

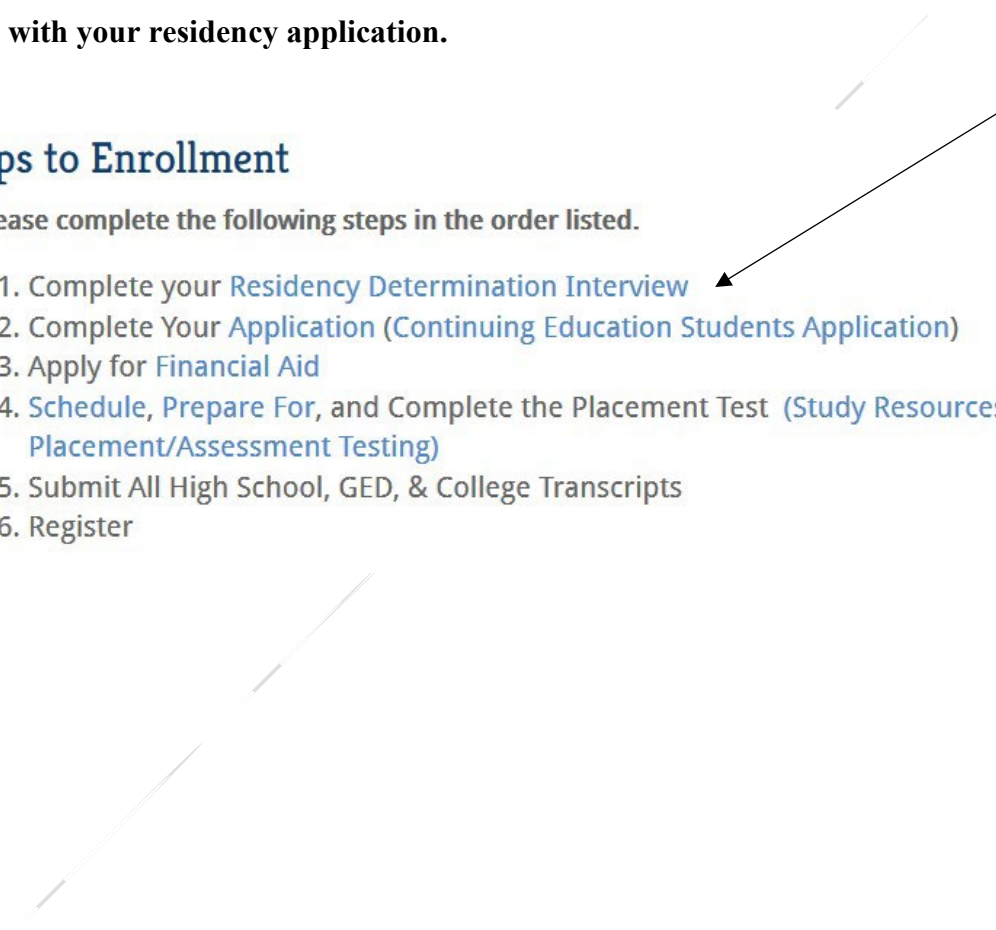
BASIC LAW ENFORCEMENT TRAINING COURSE PACKET

Apply online:

1. Go to brunswickcc.edu
2. Click on Admissions (in the bar under the logo)
3. Start with your residency application.

Steps to Enrollment

Please complete the following steps in the order listed.

1. Complete your [Residency Determination Interview](#)
 2. Complete Your [Application \(Continuing Education Students Application\)](#)
 3. Apply for [Financial Aid](#)
 4. [Schedule, Prepare For, and Complete the Placement Test \(Study Resources for Placement/Assessment Testing\)](#)
 5. Submit All High School, GED, & College Transcripts
 6. Register
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BRUNSWICK COMMUNITY COLLEGE
Basic Law Enforcement Training (BLET)
Syllabus: LET-110

Course Description:

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards established by the Criminal Justice Commission and the Sheriffs' Commission. The criminal justice system and procedures are covered in the mandated areas prescribed by the State. All credits are earned through successful completion of the commission-approved basic law enforcement training course as specific in the applicable North Carolina Administrative Code.

Prerequisites:

1. Must be a citizen of the United States
2. High School graduate or have passed the General Education Development Test indicating high school equivalency. (Note: High School a diploma earned through correspondence enrollment are not recognized toward the minimum educational requirements)
3. DRE-098 (Reading placement test for BLET)

Corequisites:

None

Textbooks:

NOTE: Students must have a copy of the following textbooks on the first day of BLET.

