

Martin Community College
Basic Law Enforcement Training
Application Packet



If you have any questions contact:
Milton D. Davis, Jr.

Martin Community College

☎ (252) 789-0267

📱 (704) 953-3421

📠 (252) 792-4425

✉ md10722@martincc.edu

Dear Prospective Cadet:

Thank you for your interest in the Basic Law Enforcement Training Program at Martin Community College.

The next class will begin on _____ at _____

Classes are held on Monday, Tuesday, Wednesday and Thursday nights from 6:00 pm until 10:00 pm. The physical fitness sessions that take place are listed on the schedule generally after class 10:00 pm until 11:00 pm. There will be weekend classes, which every attempt will be made to schedule classes on every other weekend; however, due to the nature of the B.L.E.T. program, this is not a guarantee.

We offer a challenging course that will prepare you for an exciting career in law enforcement as a Police Officer or Deputy Sheriff. This demanding course is taught by an excellent group of instructors from a variety of agencies to include, but are not limited to Martin County Sheriffs Office, Williamston Police Department, Elizabeth City Police Department, Washington County Sheriffs Office, North Carolina State Highway Patrol, North Carolina State Bureau of Investigation, Washington Police Department and the District Attorney's Office for the First and Second Judicial District. Martin Community College will offer some of the best Basic Law Enforcement Training in the State.

Once again, thank you for your interest and I look forward to helping you get started in this exciting and rewarding career of law enforcement.

Milton D. Davis, Jr.

Director, Law Enforcement Training
(252) 789-0267 Office
(704) 953-3421 Cell
Email – md10722@martincc.edu
Fax – (252) 792-4425

THREE AREAS THAT YOU NEED TO CONSIDER BEFORE BEGINNING B.L.E.T.

MEDICAL INSURANCE

Because of the danger of injury inherent with law enforcement training, it is highly suggested, but not required, that you carry medical insurance on yourself. We do not expect to have any injuries, and our injury rate is low, but you should take the nature of the training into consideration. Martin Community College is not responsible for any medical related bills that result from injuries received and while training or attending the Basic Law Enforcement Training program.

Signature

Date

COST OF BOOKS AND UNIFORMS

The cost of books for the B.L.E.T. program is \$809.00, CD is \$30.00 (price subject to change). The cost of uniforms varies per vendor. Start saving your money now. Do not wait until class begins to start saving your money. Books should be purchased and ready for use on the first night of class. Uniforms will be ordered on the first night of class. Scholarships are available; you must apply and be accepted.

Signature

Date

Physical Fitness

B.L.E.T. Cadets will participate in a rigorous physical training program. It is recommended that you start exercising now. You should be able to do military style push-ups (hands on the ground next to the shoulder, legs straight and not touching the ground) and sit-ups (legs bent at a 45 degree angle with arms crossed in front of the chest). If you are not currently participating in a physical fitness program, I suggest the following routine, ***after you have completed your physical examination.***

- Week 1: Jog or run ¼ mile and do as many push-ups and sit-ups as you can
- Week 2: Jog or run ½ mile and do 5 more push-ups and sit-ups than the previous week
- Week 3: Jog or run ¾ mile and do 5 more push-ups and sit-ups than the previous week
- Week 4: Jog or run 1 mile and do 5 more push-ups and sit-ups than the previous week
- Week 5: Jog or run 1 ¼ mile and do 5 more push-ups and sit-ups than the previous week
- Week 6: Jog or run 1 ½ mile and do 5 more push-ups and sit-ups than the previous week
- Week 7: Work on reducing your 1 ½ mile run time, continue with push-ups and sit-ups.

**The following procedures
MUST BE FOLLOWED! Ensure
that you read all instructions
carefully and complete all
tasks completely. ANY
B.L.E.T. enrollment packet that
is not complete will be refused**

Instructions for completing the B.L.E.T. Admission Packet

- 1) There are numerous forms in this packet which must be completely filled out. Each form is covered in separate sections. All forms must be filled out completely and honestly. Keep all forms in the order they were received. Packages that are not in the proper order will not be accepted.
- 2) You can complete the various sections/forms in whatever order you wish, but follow the instructions for filling out the forms and completing the tasks.
- 3) Once you have completed the application package, contact the School Director and make an appointment to turn in the packet.
- 4) Please keep your packet in neat condition as this is an application and should be treated as such.

