A minimum passing score on any retest is 70%.**

If a cadet fails the re-test, it will be counted as a deficiency. Cadets are only allowed up to 2 deficiencies during an academy. If a cadet receives a 3rd deficiency, he/she will be dismissed from the course and must be required to complete a subsequent delivery of BLET in its entirety. If a cadet has a deficiency at the conclusion of the course, he/she cannot take the state comprehensive examination and must make-up the identified deficiency(s) in a subsequent course offering. (ref:12 NCAC9B.0406 {a}).

It is the policy of this Academy to terminate any cadet who fails MORE than Three (3) of the subject examinations. That means that if the cadet scores less than 70% on any examination, it shall be considered a failure throughout the academy, notwithstanding any make-up examination. Cadets will be allowed to retest on 3 subjects; however, **any cadet who fails a (4th) Fourth examination will not be allowed a retest on the fourth failure and will be terminated from the Academy for academic failure.**

Cadets must prepare for weekly examinations on their own time, outside of class, and are **expected to perform at a level substantially above the minimum passing score. Remedial or**

mandatory study sessions are at the discretion of the School Director. **ALL** cadets **MUST** participate in any mandatory study sessions unless otherwise approved by the School Director.

Any cadet who feels a mistake has been made in grading his/her exam should contact the School Director or Academy Staff immediately. The School Director has the final decision in this matter.

A cadet who has received an excused absence and is not available for a weekly exam, will be administered the exam as soon thereafter as possible. In the event a cadet misses class instruction, the School Director and/or his designee will determine a make-up schedule to include when the cadet will take the block test.

You must obtain the recommendation of the School Director that you possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer (ref: 12 NCAC 9B .0407[4]).

Other Related Testing / Studying Information

Every week, cadets will **write out and answer the training objectives** for each block of instruction and submit them the following Monday for review. Cadets are expected to work on outlining objectives after the instructor has covered the material, however, not during class time. These outlined objectives are designed to assist cadets in preparing for examinations and will be reviewed regularly for accuracy, completeness and neatness. The objectives should be legibly written to promote good understanding and comprehension of the course materials.

In addition to individual study, Cadets are highly **encouraged** to participate in-group studies comprised of the other members of their cadet class. Academy Staff are available to assist cadets experiencing academic problems and/or who may need additional instruction. Cadets who are experiencing academic problems will be expected to diligently participate in and carry out all efforts being provided or offered to assist them. **It is the Academy Director or Staff's discretion to designate and implement mandatory study sessions.** Such study sessions will be mandatory for **all cadets.** During such study sessions, cadets shall focus on studying materials for the test subject and shall refrain from other activities. Any deviations to a mandatory study session must be approved by the School Director.

Practical Skills Examinations

The ability to satisfactorily perform skills taught during the Academy is critical if cadets are to perform successfully on the streets. Accordingly, practical skill exercises are conducted throughout the Academy. Cadets will be given ample opportunity to practice and become proficient at these skills. **Cadets will be expected to actively participate and successfully pass all practical skills examinations/exercises. In the event a cadet fails any practical skills portion of the course, it will be considered as a deficiency and both the classroom instruction and practical skills exercises must be made up in a subsequent delivery of BLET.**

Cadets will be tested on their ability to perform these skills satisfactory, using written performance standards, which will be discussed with the recruit prior to any practical skills examinations. **Cadets unable to perform satisfactorily on the practical skills examinations may be dismissed from the Academy according to the North Carolina Administrative Code (12 NCAC 09. 0205).**

Horseplay during practical skills instruction or exams will not be tolerated and is prohibited. Students in violation of “Horseplay” may be disciplined up to an including termination from the BLET program. This discretion is up to the School Director.

NCC Academy Examination

Cadets must obtain a final average score of at least 70 percent on the six blocks of instruction (Unit 1-Legal, Unit 2-Patrol, Unit 3-Communication, Unit 4-Investigations, Unit 5-Practical, Unit 6-Sheriff’s specific). If a cadet fails to make an average 70 percent on the academy examination, they will be allowed to retest the failed blocks of instruction of the exam. Cadets must pass the NCC Academy Examination prior to taking the State Comprehensive Exam.

