



## DAVIDSON COUNTY COMMUNITY COLLEGE

### Admission Policies and Procedures

# Basic Law Enforcement Training (BLET)

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The following information is provided in an effort to inform you of the application procedures as well as the program requirements, policies and standards for Basic Law Enforcement Training (BLET). Please read through this information carefully and completely, then sign and submit the Applicant Certification of Understanding to the Admissions Office.

### POLICY STATEMENT

Davidson County Community College curriculum admission requirements apply to the Basic Law Enforcement Training (BLET) program. In addition, the College requires each applicant to (1) be employed or sponsored by a law enforcement agency prior to enrollment and throughout enrollment in the BLET program and (2) meet minimum standards for employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standard Commission.

### ADMISSION REQUIREMENTS

Applicants for admission to the Basic Law Enforcement Training (BLET) Program must:

- Have graduated from High School 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.
- 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:
  - be a citizen of the United States;
  - be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
  - be of good moral character;
  - be free of (1) any convictions of any crimes, civilian or military; (2) driving while impaired or under the influence; or (3) major motor vehicle law infractions; and
  - be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer. **Physical Exam should not be completed until all Admission requirements are met and an official Physical Exam packet is obtained from the BLET School Director.**
- 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 in "c" above regardless of the date of occurrence; or
  - four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
- Be sponsored for Basic Law Enforcement Training by a Law Enforcement Agency.**  
**Note:** Sponsorship must be retained throughout the BLET program for the student to remain enrolled.
- Have taken the College's placement assessment** in computer skills and achieved minimal acceptable scores in writing, reading, and math. \*Please note that effective September 1, 2010, all students are required to test in reading comprehension within one year of the class start date and score the required 10<sup>th</sup> grade level, per Criminal Justice Standards regulations. College level English will no longer exempt this requirement.
- Possess a valid North Carolina driver's license.**

**Note:** Any applicant who is uncertain whether or not he/she meets the admissions requirements stated in 1-6 above should contact the Admissions Office as soon as possible.

**Note: Employment with criminal justice agencies is subject to specific agency criteria; therefore, completion of Basic Law Enforcement Training alone is no guarantee of eligibility of employment**

## **PROCEDURES FOR ADMISSION**

1. Obtain a BLET application packet from the Admissions Office. Complete the Application for Admission and return it to the Admissions Office along with the Applicant Certificate of Understanding.
2. Have a copy of your high school transcript sent directly from your high school to the Admissions Office. If you received the GED or graduated from Adult High School, please have those records sent to the Admissions Office as well as your high school record if you attended beyond the eighth grade.
3. Take the College's placement assessment to determine your eligibility to enroll in the BLET program. You may schedule your assessment online: <https://www.davidsonccc.edu/academics/placement-testing>. A practice booklet is available online and in the Enrollment Office, at both the Davidson and Davie campuses (See test requirements on the Document Checklist.)
4. Obtain a certified copy of your arrest and driver history record from the Office(s) of the Clerk of Court in every county in which you have resided since your 16<sup>th</sup> birthday. Submit this record to the Admissions Office.
5. Obtain sponsorship for the BLET program. A sponsorship form is included in this packet. Submit the completed form to the Admissions Office.
6. Upon receipt of the Application for Admission, high school/AHS/GED transcripts, arrest and driver history record, and a completed sponsorship form, **the BLET Director will contact you regarding an interview.**
7. Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

## **WHAT TO EXPECT – PHYSICAL EXPECTATIONS DURING THE CLASS**

BLET candidates will run on a daily basis and work toward the physical requirements necessary to pass the POPAT (Police Officer's Physical Ability Test) that include but are not limited to, sit-ups, push-ups, running up and down stairs, crawling through a tunnel, dragging a body and managing a weighted door. Candidates will be given full details in the BLET Admission interview.

## **ADMISSION INTERVIEW**

Each applicant is interviewed by the BLET Director or the Chairperson of the Public Safety Services Division. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any crimes, civilian or military; driving while impaired or under the influence; or major motor vehicle law infractions and to determine if the disposition of such charges is pending.

## **HEALTH EVALUATION**

Prior to enrollment in the BLET program, an accepted applicant must provide the BLET Director with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training School. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

## **TUITION AND FEES/WAIVER REQUIREMENT**

Tuition and fees are waived for applicants admitted to the BLET program.

