

## Permanent Amendment for Publication in the NCAC

1 **12 NCAC 10b .0704 Is Amended As Published In Volume 36, Issue 15, Pages 1292-1296 of the North Carolina**  
2 **Public Register as follows:**

3  
4 **12 NCAC 10B .0704 RESPONSIBILITIES: SCHOOL DIRECTORS, DETENTION OFFICER COURSE**

5 (a) In planning, developing, coordinating, and delivering each commission-certified Detention Officer Certification  
6 Course, the school director shall:

7 (1) Formalize and schedule the course curriculum in accordance with the curriculum standards  
8 established by the rules in this Chapter.

9 (A) The Detention Officer Certification Course shall be presented with a minimum of 40 hours  
10 of instruction each week during consecutive calendar weeks until course requirements are  
11 completed, with the exception of weeks in which there are regularly scheduled holidays.

12 (B) In the event of exceptional or emergency circumstances, the Director shall, upon written  
13 finding of justification, grant a waiver of the minimum hours requirement.

14 (C) the Director may allow additional breaks in a specific course delivery when the Director  
15 determines that doing so is necessary based on circumstances related to a lawfully declared  
16 State of Emergency.

17 (2) Select and schedule instructors who are properly certified by the Commission. The selecting and  
18 scheduling of instructors is subject to special requirements as follows:

19 (A) No single individual may be scheduled to instruct more than 35 percent of the total hours  
20 of the curriculum during any one delivery except as set forth in Part (a)(2)(B) of this Rule.

21 (B) Where the school director shows exceptional or emergency circumstances and the school  
22 director documents that an instructor is properly certified to instruct more than 35 percent  
23 of the total hours of the curriculum, the Director of the Division shall grant written approval  
24 for the expansion of the individual instructional limitation.

25 (C) The appropriate number of instructors for specific topic areas shall be scheduled as required  
26 in 12 NCAC 10B .0703.

27 (3) Provide each instructor with a commission-approved course outline and all necessary additional  
28 information concerning the instructor's duties and responsibilities.

29 (4) Review each instructor's lesson plans and other instructional materials for conformance to the rules  
30 in this Chapter and to minimize repetition and duplication of subject matter.

31 (5) Arrange for the timely availability of appropriate audiovisual aids and materials, publications,  
32 facilities and equipment for training in all topic areas as required in the "Detention Officer  
33 Certification Course Management Guide".

34 (6) Develop, adopt, reproduce, and distribute any supplemental rules, regulations, and requirements  
35 determined by the school to be necessary or appropriate for:

36 (A) Effective course delivery;

- 1 (B) Establishing responsibilities and obligations of agencies or departments employing course
- 2 trainees; and
- 3 (C) Regulating trainee participation and demeanor and ensuring trainee attendance and
- 4 maintaining performance records.

5 A copy of such rules, regulations and requirements shall be submitted to the Director as an attachment to the  
6 Pre-Delivery Report of Training Course Presentation, Form F-7A. A copy of such rules shall also be given to each  
7 trainee and to the sheriff of each trainee's employing agency at the time the trainee enrolls in the course.

