



# Basic Law Enforcement Training (BLET) Information Packet

## BLET CONTACT INFORMATION

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# Admission Requirements

Applicants for admission to the BLET program must:

1. Complete an SPCC application for admission.
2. Score a minimum of 10<sup>th</sup> grade level on the CASAS reading comprehension test.
3. 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. **(ONE OFFICIAL TRANSCRIPT MUST BE PROVIDED- IN A SEALED ENVELOPE FROM THE ISSUING INSTITUTION)**
4. 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 which include being:
  - A citizen of the United States;
  - At least 20 years of age;
  - Of good moral character;
5. Have **not ever** committed or been convicted of any of the following:
  - 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.
6. Be sponsored or employed by a NC public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.
7. Provide a certified copy of criminal history for each county the student has lived in since the age of eighteen. (In NC contact Clerk of Courts for each county. Other states have different requirements for obtaining these records. Contact the local Sheriff's Office where you lived first)
8. 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. Must provide a thoroughly completed F-3 {Personal History Statement}
9. Possess and provide a photocopy of a valid driver's license.
10. Possess and provide a photocopy of a valid social security card.
11. Official driving record for state currently licensed. For NC, can be ordered online via the NCDOT website. [www.ncdot.gov](http://www.ncdot.gov).
12. Provide a **CERTIFIED** copy of his/her birth certificate. Photocopy is acceptable (original must be viewed and verified)

# Enrollment Steps

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

1. Visit [www.spcc.edu](http://www.spcc.edu)-Areas of Study-Public Safety-Law Enforcement-BLET and complete an SPCC admission application.
  - a. An official application **must** be submitted with BLET selected as the program
  - b. Print your application confirmation email to use as your admission ticket for step two
2. Attend an information session
  - a. Information session dates will be sent after your application is submitted
  - b. You will complete your required testing during the information session
3. Submit an official (sealed in original envelope) copy of your high school, GED or college transcript to the Office of Admissions
  - a. PO Box 126, Polkton NC 28135
  - b. Official electronic transcripts can be sent from your school to [admissions@spcc.edu](mailto:admissions@spcc.edu)
4. Apply for Financial Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - a. Additional assistance options can be found at <https://spcc.edu/pay-for-college/financial-aid/>
5. 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."
6. Obtain Sponsorship from a North Carolina Law Enforcement Agency
7. Complete the "Medical History Statement" (F-1)
8. 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)
9. Complete form F-3, Personal History Statement

After acceptance to the program:

10. Purchase uniform package from **Andark Graphic Inc.** in Indian Trail. Purchase running shoes on your own.
11. Purchase books (from the SPCC Bookstore or from the North Carolina Justice Academy Bookstore by phone).

# 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 six units that include 35 different blocks of instruction:

## **UNIT 1 - LEGAL**

Motor Vehicle Law  
Controlled Substances  
Elements of Criminal Law  
Juvenile Laws and Procedures  
Arrest, Search & Seizure/Constitutional Law  
ABC Laws and Procedures

## **UNIT 2 - PATROL DUTIES**

Techniques of Traffic Law Enforcement  
Explosives and Hazardous Materials  
Emergencies Traffic Crash Investigation  
In-Custody  
Transportation  
Crowd Management  
Patrol Techniques  
Law Enforcement Communication and Info. Systems  
Rapid Deployment Anti-Terrorism

## **UNIT 3- COMMUNICATION**

Responding to Victims and the Public  
Domestic Violence Response  
Ethics for Professional Law Enforcement

Individuals with Mental Illness or Dev. Disabilities  
Crime Prevention Techniques  
Communication Skills for Law Enforcement Officers  
Preparing for Court and Testifying in Court

## **UNIT 4 INVESTIGATIONS**

Fingerprinting and Photographing  
Field Notetaking and Report  
Writing Criminal Investigation  
Interviews  
Human Trafficking

## **UNIT 5 PRACTICAL APPLICATION**

First Responder  
Firearms  
Law Enforcement Driver Training  
Physical Fitness  
Subject Control and Arrest Techniques

## **UNIT 6 SHERIFF SPECIFIC**

Civil Process  
Sheriff Responsibilities: Court Duties Sheriff Responsibilities: Detention Duties.

# Course Schedule

BLET is a sixteen-week course that involves 640 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 background and criminal history investigation of sponsored student in accordance with The North Carolina Administrative Code, Title Chapter 9, Subchapter 9B, Section 1-2, and that, according to my investigation, this person is eligible for certification as a law enforcement officer in North Carolina

\_\_\_\_\_  
(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**

# COST OF PROGRAM

A breakdown of the charges for the BLET program is provided on the next page.

TEXTBOOKS WILL BE MADE AVAILABLE THROUGH THE SPCC BOOKSTORE AFTER ORIENTATION (Price is \$950.00)

STUDENTS MAY CONTACT THE NC JUSTICE ACADEMY BOOKSTORE AT 910-525-4151

TO PURCHASE THE BOOKS FOR BLET.

THESE BOOKS ARE SOLD AS ONE COMPLETE SET for approximately \$775.00.

The Justice Academy Bookstore can also be accessed online at [ncdoj.gov/ncja/bookstore/](http://ncdoj.gov/ncja/bookstore/)

## FINANCIAL AID

Financial Aid is available for students in the BLET program, if qualified. The Free Application for Student Aid (FAFSA) application can be completed at [www.fafsa.gov](http://www.fafsa.gov).

Questions regarding Financial Aid and Veterans Benefits can be directed to the Office of Financial Aid and Veterans Affairs at 704-272-5391 or email [finaid@spcc.edu](mailto:finaid@spcc.edu).

## 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

<b>TUITION</b>	<b>\$ 1,200.00</b>
Once sponsorship of a North Carolina Public Law Enforcement Agency is obtained, the tuition fee is waived. This a savings of approximately <b>\$1,200.00</b> to the BLET student.	

<b>FEES</b>	<b>\$ 258.40</b>
Accident Insurance	1.40
BLET Student Supply Fee	100.00
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	
Student Activity Fee	35.00
Technology Fee	32.00
Parking Fee	15.00
Task Fee	5.00
Graduation Fee (Paid in the last week of class)	8.25

<b>UNIFORM PACKAGE</b>	<b>\$ 448.57</b>
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***	
<b>BOOTS-NO PATENT LEATHER ALLOWED-MUST BE BLACK LEATHER OR MILITARY</b> <span style="color: red;">*Boots are purchased by the individual student at the vendor of his/her choice. Past students have paid approximately \$50.00- 125.00 for their boots.</span>	
****Uniforms are purchased through Andark Graphics Inc. in Indian Trail. *****Running shoes must be purchased on your own.	

<b>TEXTBOOKS</b>	Complete Set Price	<b>\$ 775.75</b>
*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)		

Cost of books at NC Justice Academy is \$775.75. Cost of books at the SPCC Bookstore is \$950.00.

<b>MISCELLANEOUS ITEMS</b>	<b>?????</b>
Physical Examination	
Shoe polish items	

# 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 AND DRIVING HISTORIES

Must be from every county you have lived since turning 18 years old  
Must be certified copies. **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

Must be OFFICIAL Transcripts – In a sealed envelope from the issuing institution mailed directly to SPCC Admissions (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

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:

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

**ALL PAPERWORK IS DUE BY June 1, 2021**