State Certification Examination

At the end of the Basic Law Enforcement Training Academy, and at the recommendation of the BLET School Director, the Criminal Justice Standards Commission will administer the State Comprehensive Exam. **An individual minimum score of seventy percent (70%) is required for all six (6)-unit tests. If a cadet fails one (1) unit test, but no more than two (2) units, he/she will be allowed one (1) retest of the failed units in an attempt to achieve a passing score.** The retest must be taken within ninety (90) days. Any retests will be scheduled through the School Director and the Criminal Justice Standards Commission. **A failure of more than two (2) of the unit tests will result in a “fatal failure” which requires the cadet to take the BLET program over in its entirety. A failure of a retest on the state exam will also count as a “fatal failure” which would require the cadet to take the BLET program over in its entirety.**

Final Course Grade:

Students final NCC course grade is based off cadets successfully passing the Comprehensive State Examination. If a student “fatally” fails the state exam or if they fail a retest on the state exam, they will receive a “failing” grade for the course at NCC. Students that successfully pass the state exam or any state exam retests will receive a final grade based on the overall average score of the 6 blocks of the state exam. Students must score a minimum of 70% in each of the 6 blocks of the Comprehensive State Examination and successfully complete all practical exercises within the guidelines of the administrative code to successfully complete the BLET Course. The final grading scale for this course will follow a 10-point scale as demonstrated below:

90-100: A
80-89: B
70-79: C
69 & Below: F

Physical Fitness

Physical fitness is considered an integral component of the Academy’s preparation of cadets for the rigors of police work. **Therefore, all cadets must participate in and satisfactorily complete the physical fitness activities and requirements in order to graduate.** Each cadet must be prepared mentally to engage in all activities the rest of the platoon engages in. Although the Academy Staff recognizes that no two individuals will perform at exactly the same level, we do insist **that each individual give 100% effort** in carrying out the activities designed to bring about an appropriate fitness level.

Cadets will undergo a fitness assessment at the beginning of the Academy to determine their overall fitness level. Cadets will also be provided instruction on prevention of cardiac disease, proper nutritional habits, exercise programs, and weight control. The following standards will apply to physical fitness training:

- 1. Cadets will complete a diet sheet on a weekly basis, accounting for all food and drink consumed.** The diet sheet will be kept in **great detail** and turned into the Academy Staff each Monday morning. Cadets will be counseled concerning their diet, and advised how to alter their diet for better fitness the diet sheet will be checked for accuracy, completeness and neatness.
- 2.** Cadets will weigh-in once a week and record their weight on a chart to be maintained by the Academy Staff and/or their designee. Cadets will be expected to work toward maintaining their ideal weight as computed during the initial physical assessment.
- 3. Cadets will be required to participate in all physical training activities conducted under the supervision of State certified physical fitness instructors and to give 100% effort.**

4. Cadets will be re-assessed on a periodic basis to determine their progress in attaining a higher level of fitness. **Cadets who fail to make progress will be recommended for remedial physical training outside of the scheduled group physical training activities.**
5. **In addition to completing physical fitness training, cadets must successfully negotiate the state-mandated obstacle course (Police Officer's Physical Abilities Test [POPAT]) as instructed within the state requirements/guidelines. These are requirements for sitting for the state exam, certification and graduation.**
6. **Cadets must show overall improvement during each assessment according to physical fitness standard throughout the Academy.**

Illness and Injury

Medical History

A completed Medical History Statement F-1 and F-2 must be filed with Nash Community College. **Any cadet, who knowingly omits information or falsifies any medical document or any school-related forms, will be immediately terminated from the Academy.**

Medications/Previous Existing Injuries

It is the responsibility of any cadet to notify the Physical Fitness Instructor and the School Director of any previous existing injuries, restrictions, medications or any specific conditions, illnesses or special accommodations needed prior to starting the physical fitness regimen or during anytime throughout the Academy.

Injuries

Any cadet injured or having an illness during training hours will **immediately** report the incident to the instructor, School Director and/or Academy Staff, no matter how minor the injury or illness. The School Director, instructor and/or Academy Staff member shall determine the appropriate course of action to take at that time. If the cadet needs immediate medical assistance, the Instructor, Academy Staff or School Director shall make appropriate arrangements. Written documentation of the incident is required.

