

# CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION

## 2014 IN-SERVICE TRAINING



## Frequently Asked Questions

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**CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION  
IN-SERVICE TRAINING  
FREQUENTLY ASKED QUESTIONS  
2014**

**GENERAL INFORMATION**

**1. *What are the in-service training requirements?***

The in-service training requirements are outlined in the Administrative Code 12 NCAC 09E. In summary, these rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 credits of in-service training annually. The topics for this requirement are outlined in the Code and including the following:

Required In-service Training Topics	16 Credits
Department Topic of Choice	8 Credits

**2. *What are the new required topics for 2014?***

The required in-service training topics for 2014 are:

2014 Firearms Training and Qualification	6 Credits
2014 Legal Update	4 Credits
2014 JMST: A Juvenile – Now What?	2 Credits
2014 Officer Safety: The First Five Minutes	4 Credits

**3. *When will officers have to complete their in-service training requirement?***

All sworn officers holding NC General Certification through Criminal Justice Standards on December 31 of the current calendar year must complete 2014 training between January 1, 2014 - December 31, 2014.

**4. *How does a certified officer get his/her training?***

The Administrative Code directs the North Carolina Justice Academy to develop instructor and student lesson plans and training aids for the "Required In-service Training Topics." Additionally, the NC Justice Academy will develop lesson plans that may be used for Department Topic of Choice. These topics for 2014 will be "Fundamentals of Evidence Collection (4 credits)," "Law Enforcement Intelligence Update (2 credits)," "Officer Safety: Responding to Crimes Off-Duty (2 credits)," "Recognizing the Signs: Pre-assaultive and Deceptive Behaviors (4 credits)."

These materials may be obtained at cost from the North Carolina Justice Academy. The agency head is responsible for ensuring that all certified officers

receive the training. Most training will occur at the agency and at community colleges.

**5. *Why is Juvenile Minority Sensitivity Training required by the Commissions for mandatory training?***

Juvenile Minority Sensitivity Training was mandated by the North Carolina General Assembly.

**6. *Can an officer miss any of the training?***

No. All officers certified by Criminal Justice Standards holding NC General Certification on December 31 of the current calendar year must attend 100% of the training. Failure to participate in and successfully complete all of the Required Annual In-Service Training Topics during the calendar year of service will result in suspension of the officer's certification by the Director of the Criminal Justice Standards Division.

**7. *If a lesson plan is developed for a specific amount of hours, what happens if a person completes the training in less than or more than the hourly increment?***

Lesson plans are designed to be delivered in approximate hourly increments; however, a person who completes the training in less than or more than the hourly increment will receive the number of credits that correspond to the number of hours (i.e., Legal Update designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

## **INSTRUCTORS**

**8. *Do all instructors teaching mandated in-service training need to be instructor certified?***

Instructors conducting the in-service training program **must be** certified as a General Instructor or Professional Lecturer at a minimum by the Criminal Justice Standards Commission.

**9. *Do I have to attend the Instructor Update sessions to teach a block of instruction for in-service training?***

No.

**10. *Where can I find a listing of Instructor Update workshops?***

Instructor updates are listed in the *NC Justice Academy Training Calendar* and on the NC Justice Academy webpage: <http://ncja.ncdoj.gov/Home.aspx>

**11. *Who can teach the Legal Update topic for in-service?***

All instructors who teach the required topics for in-service training must be a Commission-certified general instructor. If an agency wishes to use an attorney and he or she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer Certification.

**12. *Who can teach the Active Shooter: Practical Refresher topic for in-service?***

If you choose to teach using the NC Justice Academy's "Active Shooter: Practical Refresher" lesson plan, it must be taught by an instructor who has attended the Rapid Deployment Instructor course developed by the North Carolina Justice Academy.

**13. *If I am a trainer, do I get my in-service training credit by attending an Instructor Update?***

No. Instructor Updates are delivered in a modified version highlighting delivery techniques and recommendations for instructors.