C.A.S.A.S

Any student wishing to enroll in the Basic Law Enforcement Training program must take the Comprehensive Adult Student Assessment Systems (C.A.S.A.S) examination or other standardized reading test. This is required by the North Carolina Criminal Justice and Training Standards Commission. The test is administered in the Learning Center, which is located across the hall from the Library in Building 2.

- 1) Dress neatly, business casual attire is appropriate.
- 2) Take your application packet with you.
- 3) Give the C.A.S.A.S referral form to the Learning Center Instructor. Tell the instructor that you are there to take the reading component of the C.A.S.A.S., test for admission into the Basic Law Enforcement Training Program.
- 4) Follow the directions of the instructor.
- 5) Once you have completed the test, ask the instructor to give you the referral form. If the instructor insists on keeping the form, it is OK. Do not argue with them. Politely ask them for their name. Call the Director, Law Enforcement Training. If there is no answer, leave a message with the following information: your name, phone number, and the name of the instructor that has your C.A.S.A.S. referral form.
- 6) If the instructor returns the referral for to you, place the form back in the application packet in its original place.

**Martin Community College
Basic Law Enforcement Training**

B.L.E.T. Testing Referral Form

Name: _____

Address: _____

To the Cadet: You are to report to the MCC Learning Center located in Building 2 for assessment testing. Present this letter to the Learning Center staff when you arrive.

To the Learning Center Staff: The above-named student is a Basic Law Enforcement Cadet candidate and needs to be assessed with the C.A.S.A.S. level 'D' reading component **ONLY**. Please record the scores below and **return this form to the Cadet candidate.**

Date Tested _____

Signature: _____

Reading Score _____

Grade Equivalent _____

North Carolina Criminal Justice Education and Training Standards Commission

Medical History Statement Form F1 & F2

Personal History Statement Form F-3

A copy of the North Carolina Criminal Justice Education and Training Standards Commission Personal History Statement is included in this application packet. Please print neatly when completing this form. It is preferred that you complete the on-line version of this form. The on-line version can be found at: <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx>.

Also commission forms F-1 and F-2 Medical History statements will need to be include in this application packet.

- 1) **Read all the physical forms carefully.**
- 2) Call your family medical Dr or Physician., for an appointment. If you do not have a family doctor/physician any active licensed medical doctor, physician, or nurse practitioner will suffice. The local county health department may have a doctor available for physical examinations; you will have to call them directly for an appointment.
- 3) Complete the Medical History Statement (Form F-1) before seeing the physician. This form must be answered completely and honestly. Failure to answer all questions may lead to revocation or denial of certification and dismissal from the B.L.E.T. program. Please print neatly when completing this form. It is preferred that you complete the online version of this form. The online version can be found at [:http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx](http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx)
- 4) Take your application packet with you to your appointment.
- 5) Give the Medical History Statement (Form F-1), the Medical Examination Report (Form F-2) and the OC Pepper and Tear Gas Release form to the physician, Physician assistant, nurse or nurse practitioner.
- 6) Because you will be exposed to OC Pepper Spray and CS Tear Gas, have the physician sign and stamp the OC Pepper and Tear Gas Release form.
- 7) It is very important that before you leave the physician's office make sure that the physician has signed and dated the Medical History Statement (Form F-1), the Medical Examination Report (Form F-2) and the OC Pepper and Tear Gas Release form.
- 8) By federal law Martin Community College must have your permission to keep any medical records and/or release medical records to the North Carolina Criminal Justice Education and Training Standards Division. Make sure that you sign the medical records form.

When completing the Personal History Statement, answer each question in its entirety and be completely honest in your answers. False or dishonest answer(s) may result in immediate dismissal from the B.L.E.T. program.

