

Basic Law Enforcement Training

Rules and Regulations

Revised Aug. 2012

Cadets employed with or sponsored by a law enforcement agency may be admitted to Mitchell Community College's Basic Law Enforcement Training program. Cadets that are not employed or sponsored by a law enforcement agency must meet with the Director of Basic Law Enforcement Training to determine the cadets' admissibility into the program. Admissibility will be determined by rules set forth under Title 12, Chapter 9 B, Rule .0111 of the North Carolina Administrative Code Section entitled Minimum Standards for law enforcement officers. A maximum of twenty cadets will be admitted into the program per class. Priority admission will be given to cadets that are employed or sponsored by a law enforcement agency, respectively.

No cadet will be admitted into the program if they have ever been charged or convicted of any felony. Nor will they be admitted if they have been charged, convicted or have pending charges within the past five years of any Class B misdemeanor or DWI.

1. ATTENDANCE

1.01 Attendance is mandatory to all classes during all scheduled hours.

- A. Any unavoidable absence from class must be approved/excused by the School Director. (An instructor may **not** excuse a student). In order for an absence to be excused, the School Director must be able to determine that a true emergency situation exists/existed. The conduct of personal business does not constitute an excused absence.
- B. Any/each time a cadet is absent, with or without approval from his/her agency, the cadet shall present the School Director a counseling card stating that he/she was absent and why. The School Director will place the counseling card in the cadet's file.
- C. All time and class work must be made up at the discretion of the School Director as soon as possible after the original scheduled date.

1.02 Illness--Emergency Reporting Procedures

- A. In the event that a cadet is unable to attend class, if the cadet is employed by an agency, the cadet will first notify the watch commander or shift supervisor for his/her agency prior to 8 a.m. or 5:30 p.m. and state the reason for the absence.
- B. All cadets will then notify the School Director that he/she will be absent and state the reason for the absence. The School Director can be reached at **(704) 878-3253 (office) or (704) 902-9964 (cell)**.

1.03 Tardiness

- A. Tardiness in any capacity will not be tolerated. Cadets are expected to be assembled for physical activity training at the appropriate time and day in the designated area. Cadets will be seated in the classroom at the appropriate time for classroom training.
- B. Any and each time a cadet is late to class, from break, or from lunch (with or without approval), the cadet shall present the Instructor or School Director a counseling card stating that he/she was late and why. The cadet will present the counseling card to the instructor or School Director by the end of the first hour after returning to class. Should the cadet fail to do so a second counseling card will be submitted to the School Director. The School Director will place the counseling card in the cadet's file.

1.04 Leaving Class Early

- A. Cadets are permitted to leave class early for emergencies or, other important business. Any early departures from class, other than for emergency reasons, shall be approved by the School Director prior to the departure.
- B. Any and each time a cadet departs early from class the cadet shall present the School Director or Instructor with a counseling card stating that he/she left early and why. The cadet will present the counseling card to the instructor or School Director by the end of the first hour after returning to class. Should the cadet fail to do so, a second counseling card will be submitted. The School Director will place the counseling card in the cadet's file.

2. PERSONAL CONDUCT

Conduct of a law enforcement officer must be maintained at all times. **Conduct unbecoming of an officer** or conflicting with school policy, procedures, or philosophy will be reported to the School Director. ***Cadets may be expediently dismissed from the program for conduct unbecoming a law enforcement officer.***

2.01 Appreciably Impairment

Any use of an impairing substance that produce any signs or indicators of impairment will not be tolerated. This is to include but not limited to legally prescribed medications, alcohol, and illegally possessed medications. Any cadet caught in possession of or using an impairing substance will be expediently dismissed from the program by the School Director.

2.02 Testing

- A. Time Limit: Tests will have a time limit in which each cadet must complete the test. A 20 question test will have a time limit of 17 minutes, a 25 question test will have a time limit of 21 minutes, and a 50 question test will have a time limit of 42 minutes.
- B. Cheating: Cheating in any capacity will not be tolerated. Any cadet caught cheating or allowing or assisting in cheating shall be dismissed from the program by the School Director.

2.03 Instructors: Courtesy and Conduct Required

All instructors will be considered guests and afforded full courtesy and respect. Cadets, during any association with the instructional staff shall refer to the instructional staff as "sir" or "ma'am" as the case may be or by the instructor's ranks: Officer, Sergeant, Captain, etc. and name—i.e. Sergeant Jones.

2.04 Profanity

The use of obscene language, obscene gestures or profanity is prohibited.

2.05 Food/Tobacco

Smoking or use of any tobacco products **will not be permitted** while the cadet is in his/her BLET uniform or during any class. No food or drinks will be permitted in the BLET classroom.

2.05 Pagers, Cell Phones or Video Cameras

Pagers, cell phones and video cameras are **prohibited** in the BLET classroom and training areas. These items should be left in the cadet's vehicle. Calls can be made during breaks only.

2.07 Alcohol use

No cadet shall consume or have remaining in his/her system any alcohol previously consumed while participating in Mitchell's BLET classes. This is grounds to be expediently dismissed from the program by the School Director.