- 8 (7) If appropriate, recommend housing and dining facilities for trainees.
- 9 (8) Not less than 30 days before commencing delivery of the course, submit to the Commission a
- 10 Pre-Delivery Report of Training Course Presentation (Form F-7A) along with the following
- 11 attachments:
  - 12 (A) A comprehensive course schedule showing arrangement of topical presentations and
  - 13 proposed instructional assignments;
  - 14 (B) A copy of any rules, regulations, and requirements for the school and, when appropriate,
  - 15 completed applications for certification of instructors. The Director shall review the
  - 16 submitted Pre-Delivery Report together with all attachments to ensure that the school is in
  - 17 compliance with all commission rules; if school's rules are found to be in violation, the
  - 18 Director shall notify the school director of deficiency, and approval shall be withheld until
  - 19 all matters are in compliance with the Commissions' rules.
- 20 (9) Administer the course delivery in accordance with the rules in this Chapter and ensure that the
- 21 training offered is as effective as possible.
- 22 (10) Monitor or designate a certified instructor to monitor the presentations of all probationary instructors
- 23 during course delivery and prepare written evaluations on their performance and suitability for
- 24 subsequent instructional assignments. A person holding General Instructor Certification under the
- 25 Criminal Justice Education and Training Standards Commission may evaluate instructors teaching
- 26 any lecture portion of the course. However, if a Limited Lecturer is evaluated during the practical
- 27 portion of a block of instruction, he/she must be evaluated by either the School Director or another
- 28 instructor holding the equivalent type of certification. These evaluations shall be prepared on
- 29 commission forms and forwarded to the Division at the conclusion of each delivery. Based on this
- 30 evaluation the school director shall recommend approval or denial of requests for Detention Officer
- 31 Instructor Certification, Limited Lecturer Certification or Professional Lecturer Certification. The
- 32 observations shall be of sufficient duration to ensure the instructor is using the Instructional System
- 33 Development model, as taught in Criminal Justice Instructor Training set out in 12 NCAC 09B
- 34 .0209, and that the delivery is objective based, documented by and consistent with a Commission-
- 35 approved lesson plan. For each topic area, the school director's or designee's evaluation shall be
- 36 based on the course delivery observations, the instructor's use of the approved lesson plan, and the
- 37 results of the students evaluations of the instructor.

- 1 (11) Monitor or designate a certified instructor to monitor the presentations of all other instructors during  
2 course delivery and prepare written evaluations on their performance and suitability for subsequent  
3 instructional assignments. A person holding General Instructor Certification under the Criminal  
4 Justice Education and Training Standards Commission may evaluate instructors teaching any lecture  
5 portion of the course. However, if a Limited Lecturer is evaluated during the practical portion of a  
6 block of instruction, he/she must be evaluated by either the School Director or another instructor  
7 holding the equivalent type of certification. Instructor evaluations shall be prepared on commission  
8 forms in accordance with the rules in this Chapter. These evaluations shall be kept on file by the  
9 school for a period of three years and shall be made available for inspection by a representative of  
10 the Commission upon request. The observations shall be of sufficient duration to ensure the  
11 instructor is using the Instructional System Development model, as taught in Criminal Justice  
12 Instructor Training set out in 12 NCAC 09B .0209, and that the delivery is objective based,  
13 documented by and consistent with a Commission-approved lesson plan. For each topic area, the  
14 school director's or designee's evaluation shall be based on the course delivery observations, the  
15 instructor's use of the approved lesson plan, and the results of the students evaluations of the  
16 instructor.
- 17 (12) Ensure that any designated certified instructor who is evaluating the instructional presentation of  
18 another holds certification in the same instructional topic area as that being taught.
- 19 (13) Administer or designate a person to administer appropriate tests as determined necessary at various  
20 intervals during course delivery.
- 21 (14) Maintain direct supervision, direction, and control over the performance of all persons to whom any  
22 portion of the planning, development, presentation, or administration of a course has been delegated.
- 23 (15) During a delivery of the Detention Officer Certification Course, make available to authorized  
24 representatives of the Commission three hours of scheduled class time and classroom facilities for  
25 the administration of a written examination to those trainees who have satisfactorily completed all  
26 course work.
- 27 (16) Not more than ten days after receiving from the Commission's representative the Report of  
28 Examination Scores, submit to the Commission a Post-Delivery Report of Training Course  
29 Presentation (Form 7-B).

30 (b) In addition to the requirements in 12 NCAC 10B .0704(a), the school director shall be readily available to students  
31 and Division staff at all times during course delivery by telephone, pager, or other means. The means, and applicable  
32 numbers, shall be filed with the commission-certified training delivery site and the Division prior to the beginning of  
33 a scheduled course delivery.

34  
35 *History Note: Authority G.S. 17E-4;*  
36 *Eff. January 1, 1989;*

1  
2  
3  
4  
5  
6  
7  
8  
9

*Amended Eff. January 1, 2009; January 1, 2006; January 1, 2005; August 1, 1998; January 1, 1996;  
January 1, 1994; January 1, 1992;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,  
2018.*

*Amended Eff. August 1, 2022*