**14. *Do I get credit for my in-service training requirement if I teach that block of instruction in a traditional classroom setting?***

If you are the instructor teaching a course in a traditional classroom setting, then you can earn in-service credit for that course upon successful completion of the mandated testing requirement.

**15. *Do I get credit for my in-service training requirement if I teach that block of instruction by a method other than a traditional classroom setting?***

If you are the instructor teaching a course by a method other than a traditional classroom setting, then you do not earn in-service credit for that course.

**16. *When do instructors get credit towards their instructor renewal for teaching in-service training blocks of instruction?***

Assuming all lesson plans are written in accordance to Commission standards, instructors will receive credit towards their instructor renewal for teaching any in-service topic delivered in the traditional classroom format for which the Commission has certified them to teach. Instructors will receive credit for evaluation purposes for the number of hours actually taught in Commission courses, regardless of the number of credits which may be issued for successful completion of the course. Probationary and general instructors will receive credit for teaching any in-service topic not considered a specialized topic as outlined in 12 NCAC 09B.0304 except for those delivered on-line. To receive credit for teaching in a specialized topic area as outlined in 12 NCAC 09B.0304, the

instructor must be certified by the Commission as a specialized instructor in the topic area.

**17. *Which topics will need instructor updates? How will that be determined?***

Updates will be based upon the recommendation of the In-Service Training subcommittee to the Education and Training Committee of the Commission. Instructor updates will be optional for the 2014 materials. Instructor updates are available through the NC Justice Academy.

## **LESSON PLAN INFORMATION**

**18. *Does an agency have to use the newly developed lesson plan each year or can they utilize previously developed lesson plans?***

Departments must use the current lesson plan as a minimum for "Required In-Service Training Topics." Previously developed lesson plans may be used for the Department Topic of Choice.

**19. *Do I have to teach the lesson plan as is or may I modify the information in the lesson plan?***

Instructors are required to teach the lesson plan as written including videos and discussion points to the best of their ability. Information may be added to the lesson plan to enhance the student's learning experience; however, the information should be appropriate in relation to the topic and in accordance with agency policy. The Chief/Designee should approve of any changes to the lesson plan. The lesson plan should be retained on file with the agency.

**20. *Is the instructor required to provide each student a copy of the student lesson plan/outline when teaching mandated in-service training?***

The Administrative Code stipulates that the mandated in-service courses developed by the Justice Academy shall be applied as a minimum curriculum. Although not specifically required in the Rule, it is strongly encouraged that instructors provide each student a copy of the student lesson plan during the course delivery.

**21. *Does the department have to physically keep a lesson plan from such places as a community college or the Justice Academy?***

No, a certificate or roster is satisfactory. The provider will keep the lesson plan.

**22. *How long will the provider have to keep the lesson plans?***

The training provider should keep the lesson plan(s) indefinitely.

23. *Can additional firearms hours (above the six required) be used for a portion of the Department Topic of Choice requirement?*

Yes, additional hours of firearms training may be counted as Department Topic of Choice. The firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

24. *Does an agency have to teach the topical areas listed as department choices or can the agency teach something else?*

The Justice Academy agrees to develop topical areas for delivery under the department choice category annually. These topics are **NOT** required to be taught as the department choice. An agency can teach any topic of which the Chief approves as long as the lesson plan is written in ISD format and is taught by an instructor who is currently certified through the Criminal Justice Education and Training Standards Division. Lesson plans requiring testing must include a written test.

