



Basic Law Enforcement Training (BLET) Information Packet

BLET CONTACT INFORMATION

Mike Smith, *Director, Law Enforcement Training* | 704-290-5884 | jsmith@spcc.edu

Mark Coan, *Qualified Assistant BLET/In-Service Law Enforcement Coordinator*
704-290-5247 | mcoan@spcc.edu

John Rogers, *Qualified Assistant BLET/SMI/DOCC*

Kim Gilmore, *BLET/In-Service Law Enforcement Administrative Assistant*

Basic Law Enforcement Training (BLET) Information Packet

CONTENTS

1. Admission Requirements
2. Enrollment Steps
3. Course Description and Schedule
4. Reading Comprehension Test
5. Sponsorship
6. Medical Information and Advisory
7. Financial Aid
8. Breakdown of Costs
9. Physical Training/Physical Assessment
10. Personal History Statement
11. Checklist

Admission Requirements

Applicants for admission to the BLET program must:

1. Score a minimum of 10th grade level on the CASAS reading comprehension test.
12 NCAC 09B .0203 (e)
2. Have graduated from a high school, college or university, or have an Adult High School Diploma, or have passed the GED with an equivalency certificate, which meets the minimum requirements set by the State of North Carolina. Must provide copy.
12 NCAC 09B .0203 (g)
3. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs Education and Training Standards Commission. **12 NCAC 09B .0101 & 0111**
4. Have **not ever** committed or been convicted of any of the following **12 NCAC 09b .0203 (j)**:
 - A felony
 - A crime for which the punishment could have been imprisonment for more than two years;
 - A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - Four or more crimes or unlawful acts described above regardless of the date of the occurrence; or
 - Four or more crimes of unlawful acts -for which the punishment could have been imprisonment for less than six months.
5. Be sponsored or employed by a NC public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.
6. Provide ONE of the following types of record checks **12 NCAC 09b .0203 (h)**:
 - a. A certified criminal record check for local and state records for each county the student has lived since the age of 18, and certified court documentation for each criminal conviction. "Certified court documentation" and "record check" mean a document with either a raised seal or other visible verification that the document is authentic as a copy of the court's official record as authorized by law.
 - b. A written notification, known as a "Criminal Record Conviction History for B.L.E.T. Enrollment," Form F-25, ... from a department head stating that a criminal record check for local and state records has been conducted and no criminal convictions were found that prohibit the individual trainee's enrollment in a presentation of the Basic Law Enforcement Training Course.

- c. NC Right to Review: If the student **has only resided in North Carolina since obtaining the age of majority**, provide a fingerprint-based criminal history background check known as a "*Right to Review*" performed by the North Carolina State Bureau of Investigation. "Resided in" means any place the student has lived, worked, attended school, or participated in an internship. The student shall also provide certified court documentation for each criminal conviction.
 - d. Federal Right to Review: A fingerprint-based criminal history background check known as a "Right to Review" performed by a federal agency including all locations where the trainee has lived since obtaining the age of 18. The student shall also provide certified court documentation for each criminal conviction.
- 7. Provide current medical examination report forms **F-1** (Medical History), and **F-2** (Medical Examination). Satisfactory health as documented by a physician (**in North Carolina**) is mandatory for acceptance into the program. **12 NCAC 09B .0203 (f)**
 - 8. Possess and provide a photocopy of a valid driver's license. **12 NCAC 09B .0203 (m)**
 - 9. Possess and provide a photocopy of a valid social security card. **12 NCAC 09B .203 (a)**
 - 10. Official driving record for state currently licensed. For NC, can be ordered online via the NCDOT website. www.ncdot.gov.
 - 11. Provide a **CERTIFIED** copy of his/her birth certificate. Photocopy is acceptable (original must be viewed and verified) **12 NCAC 09B .0203 (b)**
 - 12. Must provide a thoroughly completed **F-3** {Personal History Statement}
 - 13. Applicants who have served in the United States Armed Forces, in addition to one of the types of criminal records checks listed above shall provide a copy of their Certificate of Discharge, DD Form 214 that shows their "Character of Service" and "Narrative Reason for Separation." Individuals showing a "Character of Service" as "Bad Conduct" or "Dishonorable" shall provide certified copies of their court-martial proceedings to include the final disposition. Applicants shall also provide documentation to show that they have requested their official military personnel file, which shall be provided upon receipt. **12 NCAC 09b .203 (h) (5)**