Health Information Portability and Privacy Act Authorization to Keep and Retain Health Information

I, authorize Marin Community College to possess and retain information pertaining to my health in the form of Medical History, and Physical Examination forms for the Basic Law Enforcement Training program as required by the North Carolina Criminal Justice Education and Training Standards Division and the North Carolina Sheriff's Education Training and Standards Division. I also authorize Martin Community College to possess and/or retain any health information pertaining to any accommodation for any health reason that might be required for approval of that accommodation. I further authorize any transfer of health record information to the North Carolina Criminal Justice Education and Training Standards Division and/or the North Carolina Sheriff's Education and Training Standards Division as required by those agencies that is relative to these courses. I also authorize Martin Community College to retain and/or possess any health information in the form of a request from medical personnel to limit or suspend any for of exercise or training. In addition, Martin Community College may possess the exposure to tear gas, mace and oleoresin capsicum (OC pepper spray) release form.

I understand that this information will remain on file indefinitely as part of my training record at Martin Community College. I further understand that copies of this information cannot be transferred to anyone except the North Carolina Criminal Justice Education and Training Standards Division and/or the North Carolina Sheriff's Education and Training Standards Division upon their request.

By my signature, I authorize the above stated conditions.

Student Name: _____
(Print)

Student Signature: _____
(Sign)

Date of Authorization: _____

Witness: _____

Exposure to Tear Gas, Mace and Oleoresin Capsicum (OC pepper spray) Release Form

Student: _____

To the examining physician:

During the Basic Law Enforcement Training program, this individual will be exposed to tear gas and oleoresin capsicum (OC pepper spray). Individuals with respiratory difficulties, including asthma are not suitable candidates for this training. Please certify that this individual is physically able to engage in training exercises using tear gas and oleoresin capsicum.

It is medically acceptable for the above name student to participate in training activities that include exposure to tear gas and oleoresin capsicum (OC pepper spray)

Physician's Signature

Physician's Stamp or Printed Name

Criminal Records Check

You must provide a certified criminal record check from all locations that you have lived since the age 18 and from any County, Parrish or Commonwealth in which you were charged, arrested, or convicted of any crime. This may be a lengthy process depending on how many places that you have lived. These records must be obtained from the Clerk of Superior Court in each of the above-mentioned places that you may have lived. Included in this application packet is a letter to the Clerk of Superior Court which will explain what you need. Other States may hold criminal records in individual cities. Place the criminal record behind the sheet indicated in the application packet. The easiest way to obtain the criminal record is to go directly to the Clerk of Superior Court's Office;

- 1) Take your application packet.
- 2) Go to the office of the Clerk of Superior Court.
- 3) Give the clerk the letter in this application packet titled "Request for Criminal Records Check".
- 4) Pay the fee for the record check.
- 5) Get the criminal history check.

If you have lived in other areas of the United States of America;

- 1) Contact the agency that hold the criminal record.
- 2) Check the internet and see what the requirements are for obtaining a copy of the record. Read the letter in this application packet titled; "Request for obtaining a copy of the criminal Records Check", to them over the phone and ask if they can send a copy of the criminal record electronically.
- 3) If they must mail it to you, notify the Director, Law Enforcement Training if the record will arrive after the class start date. If your criminal record check is not included in the application packet. You will not be able to enroll in the B.L.E.T. program.

If you were in the military;

- 1) Write a letter to the military branch you served using the address provided in this application packet. Usually, you will have to send a Freedom of Information Act letter to your respective service branch.
- 2) Have them send the letter to your home address. **DO NOT HAVE THEM MAILED TO MARTIN COMMUNITY COLLEGE.**
- 3) When you receive the letter, it will say something to the effect of "There were negative findings". This is what is required.
- 4) If your armed services MOS, Rate, or Job Description was military police, shore patrol or other law enforcement job criteria. You can contact North Carolina Criminal Justice Education and Training Standards Commission to request Form (F21) to be evaluated for military police experience for the purposes of certification.

Request for Criminal Records Check

To the Clerk of Superior Court

The individual that presents this request is in the process of applying for admission to the Basic Law Enforcement Training program at Martin Community College. It is required that the applicant provide a certified criminal history check/record from every county in which the applicant has lived since age eighteen.

The applicant is responsible for the payment of any fees associated with this request.

Thank you for your assistance.

High School Diploma or G.E.D. Certificate

You are required to provide diplomas or transcripts from high schools and colleges that you have attended. We do not accept certificates from online or correspondence schools.

- 1) Make two (2) copies of your high school diploma or G.E.D.
- 2) If you do not have a diploma, an official transcript will suffice.
- 3) If you do not have an official transcript, call or write the school or board of education in the County, Parrish or Commonwealth of the school you attended. Ask them to send you a transcript.