Cadets will provide the School Director any documentation that limits or restricts a cadet's ability to perform or take part in any physical fitness activities. The responsibility lies with the cadet to inform the School Director of such limitations. The cadet will still be responsible to make up any missed physical fitness sessions prior to the end of the academy. In the event a cadet misses more than 5% of the academy due to injury/illness, the cadet **shall be dismissed from the course if the cumulative total of class absences exceeds five percent regardless of the prior completion of make-up work.** (ref: 12 NCAC 9B .0404[b])

Telephone Usage/Messages

The use of cellular telephones, cellular watches, pagers or any other electronic devices are prohibited during training hours unless specifically approved by the Academy staff. That means that unless you have received permission from the Academy Staff that all cell phones, cellular watches, pagers or any other electronic devices will be stored **TURNED OFF** in the back of the classroom with your gear or your assigned locker. You may access them during breaks provided that it does not interrupt training. Any violations of this policy are subject to disciplinary actions up to and including dismissal.

Important messages for cadets can be left with the Nash Community College Academy School Director Tim Mehus at 252-451-8489 or email tlmehus599@nashcc.edu, NCC BLET secretary Elizabeth Smith at 252-451-8203 or the school operator at 252-443-4011 extension 0. Messages, except emergencies, will be delivered during breaks. Telephones are available on campus for trainee use per permission from Academy Staff.

Computer usage

When utilizing computers during the BLET academy, cadets will only access materials that has been approved by the Criminal Justice and Training Standards Commission or the North Carolina Justice Academy related to the Basic Law Enforcement Training program (example: lesson plans, hyperlinks within lesson plans, student lesson plans, power points, handouts, etc...) Students will not use their personal or college computers for any social media, personal email, or any other programs not related or approved for the BLET curriculum. If a student is caught using any program not approved by the commission or the school director, the student may be disciplined up to and including dismissal from the academy.

ACCEPTABLE INTERNET USE PROCEDURES

All Nash Community College Internet users must abide by the following procedures:

1. Use of the Internet must be in support of education and research and consistent with educational objectives as outlined by the College. Transmission of any material in violation of any law, regulation, Board policy, and its use for political lobbying is prohibited.
2. Users shall not access or download any text file, picture (including video), graphics or sound clip, or engage in any conference, that includes material which is obscene, libelous, indecent, vulgar, profane, lewd, or which advertise any product or service not permitted to minors by law.
3. Users are required to respect all copyright, trademark, and licensing agreements and laws, including seeking permission when required.

4. Electronic mail (email) is not guaranteed to be private. Messages that are in violation of Board and/or College policy may be reported to the authorities.
5. Users shall not use the Internet in such a way as to disrupt the use of the network by other users.
6. Users are to perform a virus check on all downloaded files to avoid the spreading of viruses.
7. Vandalism will result in immediate cancellation of user privileges and will require restitution. Vandalism is defined as any deliberate attempt to harm or destroy data of another user, including, but not limited to, the uploading or creation of computer viruses.
8. The use of the Internet is a privilege, not a right. This privilege can be revoked for violation of College procedures and/or Board policy. Inappropriate or illegal use of the Internet may also result in disciplinary or legal action.

Rules of Conduct

Other Pertinent Rules, Regulations or Policies Formulated by the Training Staff

Decorum Rules:

Service as a law enforcement officer places you in a paramilitary environment. Your performance, appearance and conduct will be largely judged on the degree of discipline that you develop here at the Nash Community College Basic Law Enforcement Training Academy, and how much of that discipline you carry forth in your career. Discipline starts here at the Academy, and will be stressed throughout your training. **Discipline is defined as learning to do what has to be done and then doing it in an orderly, well planned, and team-like manner.** It is also the development of **self-control, character, efficiency and dependability.** With the development of these characteristics will come the ability to serve law enforcement in a positive way, to do your job in a correct and safe way, and to go home to your loved ones at the completion of each tour of duty.

- **Standards of Conduct**

In order to promote discipline and insure the effectiveness of the training program, the following rules and regulations must be strictly adhered to by all cadets. **Failure to comply with these rules and regulations shall result in disciplinary action up to, and including dismissal from the Academy:**

1. When traveling to and from the Academy, and while present at the Academy or designated training site, cadets are considered “on duty” and shall conduct themselves accordingly at all times. All rules and regulations governing conduct mandated by Nash Community College BLET shall be followed to the fullest.
2. Cadets shall perform all duties assigned in a thorough manner and carry out all appropriate and lawful directives and instructions issued by the Academy Staff, instructors and designated Platoon/Cadet leaders.
3. Cadets shall not commit any acts, either during or outside normal training hours, that are incompatible or harmful to public service, or which may reflect in a negative manner upon, the Academy or Nash Community College.
4. Cadets shall not violate any law, ordinance, or infraction as defined by federal, state, or local law. Each cadet shall assure that his/her driver’s license, vehicle registration, and vehicle inspection is valid and remains valid throughout the Academy. **If there are any changes in a cadet’s driver’s license status (expired, revoked, suspended, lost, stolen, surrendered or seized) the cadet MUST immediately notify the School Director of their license status.**