Enrollment Steps

****Please read the entire Information Packet prior to beginning the application process****

1. Attend an information session
 - a. Visit www.spcc.edu -Areas of Study-Public Safety-Law Enforcement-BLET. At the bottom of the page click on the link to sign up for one of the mandatory information sessions.
 - b. You will complete your required reading test during the information session
2. Obtain CERTIFIED Criminal Histories from each county of residence since reaching the age of 18. IF EMPLOYED FULL-TIME WITH AN AGENCY SUBMIT A SIGNED (F-25) "CRIMINAL RECORD CONVICTION HISTORY FOR B.L.E.T."
3. Obtain Sponsorship from a North Carolina Law Enforcement Agency
4. Complete the "Medical History Statement" (F-1)
5. Have medical examination completed by a North Carolina physician, physician's assistant, nurse practitioner or physician and/or surgeon authorized to practice medicine in accordance with the rules and regulations of the U.S. Armed Forces, [12 NCAC 9B .0104(a)] and have him/her complete the "Medical Examination" form (F-2)
6. Complete form F-3, Personal History Statement

Course Description

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments or with private enterprise. This program utilizes State Commission-mandated topics and methods of instruction.

The BLET program is divided into the following four modules that include 880 hours of training divided into 39 different blocks of instruction:

Module 1

- Orientation
- Ethical Problem Solving
- Communication and De-escalation Skills
- Crisis Intervention: Mental Illness
- Officer Health and Wellness
- Field Notetaking and Report Writing
- Constitutional Law
- Interview and Interrogation
- SCAT
- Firearms
- Law Enforcement Driving
- First Responder

Module 2

- Criminal Investigations
- Responding to Crime Victims
- Person Crime Investigations
- Property Crime Investigations
- Crimes Against the Public
- Testifying in Court
- Juvenile Laws & Procedures
- Hate Crimes
- Sexual Assaults
- Domestic Violence
- Human Trafficking
- Deceased Persons
- Missing Persons
- Controlled Substances

Module 3

- Motor Vehicle Laws
- Traffic Law Enforcement
- Traffic Crash Investigations
- Standardized Field Sobriety

Module 4

- Patrol Techniques
- Crowd Management
- Transporting and Processing Arrestee
- Courtroom Security
- Crime Prevention
- Homeland Security
- Explosives and Hazardous Material Emergencies
- Civil Process
- Rapid Deployment to Active Attacker

Course Schedule

BLET is a twenty-one week course that involves 860 + hours of training.

The schedule on ***Monday/Wednesday/Friday*** is as follows:

6:00 am - 7:00 am - Physical Training

9:00 am - 6:00 pm - Classroom Lecture and/or Practical Application

The schedule on ***Tuesday/Thursday*** is as follows:

8:30am - 5:30pm - Class Lecture and/or Practical Application **No physical training on Tuesday and Thursday mornings**

There will be evening class sessions for Firearms and Traffic Enforcement.

There will be one weekend session for Driver Training that will involve training day and evening.

Firearms Training will be held over the weekend- during the day and in the evening.

CASAS Reading Test

Individuals who are interested in enrolling in the Basic Law Enforcement Training program will take a Reading Comprehension Test regardless of their current degree at the Information Session. Test takers must meet the minimum score of **(10th grade level)** to be eligible to enter the BLET Academy.

CASAS Overview:

- The CASAS reading comprehension test has a locator exam (to determine the most appropriate test level to be administered).
- The locator exam will take approximately 15 minutes to complete
- The CASAS test excluding the locator exam will take approximately 1 hour to complete.

Practice Test link: <https://www.casas.org/product-overviews/curriculum-management-instruction/sample-test-items/reading-goals>

Sponsorship by a Law Enforcement Agency

- Sponsorship is REQUIRED- NO EXCEPTIONS
- Sponsorship must be from a North Carolina Law Enforcement Agency.
- Sponsorship must be from a Sheriff's Office or City Police Department.
- Sponsorships from Company Police Agencies are NOT accepted.
- UNC-Charlotte is the ONLY University in this area that can sponsor.
- Sponsoring law enforcement agencies DO NOT provide any financial assistance for the student in the BLET program.
- Sponsorship from an agency DOES NOT guarantee any promise of employment with the agency if student successfully completes BLET.
- Sponsorship from an agency DOES NOT require a student to accept employment with the agency if the student successfully completes BLET.
- Agency representative signature on the SPCC Sponsorship Form MUST be the agency head (i.e. Sheriff or Chief).
- Sponsorship must be documented by completion of the "Verification of Sponsorship" Form (Next page). Agency completes the top part of form; student completes the bottom section.
- Completed Sponsorship Forms must be turned into BLET staff by the due date corresponding with your individual information session. NO EXCEPTIONS!

