

**NORTH CAROLINA DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE & SHERIFFS' STANDARDS DIVISIONS**

Request for Accommodation

I. Accommodation Policy

It is the policy of _____ (hereinafter the "school") and the North Carolina Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission to provide students with disabilities every reasonable opportunity to participate in Commission sanctioned courses and to meet course requirements. In accordance with guidelines established by the Commission, requests for accommodation in meeting Commission- mandated course requirements will be reviewed by the Commission staff, which will assist the school in determining whether the proposed accommodation will reasonably allow the student to achieve credit from the Commission for course completion. The recommendation of the Commission staff will be based upon the student's demonstrated ability to fulfill the essential job functions of a law enforcement officer.

Evaluations and opinions rendered by the Commission staff are for the purpose of determining whether an applicant for certification as a law enforcement officer should receive credit for the Commission-mandated courses undertaken at the school. The school will similarly need the information requested to make a determination of whether the requested accommodation will allow the student to safely and fully comply with the course requirements.

II. Instructions

If you believe you will require an accommodation by the school to assist you in meeting any Commission-mandated course requirements or essential job functions, please complete this form, including as much information as you think will be helpful to the school and the Commission staff in making a determination, and submit it to your course instructor. The school will forward this form and any additional suggestions for accommodations of your disability to the Commission staff to solicit their interpretation.

Because of the high risk of harm to the public and the officer, the essential job functions must be accomplished without deviating from the minimum standards. However, all requests for accommodation will be considered and evaluated to determine if the proposed accommodation is reasonable and, with the accommodation, you can perform the essential job functions of a law enforcement officer.

NOTE: An advisory opinion that your proposed accommodation is not reasonable will not result in your automatic exclusion from the program offered by the school.

AGENCY/COLLEGE _____

SCHOOL DIRECTOR _____

1. Please describe your disability and how you think it may limit your course participation: (Unless the disability is obvious, (e.g. missing limb), the student shall submit certification from a physician or other qualified professional confirming the nature and scope of the disability)

2. Please provide the information requested below for each course requirement for which you believe you will require an accommodation. You should consult with your school director if you have any questions about course requirements or schedule testing dates. Course objectives will be provided to the student by the school director upon request. (If necessary, use additional pages.)

COURSE REQUIREMENTS

PROPOSED ACCOMMODATION

ACKNOWLEDGMENT AND CONSENT: I understand and acknowledge that the determination of whether these proposed accommodations meet the minimum standards of this course, as illustrated

by the essential job functions, will be made after the Commission reviews the materials I submit. In order to assist the school and Commission staff in making its determination, I hereby consent to the release of information to the school and Commission staff all information contained on this form and any other information I have provided to the school concerning my disability.

I **do not** request/require an accommodation.

DATE: _____

STUDENT: _____

NOTICE TO STUDENTS: THE COMMISSIONS' GUIDELINES STATE THAT REQUEST FOR REVIEW OF PROPOSED ACCOMMODATIONS MUST BE SUBMITTED TO THE COMMISSION NO LATER THAN THE SECOND DAY AFTER THE COURSE ORIENTATION BLOCK OF INSTRUCTION. THEREFORE, YOU SHOULD MAKE SURE THAT THIS FORM IS COMPLETED AND SUBMITTED TO THE SCHOOL DIRECTOR AS SOON AS POSSIBLE, SO THAT THE SCHOOL DIRECTOR CAN FORWARD IT TO THE COMMISSION STAFF IN A TIMELY MANNER.

(Edition 9/93)

STUDENT EVALUATION OF INSTRUCTORS

Criminal Justice Standards Division

Post Office Drawer 149
Raleigh, NC 27602
(919) 661-5980
Fax (919) 779-8210

Sheriffs' Standards Division

Post Office Box 629
Raleigh, NC 27602
(919) 779-8213
Fax 662-4515

Form F-17
(Rev. 6/11)

Instructor _____

Institution/Agency _____

Block of Instruction _____ Date _____

VALUES UNACCEPTABLE ACCEPTABLE
1=POOR 2 = FAIR 3 = GOOD 4 = EXCELLENT 5 = SUPERIOR

Please circle the appropriate value adjacent to each question.

Instructor Qualities

- | | | | | | | |
|-----|-----------------------------|---|---|---|---|---|
| 1. | Appearances. | 1 | 2 | 3 | 4 | 5 |
| 2. | Gestures. | 1 | 2 | 3 | 4 | 5 |
| 3. | Verbal Pauses | 1 | 2 | 3 | 4 | 5 |
| 4. | Grammar | 1 | 2 | 3 | 4 | 5 |
| 5. | Pronunciation | 1 | 2 | 3 | 4 | 5 |
| 6. | Enunciation | 1 | 2 | 3 | 4 | 5 |
| 7. | Voice | 1 | 2 | 3 | 4 | 5 |
| 8. | Rate - Too Fast or Too Slow | 1 | 2 | 3 | 4 | 5 |
| 9. | Eye Contact | 1 | 2 | 3 | 4 | 5 |
| 10. | Enthusiasm | 1 | 2 | 3 | 4 | 5 |

SUBTOTAL _____

SUBTOTAL BROUGHT FORWARD

— — — — —

II Organization and Presentation

- 1. Were the major objectives of the course made clear? 1 2 3 4 5
- 2. How well was the class presentation planned and organized? 1 2 3 4 5
- 3. Was the course material clearly explained? 1 2 3 4 5
- 4. Did test questions fairly reflect the course content? 1 2 3 4 5
- 5. Was class time well used? 1 2 3 4 5
- 6. Do you feel that your questions were adequately answered by the instructor? 1 2 3 4 5
- 7. Do you believe the instructor encouraged relevant student involvement in the class? 1 2 3 4 5
- 8. Did the instructor react to student viewpoints different from his in a positive manner? 1 2 3 4 5
- 9. How would you describe the instructor's attitude in class toward you, the student? 1 2 3 4 5
- 10. How would you rate the instructor's quality and use of training aids? 1 2 3 4 5

TOTAL ACROSS ___+___+___+___+___

CUMULATIVE TOTAL _____

INSTRUCTOR RATING FORMULA:

CUMULATIVE TOTAL ÷ 20 = INSTRUCTOR RATING

Comments
