

CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION

2016 IN-SERVICE TRAINING



Frequently Asked Questions

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**CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION
IN-SERVICE TRAINING
FREQUENTLY ASKED QUESTIONS
2016**

WHAT'S NEW?

NCJA Firearms Training and Qualification Lesson Plan

- Training Objective related to the following has been removed:

“Demonstrate the ability to draw, operate, reload, and fire the service handgun using live ammunition or force on force training cartridges with the use of:

- a. The dominant hand ONLY
- b. The support hand ONLY”

- Day and Night Combat/Encounter Shooting Required

When instructing the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of “decision-making shooting” component. See FAQ number 41.

Credits vs. Hours

Prior to 2013, the obligation to complete in-service training was measured in hours. Both the Sheriffs’ Commission and Criminal Justice Commission recognize when instruction occurs with only a small number of students, that the full number of hours required may not always be needed to fully cover the materials. Therefore, if a lesson plan is developed for a specific number of hours and a person completes the training in less than or more than the recommended hourly increments, the person will receive the number of credits that correspond to the number of hours (i.e., Legal Update is designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

Testing

Written tests are still required for each block of instruction taught with the exception of “skills-related training,” such as firearms, etc. See FAQ number 30.

Instructors

Instructors must continue to pass a written test on course materials requiring testing PRIOR to teaching a block of instruction.

There are now some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors. See FAQ number 26.

Specialized Instructors

Pursuant to 12 NCAC 09B.0305, in order to renew a Specialized Firearms Instructor certification, the applicant must have met the minimum score of 92 on day and night BLET firearms qualification courses. For Specialized Physical Fitness, applicant must have passed the POPAT. Proficiency for both must be completed during the three year period of certification preceding the application for renewal, and administered by a like certified instructor.

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 2016?

The required in-service training topics for 2016 are:

2016 Firearms Training and Qualification	6 Credits
2016 Legal Update	4 Credits
2016 JMST: The Color of Justice	2 Credits
2016 Human Trafficking Awareness	2 Credits
2016 N.C. Firearms Laws: Citizens and Guns	2 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 2016 training between January 1, 2016 - December 31, 2016.

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 2016 will be:

Law Enforcement Intelligence Update - 4 Credits
Body-Worn Cameras/Video Evidence - 2 Credits
Recovery of Mobile Devices and Preservation of Electronic Evidence - 2 Credits
Leadership: Modeling Appropriate Behavior - 2 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 topics need to be instructor certified?***

Instructors teaching required in-service training courses **must be** certified as a General Instructor or Professional Lecturer at a minimum by the Criminal Justice Standards Commission. The use of guest participants is permitted provided they are subject to the direct on-site supervision of a commission-certified instructor.

General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers. See FAQ #26 reference exceptions.

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

No.

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

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 Commission-certified instructors. If an agency wishes to use an attorney and he/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?*

Instructor Updates are generally delivered in a modified version highlighting delivery techniques and recommendations for instructors. However, the Commission has approved in-service credit for the legal update course only since the course is delivered in its entirety and as designed.

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 2016 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 under the following conditions:

- a) The lesson plans are reviewed for correctness
- b) The academic checklist is updated to reflect it was reviewed and/or revised, by whom and when
- c) The footer is updated to reflect the current training year
- d) The lesson plan is kept on file with the agency

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. 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 all Commission requirements for training delivery are met.

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 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,

NOTE: An example training roster has been created and training providers are highly encouraged to use it. The form can be downloaded from the Law Enforcement Training and Standards website

<http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx>

- b) The training must be taught by a Commission certified general instructor or professional lecturer at a minimum, except for instructors:
 - (1) Delivering CPR certifications that include cognitive and skills testing;

- (2) Delivering use of equipment training conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; or
 - (3) Delivering Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.
- 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) 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 North Carolina Justice Academy, may be used or the training provider may create their own test.

- b) Scenario based questions are recommended but not required.
- c) 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 the following:

- a) In-Service Firearms Training and Qualification;
- b) CPR certifications that include cognitive and skills testing;
- c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.) conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; and

* General instructors certified by the Commission who deliver use of equipment training must pass a written test (minimum of 5 questions per credit) (courses which are more than 4 hours in length are required to do a MINIMUM of 20 test questions) prior to delivering the training.