These may be purchased through the Brunswick Community College bookstore.

Basic Law Enforcement Training. Salemburg, N.C.: The North Carolina Justice Academy, January 2025 (Digital Download) (Available through BLET)

Farb, Robert, *Arrest, Search and Investigation in North Carolina* 6th ed. Chapel Hill, NC: Longleaf, Inc., 2022 ISBN 9781642380415

Smith, Jessica, *North Carolina Crimes* 7th ed. Chapel Hill, NC: Longleaf, Inc., 2012. ISBN 978156016820

Smith, Jessica, *North Carolina Crimes SUPPLEMENT*. Chapel Hill, NC: Longleaf, INC., 2020. ISBN 9781642300187

2024 Emergency Response Guidebook Neenah, WI: J.J. Keller & Assoc. Inc., 2020. ISBN 9788889122838

****North Carolina Criminal Law and Procedure.** Charlottesville, VA: The LexisNexis Group, 2024.
ISBN 0006326971901

****Motor Vehicle Laws of North Carolina Annotated.** Park City, Utah: Blue360 Media, 2024 .
ISBN 9798890294340

****The following may be substituted for the *North Carolina Criminal Law and Procedure & Motor Vehicle Laws of North Carolina Annotated*****

North Carolina Criminal & Traffic Law Manual. Park City, Utah: Blue360 Media, 2024-2025.
ISBN 9798890294326

OVERVIEW/GOALS:

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement officers certification examination, mandated by the North Carolina Criminal Justice Education and Training Standards Commission, and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certification program requires that the student satisfy the minimum requirements for the certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program will possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

This course contains all current required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards established by both the Criminal Justice and Sheriffs' Training and Standards Commissions. An overall view of the criminal justice system, constitutional law, criminal law, juvenile law, motor vehicle law patrol procedures, civil process, and the mechanics of arrest, civil disorder, criminal investigation, civil liability, and firearms is covered along with related subjects. All credits are earned through successful completion of the Basic Law Enforcement Training School.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

To be eligible to take this course, you must be twenty years of age, a US citizen, have a GED or high school transcript, a medical release from a North Carolina Licensed physician, and no felony convictions.

COMPETENCIES/OBJECTIVES:

The overall objective of the Basic Law Enforcement Training program is to prepare the student for the last day of the course to take and pass the final comprehensive state examination for certification as a law enforcement officer in the State of North Carolina.

There are 39 blocks of instruction required by the Criminal Justice Commission and Sheriffs' Commission in the student's manual of the Basic Law Enforcement Training program. Upon completion of each block of instruction, given the materials presented, the student should be able to achieve the stated training objectives on the administrative sheet at the beginning of each block of instruction.

FINANCIAL AID:

There are several financial aid and scholarship programs as well as the VA program that apply to this course. Please fill out financial aid packet and all other scholarship applications and return the applications to student services main campus in Supply (910) 755-7320 to see if you qualify.

ATTENDANCE POLICY:

Students are required to attend 100% of class hours. Any missed time must be made up. All absences must be approved. Any unexcused absences may be grounds for dismissal. A student that is absent more than 5% of instructional hours (44 hrs.), excused or unexcused will be dismissed from the program (Training and Standard regulations). Excused absences are for injury, sickness, or death of a family member.

Excessive tardiness will not be tolerated! If you are late or leave early from class more than two times in a 30-day period without permission, you may be dismissed from the program and receive an "F" for your final grade. All work missed due to absences must be made up by the student within 14 days and outside of regular class hours. Students are responsible for assignments and class activities regardless of reason for absence. The BLET Director will arrange make up classes for excused absences upon the request of the student. Using a qualified instructor, these may be on a one-on-one basis.

Program Hours:

Credit 37 Credits

Total number of minimum hours required per course: 868

Reviewed/Revised by: **Tony Burke**

Date: **5/12/2025**

CRITERIA for Program Enrollment:

1. Prior approval by BLET Director
2. 20 Years of age
3. Apply online at Brunswickcc.edu.
4. **Original** HS or GED Transcript (with percentile ranking) On-line transcripts are not acceptable.
5. Medical release from a NC Licensed Physician
6. No felony convictions or misdemeanor B convictions.
7. Criminal records check for local and state records for the time period since the trainee has become an adult. (Including maiden, aliases and/or any previous names used!) **Web-based searches are not acceptable.**
8. Brunswick Community College Sponsorship letter from a N.C. Public Law Enforcement Agency.
9. Standardized English/Reading placement test and must be taken within 1 year of the first day of the BLET class.
10. Copy of birth certificate
11. A valid driver's license