Birth Certificate, Driver License, Social Security Card, High School Diploma/GED, Criminal Background Check, and Citizenship Papers (FOR NATURALIZED CITIZENS ONLY)

- 1) Make copies of the above listed documents (both sides).
- 2) Include only one document per sheet.
- 3) Ensure that all documents are clear and not distorted.

Sponsorship

You must be sponsored by a law enforcement agency with the State of North Carolina. To obtain sponsorship, follow the procedure outlined below. Sponsorship does not mean that the agency is going to pay for your books or uniforms, nor does sponsorship mean that the agency will hire you upon completion of the Basic Law Enforcement Training program. It only means that the agency has checked your criminal history and found you to be suitable for the Basic Law Enforcement Training Program.

- 1) Contact your local police department or Sheriffs Office and ask if they will sponsor you for the B.L.E.T. program
- 2) If the agency does not agree to sponsor you, contact the Director, Law Enforcement Training immediately. Be prepared to explain to the Director which the agency you spoke with, which officer you spoke with, their phone number and the reason why the agency denied your sponsorship. The Director, Law Enforcement Training will give you instructions on how to proceed.
- 3) If the agency agrees to sponsor you, make an appointment to receive the sponsorship letter.
- 4) When you go to the appointment dress professionally. A suit or coat and tie is suggested for males and jacket, dress blouse and dress pants or skirt is suggested for females. As a minimum, you should be well dressed, do not wear jeans or shorts.
- 5) Take your application packet with you to that appointment.
- 6) Use the form labeled "Request Sponsorship". If the agency head or his designee chooses to use his or her own letter of sponsorship. It is acceptable.
- 7) When you receive the sponsorship letter, punch holes in the left side and place behind sheet labeled sponsorship.

LETTER OF SPONSORSHIP

To: Martin Community College Basic Law Enforcement Training Director

Please admit the individual named below in Martin Community College's Basic Law Enforcement Training Program under the sponsorship of the below named law enforcement agency.

By requesting the admission of the individual, ***I am attesting to the fact that a background check was conducted and revealed nothing that would prohibit this individual from being employed by a law enforcement agency.*** Furthermore, I attest that I am aware of nothing in this person's character or reputation that would bring discredit upon my agency, Law Enforcement, or Martin Community College.

In the event this individual is not currently employed by this agency, he/she understands that this sponsorship does not guarantee them employment with this or any other law enforcement agency, nor does this sponsorship express or imply in any way a guarantee of employment in law enforcement with this agency or any other agency in the future.

I further attest the below name individual is at least 20 years of age or will be 20 years of age prior to the date of Basic Law Enforcement Training State comprehensive examination administered by North Carolina Training and Standards Commission.

The below name individual and I are aware of the supply fee and book cost for the Basic Law Enforcement Training School supply fee and book(s) will be paid by _____
Individual Agency

Signature of Agency Representative

Date

Name of Agency

Signature of Cadet

Printed Name of Cadet

Date

Admission of Trainees Criminal Records Check

12 NCAC 09B.203 (h)

(h) The school shall not admit any individual trainee in a presentation of the Basic Law Enforcement Training Course unless the individual has provided the School Director one of the following types of record checks in the manner set forth in Paragraph (i) of this Rule:

- (1) a written notification, known as a "Criminal Record Conviction History for B.L.E.T. Enrollment," Form F-25, located at <https://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-andStandards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx>, from a department head stating that a criminal record check for local and state records has been conducted and no criminal convictions as listed in Paragraph (j) of this Rule were found that prohibit the individual trainee's enrollment in a presentation of the Basic Law Enforcement Training Course. The hiring agency or the individual trainee shall also provide certified court documentation for each criminal conviction;
- (2) a certified criminal record check for local and state records, and certified court documentation for each criminal conviction. For the purpose of this Rule "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;
- (3) if the individual trainee 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. For the purpose of this Rule "Resided in" means any place the trainee has lived, worked, attended school, or participated in an internship. The individual shall also provide certified court documentation for each criminal conviction;
- (4) 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 majority. The individual shall also provide certified court documentation for each criminal conviction; or
- (5) trainees who have served in the United States Armed Forces, in addition to one of the types of criminal records checks listed in Subparagraphs (1) through (4) of this Paragraph 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. Trainees shall also provide documentation to show that they have requested their official military personnel file, which shall be provided upon receipt.
- (6) A trainee who has been naturalized as a United States Citizen is exempt from providing the criminal record checks for locations where they resided outside of the United States prior to naturalization.

