

**BASIC LAW ENFORCEMENT TRAINING PROGRAM BLUE RIDGE COMMUNITY COLLEGE Use This Check List To Provide Documents That Must Be Given To The Coordinator At The Time Of The Interview:**

- \_\_\_ 1. Completed and **notarized** Personal History Statement– Form F-3
  - \_\_\_ 2. A 3” X 5” head and shoulders photograph, dressed in business attire
  - \_\_\_ 3. A copy of your High School or Adult High School Diploma, or GED
  - \_\_\_ 4. A copy of your valid North Carolina Drivers License
  - \_\_\_ 5. A copy of your Birth Certificate
  - \_\_\_ 6. A **certified** copy of your criminal history; from each county in which you have lived since reaching the age of adulthood. This is obtained at the Clerk of Superior Courts Office in each county of residence.
  - \_\_\_ 7. A **certified** copy of your driving history from **each** state DMV in which you have lived since age 15. You may request this record via the internet. **ONLY** use the official website. If you have lived in other states, you must obtain a certified copy of your driver’s history from each state—either online and in person request. Again, it must be a certified copy. Below is the website for North Carolina:  
<https://edmv.ncdot.gov/DrivingRecords>
- This record must be ordered from Raleigh and takes up to three weeks to arrive. **If this is the only documentation you are waiting on, call, and schedule an interview.** The BLET Coordinator may allow you to submit this item on a later date. To obtain certified driver histories from other states, you must contact that state to inquire how to get it
- \_\_\_ 8. If you have prior military service, you must provide a copy of your DD-214 that must include the member 4 form. If you do not have this page on your DD-214, you can go to the following website and request it  
<http://www.archives.gov/veterans/military-service-records/>
  - \_\_\_ 9. If you wish to provide a sponsorship letter, which would allow BRCC to waive your tuition costs, a sponsorship letter is in your application packet. It must be signed by any police or sheriffs agency head, in North Carolina, and submitted no later than the registration date. **NOTE: a sponsorship letter does not cover the entire cost.**
  - \_\_\_ 10. Completed and signed Physical Booklet. **Not required to complete for interview –But required prior to registration.**

**MAKE COPIES OF ALL OF THESE DOCUMENTS BEFORE BRINGING THEM TO BRCC. YOU WILL NEED THESE COPIES FOR FUTURE JOB APPLICATIONS**

## **ADMISSION POLICIES AND PROCEDURES POLICY STATEMENT**

Blue Ridge Community College admission requirements apply to the Basic Law Enforcement Training (BLET) Program. In addition, the College requires each applicant 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 Standards Commission.

## **ADMISSIONS REQUIREMENTS**

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

1. Have graduated from high school, have an Adult High School Diploma, or have passed the GED with an equivalency certificate that meets the minimum requirements set by the State of North Carolina.
2. 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:
  - a. be a citizen of the United States;
  - b. 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);
  - c. be of good moral character;
  - d. be free of: (1) any convictions of any serious crimes, civilian or military; (2) recent convictions of driving while impaired or under the influence; or (3) major motor vehicle law infractions
  - e. 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.
3. Have not ever committed or been convicted of any of the following:
  - a. a felony;
  - b. a crime for which the punishment could have been imprisonment for more than two years;
  - c. 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;
  - d. four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
  - e. four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
4. Must score at least a 10<sup>th</sup> grade equivalency on the ASSET Reading Test. **You must have taken or scheduled your reading test prior to your interview.** The results of the test will be provided during the interview.
5. Possess a valid North Carolina driver's license.

**NOTE:** Any applicant who is uncertain whether he/she has met the admission requirements stated in 1-5 above should contact the BLET Coordinator as soon as possible. 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.

## **HEALTH EVALUATION**

Prior to enrollment in the BLET program an accepted applicant must provide the BLET Coordinator with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. All forms are located on the BLET webpage.

The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training.

**Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.**

## **PROCEDURES FOR ADMISSION**

1. Print a BLET application packet from (Online)--the BLET website
2. Complete the Application for Admission and other required form-gather all required documents
3. Call the BLET Coordinator, named on the front of the application, to schedule an appointment. At this interview, you will turn in the application and all other required forms to the Coordinator, except for the medical forms.

**Falsification Or Omission Of Any Of The Documents Which Apply To You Will Result In The Immediate Dismissal From The Program And Could Disqualify You From Future Admission To Any Basic Law Enforcement Training Program In North Carolina**

## **ADMISSION INTERVIEW**

Each applicant is interviewed by the BLET Coordinator. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission. This is-- if the applicant is free of conviction of any serious crimes, civilian or military; recent convictions of driving while impaired or under the influence; or major motor vehicle law infractions and to determine the disposition of such charges.

At the interview, you will be given additional details relative to details of the schedule, total cost of the program, attendance policy, etc. You will be able to ask questions which you might have about the program. You will be required to sign waivers, which allow you to participate in the training.

**The first page of this document lists what to bring to the interview.**

## **TUITION AND FEES**

Tuition and fees are: Total paid on registration day

\$1,891.30 without Sponsorship

\$1,711.30 with Sponsorship

### **Tuition Fees includes**

Books

Physical Training Uniform

Classroom uniform to include: pants, boots, belt and handcuff key

Fee for equipment and supplies used

Graduation Fee

Student Insurance

### **Equipment provided during the training:**

Complete duty belt

Handgun, ammunition, targets, ear and eye protection

Use of Vehicles for training purposes

All practical exercises related gear and training props/equipment

All other equipment will be issued to you at no cost. It will be issued in excellent condition, and must be returned in excellent condition. Lost or damaged equipment must be paid for by the student at replacement cost.