5

GRADING AND EVALUATION:

All the following must be completed for you to successful pass the course

1. Pass all practical evaluations,
2. Pass all end of block (EOB) tests with a 70% or better. EOB below 70% will take a make-up test. Only one (1) make-up test per topic is allowed. Each student will only be allowed seven test failures and seven related make-up tests per BLET course. The student will not receive a grade higher than 70% on any make-up test, and must retake the test within 2 days. Unless prior approval by the Director or QA, a minimum of two hours is required before any retest. Any student who fails (8) original topical tests will be dismissed from the program.
3. The 38 BLET topics are broken down into four modules. Each student must maintain an overall average of 70% to be able to take the state exam. If you fail to maintain a 70%, you will be removed from the class, and your final grade will be an F.
4. You must take and pass all the state exam with a 70% or higher.
5. Your final grade will be your class average. This includes all topical tests and the state exam.
6. Tests include both academic and practical skills tests. All tests must be completed successfully.
7. Additional guidelines will be reviewed and updated as needed or required by the State.

The only exception to the 70% rule will be Firearms, which requires an 80% qualification or higher to pass. Additionally, students must maintain an overall 70% academic average to take the state exam. He/she must pass the state exam to successfully finish this certificate program and receive a final grade. The final grade will be (F) if the student does not complete 100% of the program. (State Regulations) Brunswick Community College regulations require that a student maintain a "C" average to receive a certificate from the college.

5



BCC ACADEMY REGULATIONS FOR B.L.E.T
RULES AND REGULATIONS FOR STUDENTS ATTENDING THE
BASIC LAW ENFORCEMENT TRAINING (BLET) PROGRAM
AT BRUNSWICK COMMUNITY COLLEGE,
2045 ENTERPRISE DR. LELAND, NORTH CAROLINA,
TELEPHONE- (910)755-8088 or (910)755-8087
FAX (910) 755-8089

Each student will receive a copy of these rules and regulations on the first day of class.

Violation of any of the following rules may result in suspension from class for the first offense.

Each student will be responsible for knowing and conforming to the below listed rules and regulations while attending the Basic Law Enforcement Training (BLET) Program at Brunswick Community College.

1. Instructors will be addressed by their respective rank or title, such as: "Captain", "Sergeant", Mr., Ms., etc.
2. Students shall maintain decorum in the classroom and shall treat all instructors and classmates with respect at all times. If a violation (i.e., Title IX) is alleged, the School Director will begin an investigation immediately. The violator may be temporarily suspended from the program, pending outcome of the investigation. Once the investigation has concluded, the outcome and determined punishment (which could include termination from the program) will be discussed with the alleged violator.
3. The use of obscene language or profanity in public while in attendance at the BLET program is forbidden. Think before you speak. Could what you say be considered disrespectful or hurtful to someone else? Each student is expected to express herself/himself with clarity and use appropriate language as would be expected of ladies, gentlemen and professional police officers.
4. You will be seated, quiet, and prepared to receive instructions at the time class is scheduled to commence.
5. Students shall personally report their absence, due to sickness or emergencies, to the School Director or Assistant Director at the beginning of each school day. Instruction missed by excused or unexcused absences must be made up. **Any unexcused absences may be grounds for dismissal. A student that is absent more than 5% (44 hrs.) of instructional hours, excused or unexcused will be dismissed from the program.**
6. Students shall park their cars in designated areas only. Students may not park their cars in areas designated for staff, visitors, and handicapped or on the grass.
7. Student's personal hygiene and appearance shall not be neglected. Each student will be clean and neat in his/her personal appearance. Students must be clean-shaven at all times and keep hair trimmed and neat. Females will wear their hair pulled back and off the collar.
8. All students will be dressed in appropriate uniform while attending this program. The dress attire is black BDU pants with a black belt, black boots, and a uniform polo shirt that must be purchased at the Brunswick Community College bookstore. Also, for PT you will need black shorts or black sweat pants, a gray BLET t-shirt, and good support athletic shoes.

