

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  
📞 (252) 792-4425

✉ [md10722@martincc.edu](mailto: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, Thursday, Friday 7:30 am to 6:00 pm and occasional Saturday and Sunday. Weekend hours vary.

There will be physical fitness sessions that take place which are listed on the schedule generally after class 5:00 pm until 6:00 pm.

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 law enforcement agencies. These agencies include but not limited to Martin County Sheriff's Office, Williamston Police Department, Elizabeth City Police Department, Washington County Sheriff's 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 the exciting and rewarding career of law enforcement.

Milton D. Davis, Jr.

Director, Law Enforcement Training

(252) 789-0267 Office

[md10722@martincc.edu](mailto:md10722@martincc.edu)

## 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 while training or attending the Basic Law Enforcement Training program.

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Signature

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Date

### *COST OF BOOKS AND UNIFORMS*

The cost of books for the B.L.E.T. program is \$893.55 complete kit (price is subject to change).

The cost of uniforms costs varies per vendor. Start saving your money now. Do not wait until class begins. 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.

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Signature

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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 starting 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 package

- 1) Numerous forms in this package 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 same order they are in now. 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 package.
- 4) Please keep your packet in a neat condition as this is an application and should be treated as such.

## C.A.S.A.S. Test

Any student wishing to enroll in the Basic Law Enforcement Training program must take the C.A.S.A.S. Test, or other standardized reading test. This is required by the North Carolina Criminal Justice Education & 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. Casual attire is appropriate.
- 2) Take your application package 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 School Director, if there is no answer leave a message with the following information: your name, your 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 form to you, place the form back in the application package in its original place.

Martin Community College  
Basic Law Enforcement Training

## B.L.E.T. Testing Referral

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 Learning Center staff:** This 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:** \_\_\_\_\_

Testing Instructor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reading Score: \_\_\_\_\_

Grade Equivalent: \_\_\_\_\_

# North Carolina Criminal Justice Education and Training Standards Commission

## 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 package. 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.

<https://ncdoj.gov/law-enforcement-training/criminal-justice/forms-and-publications/#91-114-wpfd-law-enforcement-p2>

Also commission forms F-1, and F2 Medical History statements will need to be included in this application packet <https://ncdoj.gov/law-enforcement-training/criminal-justice/forms-and-publications/#91-111-wpfd-medical-screening>

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



## Medical History Statement, Medical Examination Report and related forms

- 1) Read all of the physical forms carefully
- 2) Call your family doctor for an appointment. If you do not have a family doctor, any doctor or nurse practitioner will do. The local county health department may have a doctor available for physical examinations; you will have to call them directly.
- 3) Complete the Medical History Statement (Form F-1) before seeing a 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 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>**
- 4) Take your application package with you to your appointment.
- 5) Give the Medical History Statement (Form F-1LE), 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 you 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 to release medical records to the North Carolina Criminal Justice Education and Training Standards Division. Make sure that you sign the medical records form.

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

I authorize Martin 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 form 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 a 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: \_\_\_\_\_

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-named 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 you have lived since the age of 18 and any from any county in which you were arrested, charged, or convicted of any crime. This may be a lengthy process, depending on how many places you have lived. These records must be obtained from the Clerk of the Superior Court in each of the counties mentioned above. Included in this application package is letter to the Clerk of the 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 package. The easiest way to obtain the criminal record is to go directly to Clerk of the Superior Court's office.

- 1) Take your application package.
- 2) Go to the office of the Clerk of the Superior Court
- 3) Give the clerk the letter in this application package 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 that are some distance away:

- 1) Contact the agency that holds 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 package titled "Request for Criminal Records Check" to them over the telephone and ask if they can send a copy of the criminal record electronically.
- 3) If they must mail it to you, notify the School Director if the record will arrive after the class start date. If your criminal record check is not included in the application package, 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 your service using the addresses provided in this application package. Usually, you will have to send a Freedom of Information Act letter to them.
- 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 job description was military police or shore patrol. You can contact North Carolina training and standards commission and request for F21 to be evaluated for military police experience for the purposes of certification.

## Request for Criminal Records Check

To the Clerk of the 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 from every county in which the applicant has lived since the age of eighteen.

The applicant is responsible for the payment of any fees. 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 on-line or correspondence schools.

- 1) Make two (2) copies of your high school diploma or GED.
- 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 of the school you attended. Ask them to send you a transcript.

## Birth Certificate, Driver's 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 not distorted

## Sponsorship

You must be sponsored by a law enforcement agency within 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 Sheriff's 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 School Director immediately. Be prepared to explain to the School Director which agency you spoke with, which officer you talked with, their telephone number and the reason why the agency denied you sponsorship. The School Director will give you instructions on how to proceed.
- 3) If the agency agrees to sponsor you, make an appointment to receive the sponsorship.
- 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 package with you to the appointment.
- 6) Use the form labeled "Request for Sponsorship." If an agency head wishes to use his or her own letter of sponsorship, that is acceptable.
- 7) When you receive the sponsorship letter, punch holes in the left side and place behind the sheet labeled "Sponsorship Letter."

## 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**