5. Cadets shall not drink or use alcoholic beverages or controlled substances, while attending the Academy. **Nor, shall cadets frequent any bar, nightclub, or other establishment wherein alcohol is served in conjunction with activities that are not related to eating.**
6. **Cadets shall not use tobacco products or electronic cigarettes or vaping devices of any kind while wearing any academy clothing, while on Nash Community College property, inside any vehicles or at any designated training location (this includes any break or lunch/dinner times).** This rule is effective throughout the Academy. It is recommended that cadets refrain from utilizing tobacco/electronic cigarette products during times when cadets are not in actual attendance of the Academy.
7. Public displays of affection during the Academy from any cadet are prohibited. **Any unsolicited verbal or physical advances or conduct which constitutes sexual harassment toward any cadet, Academy Staff member, civilians or other students are prohibited. Any violations are subject to disciplinary actions up to and/or including dismissal.**
8. **Cadets shall not engage in or encourage discrimination regarding any other person or groups based upon race, sex, sexual orientation, color, religion, national origin, ancestry or previous area of residence.** Failure to report others makes you as guilty as the party who is engaging in the behavior. **Any violations are subject to disciplinary actions up to and/or including dismissal.**
9. **Cadets shall not treat other persons in a discourteous manner, including the use of insulting, abusive, satirical, or profane language.** The term language shall include gestures and other forms of non-verbal communication. All cadets are expected to express themselves with clarity and use appropriate language as would be expected of ladies and gentlemen. The use of obscene language or profanity is forbidden while the cadet is at the Academy and **any violations are subject to disciplinary actions up to and/or including dismissal.**
10. Cadets shall not deliberately falsify a statement in response to any question from Academy Staff or members of Nash Community College. Total Candor is expected at all times.
11. Cadets shall not willfully or carelessly destroy or damage any property or equipment belonging to Nash Community College or any property belonging to another person or business. In the event any damage has occurred, cadets are to notify the School Director immediately.
12. Cadets shall not endanger any person, including him/herself, through careless or willful violations of safety rules or instructions.

13. Cadets shall not display negligence or show willful disobedience of any lawful order, directive or regulation. Cadets will not be careless, indifferent, lazy, unalert, or inattentive to duty.
14. No firearms, knives or weapons of any kind will be worn or carried by any cadet while attending the Academy unless authorized by the School Director, Academy Staff, or instructor. The Academy Staff shall issue trainees a blue gun. While on campus and at designated training sites, the cadet will keep his/her gun hand free at all times. Failure to do so will result in disciplinary action such as physical agility or essays.
15. Utility belts shall be removed and stored in a safe location as instructed by the Academy Staff and School Director when in the general public such as for lunch hour.
16. Cadets shall not fail to exhibit proper conduct of his/her personal/financial business or fail to pay just debts, thereby causing embarrassment to the Academy and the employing or sponsoring agency. Failure to maintain financial stability may result in disciplinary action to include dismissal.
17. Cadets shall address all persons encountered with a courteous greeting, using proper identifying designations, such as Mr., Mrs., Miss, Sir, Ma'am, or a proper rank or title. Cadets shall address each other as "Cadet" followed by last name.
18. Cadets shall stand behind their chair at attention, at the beginning of each class period, when returning from breaks/lunch until told to be seated by a member of the Academy Staff or the instructor.
19. Cadets shall be seen walking in pairs at all times. Movement shall be done swiftly, quietly, and efficiently, with both people's feet moving in unison. Cadets shall remove their headgear immediately when entering a building and place their headgear on their head immediately and properly when going outside.
20. Cadets shall maintain their desks in accordance with instructions provided by the Academy Staff.
21. When in a public place, cadets shall conduct their business in a quiet, low key and conservative manner, so as not to bring undue attention to themselves.
22. Unacceptable behavior includes horseplay, cursing, and derogatory comments.
- 23. Cadets shall not sleep in class, have their head resting on the desk, nor put their feet on anything but the floor. Nor shall they sit upon anything other than a chair while in the classroom.** Cadets shall not lean back or present themselves in any manner that would cause another to believe that they are lounging. Cadets will stay attentive to the instructor, ask timely and intelligent questions, and **avoid inappropriate comments and attempts at humor.**