2.08 Criminal Charges

Any cadet, who is charged criminally during his/her training, will be expediently dismissed from the program by the School Director.

2.09 Loss of Sponsorship

If a sponsored cadet loses his/her sponsorship, that cadet will be expediently dismissed from the program by the School Director.

3. APPEARANCE

Grooming must be kept to the same standards of a uniformed officer complying with the Basic Law Enforcement Training rules and regulations. This includes: hair regulations, make-up, shaving, beards, and mustaches. All tattoos will be covered at all times.

Personal hygiene must be maintained at all times. Cadets will shower each time after physical activity training before dressing for class.

3.01 Safety

Due to the dangerous nature of BLET, cadets will not be permitted to wear jewelry of any type other than a wedding band on the cadets left ring finger during class sessions. Fingernails will be trimmed to a point not extending beyond the normal tips of the fingers.

3.02 Facial Hair

Mustaches shall be neatly trimmed and shall not extend beyond the corners of the mouth nor drop below the corners of the mouth. Any other facial hair besides mustaches will not be permitted.

3.03 Head Hair (Male)

Hair shall be worn to the general shape of the head and shall not extend below the collar of the uniform shirt nor extend over the top of the ear. The style of grooming will present a neat appearance and will not interfere with the proper wearing of uniform hats or helmets. The cadet's haircut shall be consistent without marked variations in length. Designs, symbols or lettering revealed on the scalp due to the cadet's haircut are strictly prohibited. Any hairstyles that extend or swing will not be permitted. Sideburns shall be closely trimmed and shall not extend below the top of the orifice of the ear. Hair color shall not be streaked or dyed in unnatural colors such as blue or pink.

3.04 Head Hair (Female)

Hair shall be worn to the general shape of the head and shall not extend below the collar of the uniform shirt nor extend over the top of the ear. The style of grooming will present a neat appearance and will not interfere with the proper wearing of uniform hats or helmets. The cadet's haircut shall be consistent without marked variations in length. Designs, symbols or lettering revealed on the scalp due to the cadet's haircut are strictly prohibited. Any hairstyles that extend or swing will not be permitted. Pins, combs or barrettes maybe worn as long as they are of the natural color of the cadet's hair. Hair color shall not be streaked or dyed in unnatural colors such as blue or pink.

4. DRESS CODE

Acceptable clothing includes shirts with collars and casual pants. Once uniforms are purchased, only the BLET uniform will be acceptable attire. Shirt tails are to be worn in. Black belts will be worn. Shoes for classroom will be black boots; athletic-type shoes are to be worn for physical training. Socks will be required (black for classroom and white for physical training). The dress code will be strictly followed unless the type of instruction warrants otherwise. Clothing not acceptable are: gym clothes in class, tank tops, midriff tops, shorts, shirts without collars, hospital-type clothes, and tee shirts.

4.01 Required-clothing

Uniform polo shirt is to be worn on non-physical training days. Uniform tee shirt may be worn on physical training days. Loose fitting khaki BDU pants. Pants with cargo pockets are required on Firearms dates, and loose fitting (uniform) grey shorts or sweat pants during physical training. **NO** spandex!

4.02 Uniforms

The BLET uniform is to be worn during BLET activities only. While enrolled in BLET no cadet shall wear their BLET uniform to an establishment that has on premise consumption.

5. WEAPONS

No weapons are to be carried or worn unless directed to do so by an instructor. On these occasions, all weapons will be unloaded prior to entering the classroom/instructional area and checked by the instructor. If an instructor so directs, weapons may be worn **ONLY** where instruction is being given. Weapons must be secured off the body during breaks taken outside the instructional area.

6. CRIMINAL JUSTICE STANDARDS DIVISION

ALL RULES AND REGULATIONS of the North Carolina Department of Justice, Criminal Justice Standards Division will be applicable to all cadets enrolled in Basic Law Enforcement Training at Mitchell Community College. As such, they are hereby incorporated by reference as if fully set out.

7. STUDENT GRIEVANCES

Procedures set forth in the Mitchell Community College handbook under Section VII code of student conduct and student appeals procedures, shall be followed for registering a grievance against the Director, instructor, or any other employee of the college.

8. COUNSELING CARDS

8.01 Submission of counseling cards

Cadets will submit counseling cards to Instructors anytime a card is requested.

8.02 Cards on Person

A cadet shall have a minimum of two cards on their person during class.

8.03 Number of Counseling Cards Issued

Each cadet will be issued six counseling cards. When a cadet has submitted the sixth counseling card, that cadet will be expediently dismissed from the present delivery of Basic Law Enforcement Training. A cadet may be dismissed prior to submission of the sixth counseling card when it is evident that a serious problem is occurring or has occurred.

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**Receipt and Acknowledgement of Mitchell Community College's
Basic Law Enforcement Training Rules and Regulations**

I _____ acknowledge that I have been advised orally and given notice in writing of Mitchell Community College's Basic Law Enforcement Training Rules and Regulations.

By signing this receipt I understand and accept these rules and regulations. I further understand that a violation of certain rules will result in my immediate dismissal from the Basic Law Enforcement Training Program.

Signature

Date

Sponsoring Agency



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