* Trainees who complete use of equipment training delivered by a Commission-certified general instructor must pass a written test (minimum of 5 questions per credit) (courses which are more than 4 hours in length are required to do a MINIMUM of 20 test questions).

- d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.

31. *What are the requirements for the lead instructor when delivering a required test?*

Instructors should comply with the following:

- a) Students are prohibited from collaborating with each other when answering test questions.
- b) Individual student learning must be evaluated and documented immediately following training. (Take home testing is not allowed for traditional classroom delivery.)
- c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material

being delivered and its cognitive value before deciding to allow “open book / open notes” testing.

- d) For on-line training, required testing may be administered and submitted electronically.

32. *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.

33. *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).

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>.

34. *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.

35. *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.

36. *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 in accordance with current Administrative Code and the training is documented by a roster and a written test as explained in Question #26.

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

No.

38. *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.

39. *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.

40. *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.

41. *The NCJA Firearms Training and Qualification lesson plan now requires a day and night combat/encounter course of fire. Can you provide additional clarifying information concerning this portion of the lesson plan?*

When conducting the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of "decision-making shooting" component. This shooting requirement could include live fire range courses, simulator training, force-on-force training and stress-induced training. Officers must demonstrate the ability to pass a day and night "decision-making shooting" course of fire. The officer will have three attempts within a given day per course of fire to successfully complete these requirements. Should an officer fail to successfully pass a combat/encounter course of fire, the course of fire must be modified before another attempt is made. Officers will not be allowed to simply re-try the same combat/encounter course of fire.

CERTIFICATION ISSUES

42. *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.

43. *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.

44. *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.

45. *What if the officer fails to complete his/her in-service training in 2015 and is suspended by the Commission? If he/she completes the mandated training in 2016 in order to be reinstated, does this training suffice for the 2015 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, 2015/Dec. 31, 2015) 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 2016, so the "make-up" training for 2015 will not suffice for the new.

46. *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.

47. *Is an individual who holds certification in an 'inactive' status under the Sheriffs' Commission as deputy sheriff allowed to lateral transfer to the Criminal Justice Commission?*

Currently, deputies who are certified in an "inactive" status under the Sheriffs' Commission are evaluated by the Criminal Justice Commission on an individual basis. Based on the evaluation, the individual may be required to complete up to 2 years of prior mandatory in-service training (MIST) to be eligible for lateral transfer.

Effective January 1, 2017, in order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an "inactive" status with the Sheriffs' Commission must complete annual MIST requirements (excluding firearms training) during the calendar year for each calendar year that they were in an "inactive" status. Any year the deputy was in an "inactive" status and does not complete their MIST during the calendar year the MIST was required will be classified as a break in service by the Criminal Justice Commission.

A deputy sheriff who is certified in an “active” status with the Sheriffs’ Commission and is later changed to an “inactive” status and is determined to have a break in service of more than one year and less than three years will have to complete partial basic law enforcement training (BLET) as identified by the training evaluation conducted by the Criminal Justice Commission. Deputies determined to have a break in service of more than three years will be required to complete the BLET program in its entirety and pass the state comprehensive written examination in order to become certified with the Criminal Justice Commission.

If an “inactive” deputy is also certified as an active Detention Officer and/or Telecommunicator and has completed MIST annually for one of those positions, they will not be treated as having a break in service.

IN-SERVICE TRAINING COORDINATOR

48. 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.

49. 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.

50. *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.

51. *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.

52. *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.

53. *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.

- 54. *If our agency currently has an In-service Training Coordinator designated/ approved by Criminal Justice Training Standards, can we still send additional training staff to the “Coordinating In-service” course for informational purposes and to have a back-up readily available should the agency decide to make application to change coordinators?***

Yes.

- 55. *Can an agency have more than one In-service Training Coordinator designated/ approved by Criminal Justice Training Standards?***

Yes.

- 56. *Can a community college employee who manages in-service training attend the “Coordinating In-Service” course?***

Yes. In-Service Training Coordinator (ITC) is an official designation outlined in North Carolina Administrative Code and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official ITC designation/authority outlined in code does not apply to these college-employed personnel.

- 57. *How do I apply to be an in-service training coordinator?***

The individual who has been selected by his/her agency head must complete an Application for In-service Training Coordinator form and submit the form to the Criminal Justice Standards Division for approval.