24. While on break, cadets are to maintain a professional demeanor. Cadets shall not lean on walls or sit on desks.
25. Cadets will refrain from fraternization with other students on the Nash Community College campus. All behavior should be conducted in a professional and respectful manner that should not bring discredit to the Academy or Nash Community College.
26. Certain areas of the college are Off Limits and will be designated by the Academy Staff/School Director.
27. Cadets will refrain from posting any pictures, materials, or comments on any social media pertaining to the Academy or Nash Community College. They shall also refrain from posting controversial materials on any social media that is not conducive or may be deemed inappropriate for the law enforcement profession.

- **Dishonesty**

1. **Dishonesty will not be condoned. Dishonesty in any form is in direct violation of the Law Enforcement Code of Ethics. Cheating, stealing, failure to disclose information or dishonesty will result in removal from the class and dismissal from the academy.**
2. Any cadet who has knowledge of any improper or illegal behavior by other cadets shall immediately report it to the Academy Staff. Failure to do so will result in a recommendation for loss of sponsorship and academy dismissal.

- **Classroom and Departmental Courtesies**

1. The para-military nature of the Academy requires that certain rules of courtesy are extended to members of the Department, guest instructors, Academy Staff and all persons the cadets come into contact. **Cadets are expected to be professional in their demeanor at all times.**
2. In addition, all talking will cease immediately when an Academy Staff member or instructor enters the classroom. The procedure for asking questions in class is to raise your hand and wait to be recognized. When you have been recognized, speak loudly enough so that the entire class may hear what is being asked.

- **Chain of Command and Communication**

1. **Cadets will adhere strictly to the chain of command.** The Academy Staff shall select and appoint a cadet as a Platoon Leader and other cadets to serve as Squad Leaders. This is to simplify the communication process under normal circumstances. Cadets will approach their Squad Leader with normal questions and problems, who will attempt to be helpful to the recruit. If the Squad Leader is unable to resolve the problem or answer the question, then he/she will involve the Platoon Leader, who will attempt to be helpful.

2. If necessary, the Platoon Leader will contact the Academy Staff or BLET School Director only for resolution of the problem or an answer to the question. Following the chain of command prevents the Academy Staff from having to deal with a multitude of daily routine problems and questions from several cadets.
3. Should a cadet have what he/she considers a personal problem or matter than cannot be handled through the chain of command, that cadet should contact the Academy School Director immediately. Failure on the part of the cadet to seek proper advice or resolution of a problem as soon as possible, usually results in a larger problem that substantially interferes with the mission of the Academy.
4. Communication with cadets shall be maintained via daily briefings or roll calls and, if necessary, personal conferences. Cadets are encouraged to ask questions and to seek conferences when needed. Any official notices, schedule changes or other important information will be posted on the Academy bulletin board. Cadets are responsible for regularly checking the bulletin board for information.

- **Obedience to Commands**

1. All lawful orders and commands will be executed immediately when given by an Academy Staff member or instructors. If the cadet disagrees with the command or feels fair treatment has not been given, the cadet shall discuss the matter with the Academy Staff in a respectful manner. Even though an order may appear to the cadet as unreasonable, unjust, or improper, he/she shall carry it out immediately to the best of his/her ability. Responsibility for the order will lie with the supervisor who gave the order.

- **Recruit Dress**

1. Cadets of the Academy will be required to wear the Academy uniform while in attendance. An Academy Staff member will notify cadets when to wear clothing other than the Academy uniform. Dates and times will be posted on the Academy bulletin board and/or announced at roll call formation concerning the above-mentioned attire. **Cadets are not to wear any part of the academy uniform when not participating in official Academy training.** This would include events before and after training such as; shopping at the mall, eating out, etc.
2. Cadet uniforms shall be clean, odor-free, and wrinkle free at the beginning of each day. Cadets are to wear shirts tucked into their pants. Pants and shirts will be pressed and creases shall be placed in accordance with instructions provided by the Academy staff. Pants will be worn at the waistline and tightly secured with the uniform belt. Pants will be starched and pressed so as to provide a clean, crisp appearance. This standard applies to P.T. clothing as well as other clothing.