## **BOOKS AND SUPPLIES**

Each student in the BLET program is required to provide for the following estimated BLET costs:

|  |          |
|--|----------|
| Books  | \$600.00 |
| Physical Training Uniform (S-XL)<br>(Also required: jogging shoes, belt, tie,<br>uniform shoes, and socks) | \$175.00 |

|                                |                  |
|--------------------------------|------------------|
| College Access fees            | 15.00            |
| Medical examination (estimate) | + \$300.00       |
| <b>Estimated Total</b>         | <b>\$1090.00</b> |

**Note:** BLET students are encouraged apply for financial aid to assist with books and supplies through WWW.FAFSA.ED.GOV. If you need additional information, contact the DCCC Enrollment Office as soon as possible. BLET is considered a clock-hour program for financial aid and calculated based on clock-hour rules.

## LEGAL REQUIREMENTS FOR CRIMINAL JUSTICE EMPLOYMENT

**Every law enforcement officer employed by an agency in North Carolina must:**

1. Be a citizen of the United States;
2. Be at least 20 years of age (at least 21 for Sheriff's Deputy);
3. Be of good moral character as determined by a thorough background investigation.
4. Have been fingerprinted and a search made of local, state and national files to disclose any criminal record;
5. Have been examined and certified by a licensed physician or surgeon to meet physical requirements necessary to properly fulfill the officer's particular responsibilities and shall have produced a negative result on a drug screen administered according to specific specification;
6. Have been interviewed personally by the agency's Department Head or his/her representative or representatives to determine such things as the applicant's appearance, demeanor, attitude and ability to communicate; and
7. Notify the Standards Division of all criminal offenses to which the officer pleads no contest or guilty or to which he/she is found guilty.

## PERFORMANCE AND BEHAVIOR STANDARDS

The purpose of BLET instruction is to prepare participants for employment as law enforcement officers. Because of the special nature of the BLET program, students are expected to meet high standards of personal behavior and performance. Behavior standards are detailed in the "Student Rights and Responsibilities" and "Code of Conduct" sections in the DCCC General Catalog/Student Handbook and the orientation information provided at the beginning of each BLET program. Any conduct that constitutes a criminal offense will be referred to appropriate law enforcement agencies. The following activities are examples of the kind of performance standards that students in the BLET program will be required to perform in order to successfully complete the program. If an accepted applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the BLET Director.

1. Interpersonal abilities sufficient to interact with individuals and groups from a variety of social, emotional, cultural and intellectual backgrounds.  
**Example:** Demonstrate the ability to establish appropriate relationships with victims and citizens of the community.
2. Communicate with others orally and in writing.  
**Example:** Exhibit the ability to communicate orally with others and provide satisfactory written reports as required in performance of assigned duties.
3. Hearing ability sufficient to monitor radio communication/oral communication.  
**Example:** Hear and monitor alarms, radio communication and oral communication or cry for help or assistance. Hear instructions by instructor, such as firearm commands.
4. Physical abilities to defend self and others and maintain physical control of suspect.  
**Example:** Apply handcuffs, leg irons, and waist chains/belts and gain physical control of a suspect within 10 seconds.
5. The ability to manipulate equipment.  
**Example:** Be able to properly and safely use firearms (handgun and shotgun) and drive a vehicle under various conditions (such as maneuvering between objects) with a minimum score of 70. Be able to qualify with a firearm (handgun and shotgun) with a minimum score of 70. Be able to qualify with a handgun using both the strong and weak hand from the standing, kneeling and prone positions and achieve a minimum score of 70. Be able to properly use a gas mask and riot baton.
6. POPAT Course: Designed to simulate obstacles that may be encountered in a police duty situation.  
**Example:** Be able to run approximately 400 yards; drag 175lb. dummy; perform push-ups; climb a fence.
7. Vision sufficient for observation and assessment necessary in law enforcement.  
**Example:** Observe suspects and others, see to drive, and have adequate vision for surveillance and for protecting self and others.
8. Sense of touch sufficient to perform a physical examination and to detect movement.

**Example:** Detect pulsation.

The examples given are representative of those activities required and are not all-inclusive.