SPCC Basic Law Enforcement Training

VERIFICATION OF SPONSORSHIP FOR BASIC LAW ENFORCEMENT

SPONSORING AGENCY ACKNOWLEDGEMENT

_____ agrees to sponsor _____
(Sponsoring Agency Name) (Sponsored Student)

in the Basic Law Enforcement Training (BLET) program. This sponsorship does not constitute my agreement to hire the sponsored student upon completion of the BLET program or provide financial assistance for enrollment.

I certify that I have completed a personal background and criminal history investigation of sponsored student. This background investigation revealed no criminal convictions or offenses which would cause the sponsored student to not be eligible for certification upon completion of the Basic Law Enforcement Training program or a recommendation by an agency upon appointment.

(Sponsoring Agency Representative)
(Must be Chief of Police or County
Sheriff)

(Date)

STUDENT ACKNOWLEDGEMENT

I, the undersigned sponsored student, understand that the Sponsoring Agency has taken no obligation to provide financial support or assistance for such training.

I, the undersigned sponsored student, further understand that the Sponsoring Agency has made no commitment to employment upon completion of the BLET program or at any time in the future.

I, the undersigned sponsored student, accept responsibility for the nature and inherent risk incident to basic law enforcement training and do hereby release and discharge the Sponsoring Agency, its agents, and employee, from any and all claims, damages, or causes of actions resulting from or arising out of participation in the BLET program.

(Sponsored Student)

(Date)

MEDICAL INFORMATION AND ADVISORY

The Basic Law Enforcement Training program is physically and mentally demanding. The course has been derived from a comprehensive task analysis of the basic patrol officer functions and provides realistic training designed to provide the knowledge and skills necessary to perform essential patrol duties.

All materials that are included in the state mandated examination and the Police Officer Physical Abilities Test (POPAT) are derived from this task analysis.

Students are advised that they must be able to demonstrate that they can perform all the essential tasks of an inexperienced patrol officer in a timely and safe manner. Training activities are physically demanding including requirements for strength, agility, endurance, flexibility, hearing, visual acuity, and an ability to demonstrate good judgment. Also, several course activities that may challenge some participants include exposure to riot control gas, subject control techniques, physical conditioning, etc. Participants are advised that they must complete Commission-required forms truthfully and completely. Willful falsification of any Commission-required form may very well lead to denial or revocation of certification.

It is also recommended that the participant review their existing medical insurance coverage. Injuries in BLET are not uncommon but they are usually limited to sore muscles and joints due to lack of exercise; however, prudent participants will want to ensure that they have coverage for major injuries, which are very rare but possible.

SATISFACTORY HEALTH DOCUMENTED BY A NORTH CAROLINA PHYSICIAN IS MANDATORY FOR ACCEPTANCE INTO THE PROGRAM!

This documentation will be accomplished by completion of the following two forms:

MEDICAL HISTORY STATEMENT

{Form F-1} Total of 4 pages

This form needs to be completed and signed by the applicant and given to the physician at the medical examination. The physician must review this form and then sign on the back in the space provided.

MEDICAL EXAMINATION REPORT

{Form F-2} Total of 3 pages

The examination report needs to be completed and signed by the physician, physician assistant, or nurse practitioner that conducts the examination. Name and address of the individual conducting the exam must be entered in the space provided on the back of the form.

MEDICAL FORMS WITHOUT ALL REQUIRED INFORMATION, INCLUDING THE DOCTOR'S SIGNATURE AND CONTACT INFORMATION, WILL NOT BE ACCEPTED

BREANNA RAE RINGERSEN SCHOLARSHIP

This scholarship is in memoriam of Breanna Rae Ringersen, BLET cadet from Academy #37. The \$500 scholarship is awarded to one candidate each semester who meets the following criteria:

- Enrolled in BLET Academy
- Union County resident
- Demonstrated previous community service
- Demonstrates financial need

To apply please visit <https://spcc.awardspring.com/>

BREAKDOWN OF COSTS FOR BLET PROGRAM

TUITION	\$ 375.00
Once sponsorship of a North Carolina Public Law Enforcement Agency is obtained, the tuition fee is waived. This a savings of approximately \$180.00 to the BLET student.	

FEES	\$ 580.00
Accident Insurance	1.40
BLET Student Supply Fees:	\$488.60
BLET Student Fitness Center Membership Fee	75.00
*This fee is NOT charged to any student who has a current membership to the Monroe Aquatics and Fitness Center	
Identification Fee	10.00
Technology Fee	5.00

UNIFORM PACKAGE	\$522.66
Performance T-shirt (3)	
Ladies' Performance T-shirt (3)	
BDU Tactical Pants (3)	
PT Shorts (2)	
Uniform Polo Shirt (3)	
Adjustable Belt (1)	
Pullover Zip-up	
Sweatpant (1)	
Sweatshirt (1)	
Toboggan (1)	
Hat(1)	
*** uniform package order form will be given at a later date***	
BOOTS-NO PATENT LEATHER ALLOWED-MUST BE BLACK LEATHER OR MILITARY *Boots are purchased by the individual student at the vendor of his/her choice.	
****Uniforms are purchased through Andark Graphics Inc. in Indian Trail. *****Running shoes must be purchased on your own.	