3. Cadets will be wearing bulletproof vests on a daily basis, and it is recommended that you wear a T-shirt under the vest. The pants shall be ironed and draped from the front of the shoes to the heel by 1 inch. The pistol belt shall be worn around the waist and properly secured with belt keepers. The pistol belt will be kept clean by wiping the leather with a clean damp cloth. Any of the items on the duty belt which may become unserviceable shall be reported immediately so that it may be replaced. Shirts and pants should be free of any loose threads.
4. The Academy cap is to be worn squared-off on the head, with the bill facing forward and two fingers above the bridge of the nose. The bill of the cap is not to be bent or creased. Cadets will be instructed by Academy staff on how to maintain the cap.
5. Cadets shall wear the black high-top boots, which shall be polished to a high gloss. Boots shall be properly maintained on a daily basis.
6. Cadets are to have good quality running shoes in a basic color without extreme ornamentation. Running shoes are to be worn with standard length white athletic socks, which are free of advertiser names and logos.
7. Cadets are not to wear other t-shirts, or braces of any type, without prior approval from the Academy Staff.
8. Cadets are not authorized to wear any jewelry, which in the opinion of the Academy Staff is incompatible with the Academy uniform or that may pose a safety problem. The following standards are meant to provide guidelines:
9. Cadets may wear one standard wristwatch with a non-breakable face and non-metal band.
10. Cadets may wear a wedding ring.
11. **Earrings are not permitted nor will any cadet wear pierced jewelry in or on any other part of the body to include tongue piercing, belly rings, nose rings, nipple rings, etc.**
12. Cadets who wish to wear necklaces that are religious may do so with the prior approval of the Academy Staff. These necklaces must be religiously mandated, and not merely a personal preference. Cadets, who have a medical condition, requiring the wearing of a medical alert necklace or bracelet, may do so with the prior approval of the Academy Staff. Cadets wearing necklaces with approval will be required to keep the necklace inside their shirt and invisible to the naked eye with the understanding if damage should occur the cadet will be responsible for repair costs.

- **Personal Appearance/Grooming**

1. All cadets shall keep their hair neat and clean at all times. Hair shall be cut so that it does not touch the ears or collar of the shirt, and must be tapered so that it does not interfere with the proper wearing of the Academy cap. Hair length must allow for proper cleansing at the conclusion of the physical training in a short period of time, and management that does not distract from good appearance. Cadets may use only those hair ornaments, which remain hidden inside the hair, such as bobby pins. Sideburns must be trimmed to a length no longer than ½ inch below the top of the ear.
2. No ponytails, pigtails, bouffant, large braids or any hairstyles that extend or swing shall not be permitted. Only natural braids that are braided against the head are allowed.
3. Hair shall not be styled to present a bulky, bushy or stringy appearance with or without headgear. The bulk and length of the hair shall not interfere with normal wearing of the standard headgear.
4. Hair color or dyes shall be maintained in natural colors. Hair colors shall not be streaked or dyed unnatural colors such as blue or pink.
5. **Cadets shall be clean-shaven at the start of the Academy day** (which begins when first reporting to duty), and shall be free of mustaches, beards or goatees.
6. Fingernails shall not be longer than ½ (one half) of an inch from the inside of the nail bed. False fingernails will not be allowed. Polish may be worn as long as the color is transparent.
7. Makeup is to be used with discretion and shall be appropriate in color and amount used. No extreme or excessive makeup for eyes or face will be allowed.
8. Prior to attending classroom training all cadets shall shower at the conclusion of each day's physical training activities (using soap and water). Cadets are to use underarm deodorant that is basically odor free. No cadet is permitted to use aftershave lotion, cologne, perfume, cream, muscle liniment or any other substance having an odor. Cadets should bring their own toiletry items to include soap, shampoo, towels etc for showering purposes.
9. Any cadet who presents him/herself inappropriately groomed or clothed will be sent home to change and any time missed will count against the cadet according to the attendance policy and anytime missed will be made up in its entirety.