25. *How do I get the annual lesson plans and training materials for in-service from the Justice Academy?*

There are three methods to obtain materials:

- a) Instructor and student lesson plans, tests, PowerPoint slides, handouts, and DVDs can be purchased from the Academy bookstore. An order form may be obtained via NCJA website: <http://ncja.ncdoj.gov/Home.aspx>  
These materials will be available on CD
- b) Lesson plans will be available on the Web. If you are an agency head, school director, or instructor, e-mail Mr. Bill DuBois at [bdubois@ncdoj.gov](mailto:bdubois@ncdoj.gov) to obtain the hidden link to the In-service lesson plans on the web. **Video clips cannot be obtained directly from the website.**
- c) The NCJA Audiovisual Library will have CDs or DVDs for loan. The only cost will be return postage.

Address:

The North Carolina Justice Academy  
PO Box 99  
105 N. Fayetteville Ave.  
Salemberg, NC 28385

Telephone: (910) 525-4151  
Bookstore: Ext. 310  
AV Library: Ext. 257

## **DELIVERY ISSUES/TESTING**

### **26. *What are the Commission's criteria for training delivery?***

The provider of training will ensure the following criteria are met:

- a) Training must be documented by a roster which includes: student names, date/time of training, instructional topic, credits taught, instructor's name, test results and training provider,
- b) The training must be taught by a Commission certified general instructor or professional lecturer at a minimum,
- c) Instructors must use the mandated lesson plan for required in-service topics,
- d) If the topic requires testing, instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NC Justice Academy,
- e) The training provider should issue a certificate containing the appropriate number of credits to the officer, and
- f) The training provider should also keep test results and a master copy of each test administered.

### **27. *What is the minimum score to pass the required end of course test?***

A minimum score of 70% is required to pass the required test.

### **28. *What if a student fails the required test? What action must be taken?***

If a student fails required testing, they should receive remediation and must be given one retest. If the retest is failed, the student will be required to repeat the training in its entirety including end of course testing.

If a student fails the on-line training retest, the student will be required to complete the training in its entirety in a traditional classroom environment with end of course testing.

### **29. *What are the requirements should I elect to develop my own test?***

The test must include the following:

- a) Written tests are now required for each block of instruction taught with the exception of “skills-related training,” such as firearms, etc.
- b) All courses requiring testing must have a written test with 5 questions per credit. Courses which are more than 4 hours in length are required to do a MINIMUM of 20 test questions. The tests created as part of the lesson

plans, written by the NC Justice Academy, may be used or the training provider may create their own test.

- c) Scenario based questions are recommended but not required.
- d) A minimum score of 70% is required to pass the required test.

**30. *Will officers be tested in in-service?***

Written tests are now required for each block of instruction taught with the exception of “skills-related training,” such as firearms, etc.

Officers attending courses requiring testing must be tested with a certified instructor leading the training. Student's learning should be evaluated and documented through testing questions.

**31. *Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?***

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. The School Director/In-Service Training Coordinator should administer the test to instructors. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider.

On-line Training:

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

**32. *Will online, computer, or video training count toward in-service?***

Yes, this training will count toward in-service if the department can provide a completed roster, ensure that the credit requirements have been met, and the officer is tested. Additionally, the student will receive equal credit (as in-class hours), if computer-based training or web-based training is developed from a mandated lesson plan and utilizes all of the written materials, discussion points, exercises, PowerPoint presentations, and videos (where applicable). Refer to FAQ #34 reference bloodborne pathogens training.

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

Instructors delivering training in an online format must comply with the guidelines contained in the "Online Training Guide" approved by the

Commission. Available at: <http://ncja.ncdoj.gov/Commission-Courses/In-Service.aspx>

**33. *Can Haz-Mat and Bloodborne Pathogens be used as a portion of the Department Topic of Choice?***

Yes, Specialized Hazardous Materials instructors certified through the Commission are the only instructors permitted to instruct Haz-Mat and any Commission certified instructor is eligible to teach bloodborne pathogens for in-service training.

It is recommended that the instructor teaching bloodborne pathogens have some practical experience within this area. It is essential that the employing agency and the instructor delivering the training review the BBP standards in order to be in compliance with State and Federal rules.