- i. Note: (shirt must be tucked in at all times and belt must be worn)
 - ii. Uniform Classifications:
 - Class A Uniform (Polo Shirt/BDU Pants)
 - Class B Uniform (Grey T-Shirt/BDU Pants)
 - Class C Uniform (Grey T-Shirt/Shorts or sweats)
 - Pullovers, hoodies, or jackets must be appropriate for a uniform (black, gray, or dark solid colored)
9. Students are asked to help maintain classroom cleanliness by placing trash in trash cans, pushing chairs under the table, cleaning off desktop, etc.
 10. Smoking, vaping, and the use of smokeless tobacco are **not permitted** on any school property.
 11. Students will not use any handed down study guides or old tests to study, unless they have been approved by the school director.
 12. Students must wear an appropriate uniform and wear a cap at all times when on the firing range or driving track. (Caps will be removed while inside a building or classroom)
 13. No body piercing of any kind will be displayed in class. (Female students may wear small ear rings)
 14. Attitude: You are expected to maintain a civil attitude in and out of class. You may not use inappropriate offensive commentary or body language regarding the course, instructor, assignments, or fellow students.
 15. Cheating, fabrication, falsification, plagiarism, or abuse of academic materials will be grounds for dismissal.
 16. On all practical sections you will receive the rules and regulations for that section; any violation will be grounds for suspension from the program.
 17. At no time will any student wear or have a firearm on the Brunswick Community College campus unless authorized by the School Director. Students who are required to carry firearms from their respective agencies to class will make arrangements with the School Director prior to class. All firearm training will take place away from campus. There will be no showing of firearms or ammunition to other students in the parking area of Brunswick Community College.
 18. During the firearms class sessions, certified firearms instructors will oversee all activities. All guns will remain unloaded unless your instructor has told you to load. When not on the firing line, you will not unholster or handle your weapon. A firearms instructor(s) will let you know when it is time to clean your weapon and supervise accordingly. Thereafter, he/she should inspect the firearm to ensure it is properly cleaned. At other times, all guns and ammunition will be locked up. You are subject to dismissal from the (BLET) program for any violation of any firearm rules and regulations.
 19. The college will provide all firearms, duty gear, and ammunition. However, if you are employed by an agency and have been issued firearms and leather gear, you may use departmental firearms and equipment. The agency must provide ALL practice and qualification ammunition.
 20. **All students must be off any property used or owned by the college that is used for BLET training within 15 minutes from the time class ends.**
 21. Each person **will notify the school director in writing** at the time charges are filed of all criminal offenses which the trainee is arrested for or charged with before and during the BLET course. They must specify the nature of the offense and date, and time of court. This includes

any Domestic Violence Orders. Also, you must notify the school director in writing telling him/her when the case is disposed of and the disposition.

22. **Your sponsor will be notified of any complaints/accusations generated against you or any problems (i.e., Title IX, attitude, grades, violations of law/rules/regulations, etc.) related to you during the program. When the sponsor withdraws a student's sponsorship, that student is automatically removed from the program.**
23. **Students will not use their personal cell phones while in class, this includes texting answering, or calling.** During instructional periods and during all testing, student phones will be secured from the desktop area. You may use your cell phone during class breaks, or in case of an emergency. No personal laptops are allowed in class. Brunswick Community College provides laptops/computers for classwork and testing.
24. **Failure to attend and complete the Orientation classroom portion will disqualify you from the BLET program.**

BLET CONTACT INFORMATION:

BLET School Director:

James D. Smith (Ret.)
Brunswick Community College
2045 Enterprise Blvd.
Leland, N.C. 28451
Office: (910) 755-8088
Cell: (910) 604-0821
E-mail: smithjd@brunswickcc.edu

Qualified Assistant:

Major Tony Burke (Ret.)
Brunswick Community College
2045 Enterprise Blvd.
Leland, N.C. 28451
Office: (910) 755-8087
Cell: (910) 617-2093
E-mail: burket@brunswickcc.edu

Students requiring services from the One Stop Student Services may receive assistance by calling (910) 755-7320, or by requesting assistance from the BLET Program Director. These services include, but are not limited to the following: academic, career and personal counseling, financial aid, health services, student activities, transcripts, and job placement. One Stop Student Services personnel are available Monday through Thursday, 8:00am 7:00pm and Friday, 8:00am - 5:00pm, or by appointment.

Brunswick Community College does not discriminate on the basis of race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability.

CHECK-OFF LIST FOR BLET

Should be completed and ready to turn-in at first interview with BLET STAFF.