Admission of Trainees Criminal Records Check

Continuation of: 12 NCAC 09B.203(h)

- 7) A trainee who has resided outside the United States, other than those described in Subparagraph (5) and (6), who cannot obtain a criminal record check from any location outside the United States shall document the following, to be forwarded to the Standards Division for review on a case-by-case basis:
- (A) the name of the agencies contacted,
 - (B) the date the agencies were contacted,
 - (C) the contact information for the agencies contacted, and
 - (D) the reason the information cannot be provided. (i) Documents obtained in accordance with Paragraph (h) of this Rule shall meet the following requirements: (1) any records provided shall fall within the time period beginning when the trainee obtains the age of majority and continuing through the date of application; (2) any records provided shall include all locations where the trainee has resided since obtaining the age of majority; and (3) any records provided shall include all legal names utilized by the trainee since obtaining the age of majority.

Individual's Right to Review His or Her Own Criminal History Record

- (a) An individual may obtain a copy of his or her own criminal history record by submitting a written request to the N.C. Bureau of Investigation, Criminal Information and Identification Section, Attention: Applicant Unit-Right to Review, P.O. Box 29500, Raleigh, N.C. 27626-0500.

The written request must be accompanied by Certified Check OR Money Order in the amount of \$14.00 payable to the N.C. State Bureau of Investigation, is the only acceptable for of payment. **CASH OR PERSONAL CHECKS are NOT ACCEPTED.** Written request must contain proof of identity to include:

1. Complete name and address
2. Race
3. Sex
4. Date of Birth
5. Social Security number - ****Optional****
6. Legible set of Fingerprint Impressions

****Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be only used to assist with accurate identification/exclusion of possible criminal history records.**

The response shall be submitted only to the individual. Copies of the response shall not be provided to a third party.

The accuracy of completeness of an individual's record may be challenged by submitting the "Right to Review Request Criminal History Written Exception", form. This form can be found at <https://ncsbi.gov/Services/SBI-Forms/SBZIRight-to-Review-2021.aspx>

Requests are accepted only by U.S. Mail, in-person direct delivery is not permitted. Results of the search are sent to you by first-class U.S. Mail. The SBI does not use shipping alternatives such as FedEx or UPS. Upon receipt of the results, you are free to share the information with whomever you choose. However, the SBI is not legally authorized to send search results to a third party.

Right to Review Federal

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 majority. The individual shall also provide certified court documentation for each criminal conviction.

Two ways to obtain your National Criminal History Record.

1. Through Regular Mail
2. Electronic Submission

Step 1: Complete the application information form, which can be found at: <https://forms.fbi.gov/identity-history-summary-checks-review>

1. Each person must complete and sign a form
2. Include a complete mailing address. Please provide our telephone number and e-mail address, if available.
3. Your results will be provided on standard white paper and returned to you by First-Class Mail via the U.S. Postal Service.
4. Self-addressed envelopes will not be accepted. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc. foreign postage coupons, and requests to forward correspondence to the Department of State for the apostille process.

Obtain a Legible Set of Fingerprints

1. Your fingerprints should be placed on a standard fingerprint form or card commonly used for applicants for law enforcement purposes. The FBIZ will accept FD258 fingerprint cards on standard white paper stock.
2. You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
3. Your name and date of birth must be provided on the fingerprint card.
4. If possible, have your fingerprints taken by a fingerprint technician. This service may be available at a law enforcement agency. The FBI recommends that red or purple ink not be used for fingerprinting.
5. The name on your response letter will match the name indicated on the fingerprint card when your application payment and fingerprint card are submitted via U.S. Mail.
6. Fingerprints taken with ink or via live scan are acceptable. If your fingerprints are taken via live scan devices, a hard copy must be generated so the fingerprint card can be mailed to the FBI.
7. If the last four digits of your Social Security number are needed on your response letter, then please ensure that full nine-digits or last four digits of your Social Security number are on the fingerprint card when submitting your request.