**34. *Can Bloodborne Pathogens training be taken via a generic or on-line course?***

The use of a generic or on-line BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction and should be delivered in traditional classroom settings only.

The requirement in the Bloodborne Pathogens (BBP) Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and other potentially infectious materials. Because the training required by paragraph (g)(2) to be provided initially (i.e., at the time of initial assignment to duties with occupational exposure) and annually, must also include agency site-specific elements such as the location and content of the agencies exposure control plan - (g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens would not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires employee training to provide an opportunity for interactive questions and answers with the person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

**35. *Does training at law enforcement conferences count toward the in-service training requirement?***

Conferences may present any of the annual topics, provided that state-mandated lesson plans are taught by a certified general instructor or a professional lecturer as required by the topic area. Any other topics that are taught could be counted as

a "Department Topic of Choice" topic if the training is conducted by a certified general instructor, or a professional lecturer and the training is documented by a roster and a written test as explained in Question #26.

36. *Does the delivery site (including firing ranges, SCAT rooms, etc.) for mandated have to be accredited by the Commission?*

No.

37. *Will all officers, regardless of assignment and status, receive the same training?*

The lesson plans for "Required In-service Training Topics," as published by the North Carolina Justice Academy shall be applied as a minimum for all officers. Training providers can target and enhance a lesson plan to meet the needs of differing types and levels of officers.

**Exception:**

Agencies that have their own legal advisor may wish to teach the legal block in the following manner.

The legal update will cover the most important statutory and case law that is relevant for every officer in the state. Recognizing that agency heads and their legal advisors may have legal issues pertinent to their own agencies, agency issues may be addressed in addition to legal material that will be provided.

38. *Does in-service training have to be delivered in days or can smaller increments of training such as roll call training be used?*

In-service training can be broken into smaller increments of training if the Commission criteria for training providers are met as outlined in Question #26.

39. *What counts as the annual firearms qualification requirement of six credits?*

The six credits of firearms training are not limited to one session. It can include all firearms training in which an officer participates throughout the year including class instruction, practice, qualification, and remediation.

**CERTIFICATION ISSUES**

40. *When will new probationary officers need to complete in-service training?*

If an officer holds Probationary Certification on December 31 of the current calendar year, he/she is NOT required to complete the mandated in-service training. New officers hired during the calendar year in which they have successfully completed a BLET delivery and been issued Probationary

Certification are deemed by the Commission to have, with the exception of the Firearms Training and Qualification Course, satisfied the mandated in-service training for that calendar year. New officers who completed the BLET course from an outside source, such as a community college or another department, using a different weapon than the one issued by their department, are required to complete their department's full Firearms Training and Qualification Course to qualify for probationary certification. Correspondingly, an officer completing their own department's BLET course has satisfied the firearms and all other in-service requirements for that calendar year.

**41. *When will lateral transfers (with General Certification) need to complete in-service training?***

If an officer has separated from an agency with less than a 12 month break in law enforcement service and is later employed as a law enforcement officer during the same calendar year, the officer shall have completed all of the in-service training topics as specified in 12 NCAC 09E.0102 by the end of that same calendar year. Upon notification that such officer has failed to meet all of the requirements for in-service training as specified in 12 NCAC 09E.0102, the law enforcement officer's certification shall be suspended.

**42. *What happens if an officer has an extended illness, suffers an accident, or is called up for active military service?***

The Commission has authorized the Director of the Criminal Justice Standards Division to grant temporary waivers to those officers who fail to complete the in-service training due to illness, accident, military leave, or other legitimate reasons. The officer's Chief of Police shall submit the Form F-9B (Report of Non-Compliance) along with the agency's end of the year report form (F-9) requesting a waiver. Supporting documentation such as military orders, DD214, or medical documentation, should also be submitted. The agency will receive a written response from the Director of the Standards Division.