### **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 (for Sheriff's Deputy at least 21).
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 officers particular responsibilities and shall have produced a negative result on a drug screen administered according to specific specifications.
6. Have been interviewed personally by the BLET Coordinator or his/her representative or representatives to determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate.
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 the 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 BRCC General Catalog/Student Handbook, in the "BLET Trainee Guide", and in 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 a student 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 Basic Law Enforcement Training Program Coordinator.

1. Interpersonal abilities sufficient to interact with individual and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
2. Communicate with others orally and in writing.
3. Hearing ability sufficient to monitor radio communication/oral communication.
4. Physical abilities sufficient to defend self and others and maintain physical control of suspect.
5. The ability to manipulate equipment.
6. Physical fitness and stamina sufficient to run, jump, crawl, and participate in Physical Training. **Start a physical workout regimen today. There is a suggested workout on the following page.**
7. Vision sufficient for observation and assessment necessary in law enforcement.
8. Sense of touch sufficient to perform a physical examination and to detect movement.

**IMPORTANT NOTE:** The leading cause of a Cadet not completing BLET is a failure to pass the Physical Fitness Training final examination. It is imperative that you start as soon as possible to reach a physical fitness level that will allow you to be successful in this area. Following is a workout regimen, which has proven useful in preparing prospective students to participate and pass Physical Fitness Training. It is not an overall fitness regimen, it is a targeted workout schedule which targets the exact skills necessary to complete and pass PT. If you wait until school starts to start working out, you have a strong likelihood of being unsuccessful. Start the regimen on the following pages today.

**NEVER START AN EXERCISE / PHYSICAL FITNESS REGIMEN, WITHOUT CONSULTING AND FOLLOWING THE ADVICE OF YOUR PHYSICIAN PHYSICAL PREPARATION FOR THE P.O.P.A.T. (*Police Officer Physical Ability Test*)**

**THIS WORKOUT SHOULD BE DONE AT LEAST THREE TIMES PER WEEK UNTIL SCHOOL STARTS**

STEP #1 - RUN 200 YARDS (*less than 90 seconds*), IMMEDIATELY DO 20 SIT-UPS WITHIN 45 SECONDS AND 20 PUSH-UPS WITHIN 45 SECONDS. (*all of step # 1 should be less than 3 min. total*)

**If You Can Not Do Step # 1 ---- See the Next Page Remedial**

STEP #2 - RUN 200 YARDS (*less than 90 seconds*), IMMEDIATELY DO 20 SIT-UPS WITHIN 45 SECONDS AND 20 PUSH-UPS WITHIN 45 SECONDS. (*all of step # 2 should be less than 3 min. total*)

By The First Day Of Class You Should Be Able To Do Steps 1 And 2 In Less Than 6 Minutes Total. This Should Prepare You To Be Able To Keep Up, During Physical Training Classes.

STEP # 3 RUN 200 YARDS (*less than 90 seconds*), IMMEDIATELY DO 20 SIT-UPS WITHIN 45 SECONDS AND 20 PUSH-UPS WITHIN 45 SECONDS. (*all of step # 3 should be less than 3 min. total*) IF YOU CAN DO STEPS 1 – 2 – 3 IN LESS THAN 9 MINUTES TOTAL, YOU ARE PROBABLY PREPARED TO PASS THE POPAT.

**\*\*\*REMEDIAL\*\*\* PHYSICAL PREPARATION FOR THE P.O.P.A.T. (*Police Officer Physical Ability Test*) START AT THE MOST DIFFICULT STEP BELOW WHICH YOU CAN COMPLETE**

**STEP # 1** (*EVERY OTHER DAY FOR ONE WEEK, THEN MOVE TO THE NEXT STEP*) **RUN 100 YARDS**  
- IMMEDIATELY DO 5 PUSHUPS (at your best pace)  
RUN 100 YARDS –  
IMMEDIATELY DO 5 SIT-UPS (at your best pace)  
ON THE OTHER DAYS, WALK, JOG, AND RUN (your best pace) 1½ MILES

**STEP # 2** (*EVERY OTHER DAY FOR ONE WEEK, THEN MOVE TO THE NEXT STEP*) **RUN 150 YARDS –**  
IMMEDIATELY DO 10 PUSHUPS (at your best pace)  
RUN 150 YARDS – I  
MMEDIATELY DO 10 SIT-UPS (at your best pace)  
ON THE OTHER DAYS, WALK, JOG, AND RUN (your best pace) 1½ MILES

**STEP # 3** (*EVERY OTHER DAY FOR ONE WEEK, THEN MOVE TO THE NEXT STEP*) **RUN 200 YARDS**  
- IMMEDIATELY DO 15 PUSHUPS (at your best pace)  
RUN 200 YARDS - IMMEDIATELY DO 15 SIT-UPS (at your best pace)  
ON THE OTHER DAYS, WALK, JOG, AND RUN (your best pace) 1½ MILES

**STEP # 4** (*EVERY OTHER DAY FOR ONE WEEK, THEN MOVE TO THE NEXT STEP*) **RUN 250 YARDS**  
- IMMEDIATELY DO 20 PUSHUPS (at your best pace)  
RUN 250 YARDS –  
IMMEDIATELY DO 20 SIT-UPS (at your best pace)  
ON THE OTHER DAYS, WALK, JOG, AND RUN (your best pace) 1½ MILES

**STEP # 5** Try To Be On Page # 1, Prior To The Beginning Of School, If Not You May Not Be Successfully Complete The Physical Fitness Component Of B.L.E.T.