- _____ BCC online application completed
- _____ Medical release from a **N.C. doctor (F-1 & F-2)** (In application packet- Must be signed by student and doctor)
- _____ Personal History Statement (F-3) (In application packet)
- _____ Original Official High School Transcripts must be on file at the college before you can start class. (Transcript Request Form in application packet)
- _____ Original Official College Transcripts must be on file at the college if applicant is applying for any type of financial aid (i.e. GI Bill, Pell Grant, etc.). Contact each school directly to order a transcript.
- _____ Certified Copies of your criminal history from everywhere you have lived since turning legal adult age based on the state of residence (This may vary from 18 years of age depending on state law). Criminal histories must be checked by any other names used (i.e., such as maiden name, nicknames, marriage names, etc.
- _____ **Certified** DMV Driving record. Available from the Internet at www.dot.state.nc.us
Only need NC driving history.
- _____ Copy of a valid Driver's License
- _____ A military background check, **if the student is prior military**. Special forms are available from the BLET Office. (Must submit a copy of DD-214 if applicable)
- _____ Copy of your birth certificate.
- _____ Standardized English/Reading placement test. Contact Student Services at 910-755-7334 to schedule an appointment. Follow the link below for testing practice.

<https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice>

(Register for free ACCUPLACER practice tests)

The following item is to be completed after acceptance into BLET program:

_____ BLET Sponsorship letter. The School Director will verify your criminal histories first. You will then be given a blank sponsorship letter that will be filled out and signed by your sponsoring agency (Sponsoring agency must be a municipal, state or county agency).

Transcript Request Form

This form must be completed and sent to the high school that you attended and graduated from. Applicants who completed a GED will provide a copy of the GED test results or a N.C. Equivalency in lieu of a high school transcript.

Name: _____

Maiden Name: _____

Social Security number: _____

Date of Birth: _____

Phone: _____

Current Address: _____

Name of High School attended: _____

Date of Graduation: _____

Please send official transcripts to:

J.D. Smith

School Director for BLET
Brunswick Community College
PO BOX 30
Supply, NC 28462

My signature below authorizes the release of grades, transcripts and standardized test scores.

Signature: _____

Date:

REGISTRATION FEES: (Due during Course Registration) (2025)

\$562.50-Cost offset for: College owned handguns, related ammunition, issued equipment, vehicle maintenance and fuel.

\$ 60.50 - College activities fee, technical fees, and student accidental insurance.

\$ 162.50 Digital Lesson Plan

**The following items are available through the college bookstore at the time of registration:
(Prices listed are subject to change)**

BOOKS: (Available at the BCC Book Store on Main Campus)

Arrest/Search & Investigation by Robert Farb \$ 135.00

North Carolina Crimes \$ 233.75

Cumulative Supplement T/A NC Crimes 2020 Update \$ 65.50

*NC Criminal & Traffic Law Manual \$ 71.00

2020 Emergency Response Guide Book \$ 3.25

*(Criminal Law & Procedure (\$102.00) & Motor Vehicle Laws (\$126.75) can be substituted with NC Criminal Law & Traffic Manual)

CLOTHING: (Approximations)

Uniform Polo Shirt (2-\$30.00 each) \$ 60.00

BLET T-shirt (2-\$19.95 each) \$ 39.90

Estimated Tax: \$ 41.34

Estimated Total Cost: (Books, Supplies & Shirts) **\$ 1428.42**

The following items are to be purchased by the student prior to the first day of class and are not available at the college bookstore: (prices are estimates only)

Thumb Drive – 64 GB (for saving student lesson notes) \$ 7 - 25

Black military/police style pants (BDU) \$ 30 - 150

Black military/police style boots (No steel-toe) \$ 75 - 150

Black military/police style belt \$ 10 - 40

Running shoes \$ 50 - 150

Physical training gear (black shorts/sweats) \$ 50 – 150

Black cap with a bill \$ 5 - 20

The below items are provided to the student by the BLET Program. Any student who wishes to purchase and use their own, may do so with prior approval from the BLET Staff.

FIREARMS EQUIPMENT:

Safety Glasses

Hearing protection

Flashlight

Duty gear to include holster, duty belt, handcuffs and cuff case, belt keepers, magazine case

Training weapon (red or blue guns) and training magazines.

Ammunition

Not listed are the potential costs that the student is responsible for (background/DMV checks, student physical, transcript request costs, transportation cost, etc.).

****Information in this packet is constantly updated. BLET Staff will make every effort to inform students of updates as soon as possible. Do not rely on prices based on this packet unless confirmed with BLET Staff.**