**43. *What if the officer fails to complete his/her in-service training in 2014 and is suspended by the Commission? If he/she completes the mandated training in 2015 in order to be reinstated, does this training suffice for the 2014 calendar year training requirement?***

Upon notification from an agency head that a law enforcement officer who has been continuously employed with an agency during the 12 month calendar year (i.e., Jan.1, 2014/Dec. 31, 2014) has failed to meet the requirements for in-service training, the officer's certification shall be suspended. In order to have that suspension lifted, the officer must submit evidence to the Commission staff that he/she has completed all of the in-service training topics as specified in the rules. There is no provision in the Commission's rules which exempts an officer from

completing the in-service training for 2015, so the "make-up" training for 2014 will not suffice for the new.

**44. *What about an officer who also holds certification under the Sheriffs' Commission as a deputy sheriff?***

The Sheriffs' Commission's in-service training requirement differs from the Criminal Justice Education & Training Standards Commission in that specific hours per topical area are not mandated. This requirement allows each Sheriff to exercise some discretion in the number of credits his/her deputies need in each topical area. However, the topical areas are identical. Therefore, an individual who completes the in-service training as prescribed by the Criminal Justice Education & Training Standards Commission will also meet the Sheriffs' Commission's in-service training criteria. If such a police officer/deputy sheriff completes in-service training where the hours do not comply with the Criminal Justice Commission's rules, his/her police officer certification may be suspended under that Commission. Therefore, it is recommended that such police officer/deputy sheriff comply with the in-service training requirement as set out under the Criminal Justice Commission in order to maintain certification under both Commissions.

## **IN-SERVICE TRAINING COORDINATOR**

**45. *What are the requirements to be eligible to serve as an In-service Training Coordinator?***

The In-Service Training Coordinator shall meet the following criteria:

- a) Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.
- b) Hold General Instructor certification.
- c) Have successfully participated in the "Coordinating In-service Training Course" for the purpose of familiarization with the trainee and instructor evaluation.
- d) Submit a request form to the Criminal Justice Standards Division.

**46. *What are the responsibilities of an In-service Training Coordinator?***

According to NCAC 09E.0109, an In-service Training Coordinator shall:

- a) Administer the delivery of the In-service Training course curriculum
- b) Select and schedule instructors
- c) Ensure that each instructor utilizes a current Commission-approved lesson plan

- d) Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- e) Maintain records of all in-service training received by the agency's officers to include, at a minimum:
  - (1) Course title
  - (2) Delivery credits of course
  - (3) Course delivery dates
  - (4) Names and addresses of instructors utilized for each topic
  - (5) A roster of enrolled trainees documenting class attendance; and
  - (6) Test results from in-service training.

**47. *Does my agency have to appoint someone as the In-service Training Coordinator?***

No. This position is available for those agencies that conduct in-service training in-house and primarily use instructors from their agency. If your agency out-sources in-service training to the community colleges or other agencies, then you do not need someone designated as an In-service Training Coordinator.

**48. *As an In-service Training Coordinator, who can I use to deliver my agency's in-service training?***

In-service Training Coordinators may use any Commission certified instructor in the delivery of in-service training. Those instructors teaching any of the specialized topics as outlined in 12 NCAC 09B.0304 must possess the appropriate specialized certification.

**49. *As an In-service Training Coordinator, which instructors can I evaluate and recommend for renewal?***

In-service Training Coordinators may evaluate and sign instructor renewal forms for any Commission certified instructor used in the delivery of in-service training for the In-service Training Coordinator's agency. This includes instructors teaching either of the specialized topics outlined in 12 NCAC 09B.0304.

**50. *If my agency has an In-service Training Coordinator, who may attend our in-service training?***

The in-service training will be primarily for the In-service Training Coordinator's agency. With approval from the agency head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.

**51. *Does the in-service training coordinator have to attend the “Coordinating In-Service” course on an annual basis to stay current?***

No. There is no additional required training for the in-service training coordinator at this time.