- **Equipment**

1. Each cadet shall be responsible for having all necessary equipment for Academy activities at the scheduled time. Cadets will be advised of necessary equipment during the orientation session of the first day of the Academy. All equipment must be inspected by Academy Staff prior to its use.
2. No cadet will carry or transport any firearm, concealed or in open view, during the course of the Academy, nor shall they carry any clip-on knives without the express consent of the Academy Staff. The Academy Staff will notify cadets as to when and how they are to transport and/or carry firearms during the Academy. All firearms shall be carried unloaded, with the magazine out of the weapon, until otherwise instructed by the Academy Staff or the Academy Firearms Instructor. **NO WEAPONS ARE ALLOWED ON THE NASH COMMUNITY COLLEGE CAMPUS WITHOUT PRIOR APPROVAL OF THE SCHOOL DIRECTOR.**

- **Facility Rules**

1. The Academy will be serving as your home away from home for the next few months. Accordingly, the classroom and department facilities we utilize during the Academy must be maintained in a neat, clean manner. How you maintain your home and your work environment reflects upon your attitude and character. Therefore, the following standards and rules will apply:
2. Cadets will be assigned cleanup details and will be expected to carry out their duties in a diligent manner. Cadets will maintain cleaning supplies in a designated area to include classroom-cleaning supplies as well as shower cleaning supplies.
3. When not in use, cadets will keep their chairs under their desks.
4. Cadets shall only be allowed to keep materials required for the particular course at their desk. All extra materials will be stored in a neat manner at the rear of the classroom unless otherwise specified by the Academy Staff.
5. Cadets are to keep the lesson plan of the day, appropriate course book and a note-taking book on the top of the student desk during the day. All lesson plans should be readily accessible every day.
6. Cadets are not to have food or drinks on their desk area during class. A single bottle of water or Gatorade with a twist top, may be stored on the floor beside the desk. No coffee mugs, yeti cups, or other containers are allowed without approval from the school director. A refrigerator is provided for the cadets' use in the Academy classroom which shall be cleaned out at the end of each week. During lunch cadets will eat in the designated area in the classroom. Cadets are not allowed to chew gum while in class.

- **Personal Vehicles and Parking**

1. All vehicles owned by Nash Community College, any attending agency or personally owned vehicles that are driven by cadets shall conform to the strictest interpretation of the motor vehicle statutes of North Carolina. Cadets shall strictly comply with Nash Community College rules and regulations governing parking. All vehicles containing Academy equipment will remain locked and secured when not in use by the cadet.
2. Cadets are to operate their personal vehicles in strict accordance of the law, when traveling to and from the Academy, and while commuting during lunch periods. **Any reports of improper driving may be grounds for disciplinary action up to and including dismissal.**

- **Law Enforcement Contact or Civil Involvement**

1. All contact a cadet may have with law enforcement concerning vehicle stops, warnings, citations, arrest, questioning, detention, victim, witness or otherwise, shall be **reported immediately to the Academy Staff** and School Director. Failure to do so will result in disciplinary action up to dismissal.
2. Any civil action, including civil suits, judgments, foreclosures, small claims actions, divorce proceedings, child custody or support hearings etc. shall be immediately reported to the Academy Staff and School Director. Failure to do so will result in disciplinary action up to dismissal.

- **Further Requirements**

1. No cadet should assume that his duties or requirements are fully set forth herein, but he/she shall know that his/her duties require intelligence and energetic application of these rules and regulations and the prompt and cheerful obedience to all proper orders of his/her superiors.
2. Each cadet will be required to sign a form accepting a copy of this manual and will acknowledge that the contents are understood and accepted.
3. This guide may be amended when necessary. All cadets will be advised of any formal policy or regulation change.
4. **If any cadet should have any questions regarding the procedures, rules, policies etc. regarding the operations of the Nash Community College he/she is directed to advise the School Director or a member of the Academy Staff immediately so the question may be answered.**



**NASH COMMUNITY COLLEGE
BLET – RULES AND REGULATIONS ACKNOWLEDGEMENT FORM**

THIS IS TO CERTIFY THAT I HAVE RECEIVED A COPY OF THE NASH COMMUNITY COLLEGE BASIC LAW ENFORCEMENT TRAINING ACADEMY RULES AND REGULATIONS. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE LISTED GUIDELINES. I AGREE TO ABIDE BY THE RULES AS SET FORTH IN THIS MANUAL. **I UNDERSTAND THAT VIOLATION(S) OF THESE RULES/REGULATIONS MAY RESULT IN DISCIPLINARY ACTION AGAINST ME TO INCLUDE DISMISSAL FROM THE PROGRAM.**

CADET SIGNATURE: _____

(PRINTED NAME): _____

LAST 4 OF SSN: _____

DATE: _____

STAFF SIGNATURE: _____

DATE: _____