TEXTBOOKS	Complete Set Price	Printed \$885.00 Digital \$736.40
ALL of the following textbooks are required for each student in BLET		
BLET Student Notebooks (3 Volumes) (Most Recent Edition)		
Arrest, Search, Investigation in NC (Most Recent Edition)		
Arrest, Search, Investigation in NC (Cumulative Supplement)		
NC Crimes (Most Recent Edition)		
NC Crimes (Cumulative Supplement)		
NC Criminal Law and Procedure (Lexis-Nexis) (Most Recent Edition)		
NC Motor Vehicle Law (Lexis-Nexis) (Most Recent Edition)		
North American Emergency Response Guidebook (Most Recent Edition)		

PRE-BLET PREPARATION FOR PHYSICAL TRAINING

Physical Fitness Training (PT) in the BLET program at South Piedmont Community College meets or exceeds all guidelines set forth by the North Carolina Criminal Justice Training Standards Division. Physical training will consist of running, calisthenics, weight training and job-related activities. It is strongly recommended that prospective students begin a physical training program on their own prior to entering BLET. Adequate preparation will reduce your risk of injury and make your transition to BLET life less stressful.

Physical Fitness Training will consist of one hour of training per day, 3 days per week. There will also be three Fitness assessments and three Police Officer Physical Agility Tests (POPAT). Each student must successfully complete the POPAT on the final attempt to successfully complete BLET and be allowed to sit for the State BLET Examination.

Below is a list of typical training activities during PT:

Physical Training Activities:

- . Warm-up: general calisthenics such as jumping jacks
- . Stretching: Head to toe static stretching (5 Minutes)
- . Calisthenics: Push-ups (3 sets of 15-20) Sit-ups (3 sets of 20-30)
- . Running: 3 miles, group formation, approximately 9 minutes per mile pace
- . Cool Down: Walk and head-to-toe static stretching

A prospective student's training prior to BLET should consist of the following:

- Running 4-5 days per week for 30 minutes (it is highly recommended that each student purchases a good pair of running shoes in order to avoid injury)
- Push-ups and sit-ups 5 days per week until able to accomplish amount described above
- Weight training emphasizing upper body strength 3 days per week

SPCC BLET Documentation Checklist

NAME:

Check
When
Complete

REQUIRED DOCUMENTS

READING COMPREHENSION TEST SUCCESSFULLY COMPLETED

Must score 244 or above to successfully complete this test

SPONSORSHIP FROM LAW ENFORCEMENT AGENCY

Must be NC Law Enforcement Agency
Must be Sheriff's Office or City Police Department

MEDICAL FORMS COMPLETED

F-1 Medical History (Front and Back of 2 pages - Total of 4 pages)
F-2 Medical Examination (Front and Back of 1 page - Total of 2 pages)
Be sure all signatures, titles, dates, etc. are entered in appropriate place

CRIMINAL HISTORY

Must be from every county you have lived since turning 18 years old.
NC Right to Review or Federal Right to Review
If you are employed full-time with a LE agency please submit an F-25 Criminal Record Conviction History for B.L.E.T.

PERSONAL HISTORY STATEMENT (F-3) COMPLETED

Must be Notorized

DOCUMENTATION OF AGE

Certified copy of Birth Certificate (photocopy is acceptable via visual verification of original)

DOCUMENTATION OF HIGH SCHOOL OR COLLEGE COMPLETION

(photo copy of diploma or degree needed for BLET file)

PROOF OF CITIZENSHIP

Photocopy of Signed Original Social Security Card. Must provide original card for inspection.

DOCUMENTATION OF CURRENT DRIVERS LICENSE and DRIVERS HISTORY

Photocopy of Drivers License. Must provide original license for inspection.

THIS CHECKLIST AND ALL DOCUMENTS LISTED MUST BE TURNED IN TO THE
BLET STAFF ON THE FOLLOWING DATE: **December 2, 2024**

MAKE COPIES OF **ALL** OF THE ABOVE DOCUMENTS FOR YOUR RECORDS
BEFORE
TURNING THEM IN TO THE BLET STAFF-COPIES CANNOT BE MADE FOR YOU