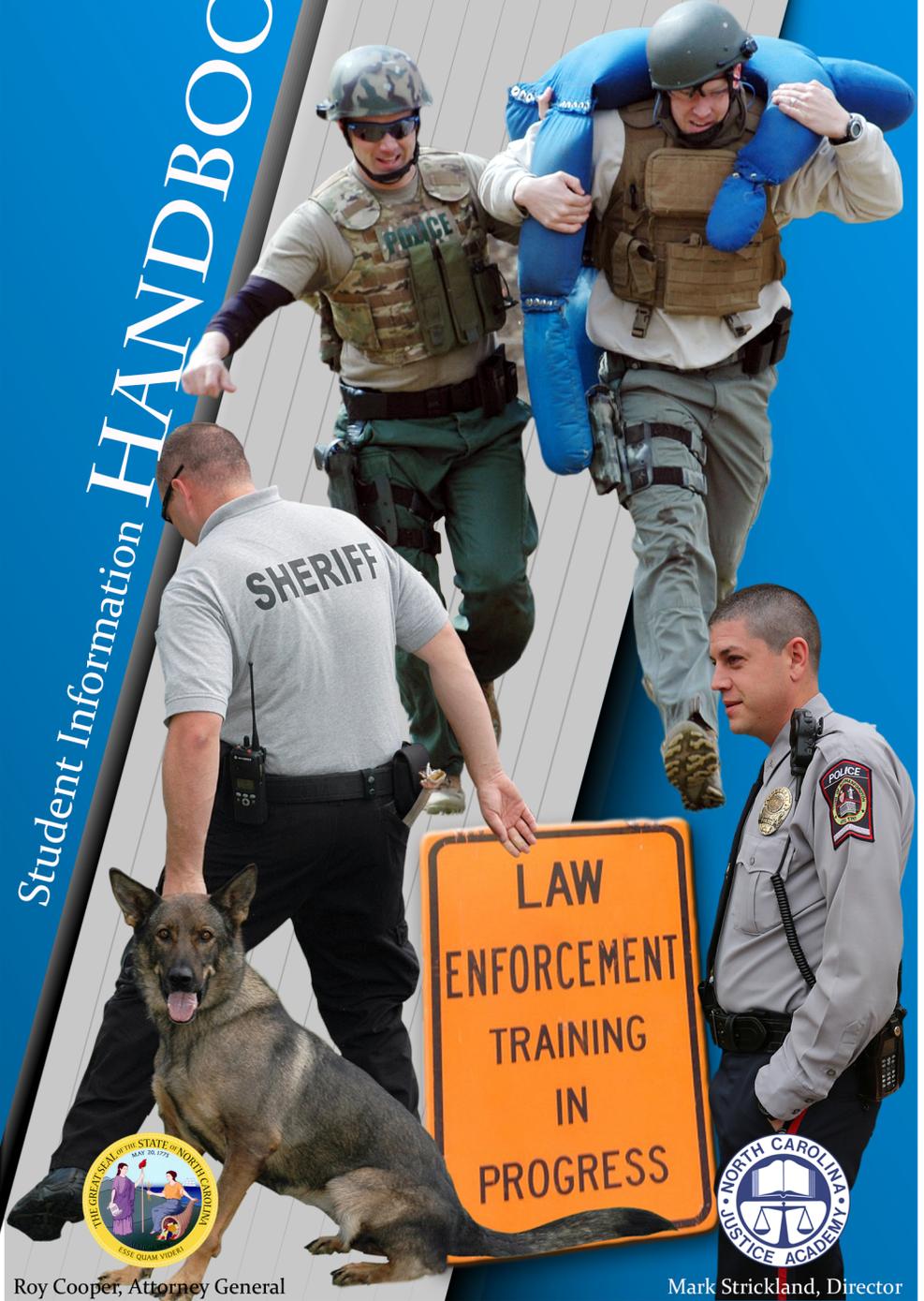


North Carolina Justice Academy
West Campus

Student Information **HANDBOOK**



Roy Cooper, Attorney General

Mark Strickland, Director

North Carolina Justice Academy
West Campus

PO Box 600
Edneyville NC 28727

(828) 685-3600
ncja.ncdoj.gov



Revised July 2016

WELCOME

The Dormitory Staff at the Larry T. Justus Western Justice Academy's campus is pleased to welcome you to Henderson County. We hope your stay with us will be pleasant and comfortable.

Lost and Found is located at the Reception Desk. We are not responsible for items left. However, we will hold them for 30 days to be claimed. Please call if you think you left something in your room.

Please help us conserve energy and lower operating costs by turning off lights, heat/AC units and radios when you leave your room.

Roger Barolet, Dormitory Manager

Dorm Life

Dormitory

Students are housed two per room. We will make every effort to honor special room assignment requests. However, to get maximum use of our limited space, this will not always be possible. Registration hours are Monday - Friday 8:00 a.m. - 5:00 p.m. The Security Officer on duty will register guests arriving at other times. Please do not change rooms without checking with Dormitory Staff first.

Smoking Areas

NC law prohibits smoking in state buildings and within 25 feet of any entrance. Two gazebos have been provided for smoking areas. Please be courteous and deposit smoking waste in the proper container.

Pets

No pets or working dogs are allowed in the dormitory at any time. Special cases must be approved by the Deputy Director.

Check-out

Check-out is conducted at the Reception Desk. Check-out time is 9:00 a.m. the last day of your class. Locks will not work after 9:00 a.m. Used sheets and pillowcases should be placed on the floor at the foot of your bed. Wet linen should be placed on the tile floor near the sink. Leave the mattress pad in place on the bed. Fold blankets and place them in the closet drawers. Bedspreads should be placed on beds. Please be sure to remove your personal belongings before bringing your key to the Reception Desk. On Friday, or the last day of your class, all students must clear their rooms and turn their key in to the class instructor. Spreads and blankets should be folded and left on the foot of the bed, along with the pillow. Failure to comply with this schedule will cause inconvenience to new students reporting in the next week and returning students.

Complaints

Students should notify the dormitory office first if there are any problems. Students should not attempt to fix dormitory furnishings or equipment in the dormitories themselves. Complaints should be reported to the dormitory manager or the security officer as soon as possible. The office is open 24 hours a day. Action will be taken on your complaints as soon as possible.

Ice Machine, Washer/Dryer

Guest Services, Room D-315, has ice and a microwave oven. If ice coolers are used please keep them in the bathroom. Washers and dryers are also available for our guests' use. Please help yourself but be considerate of others and clean up any spills. The washers and dryers are for light cleaning. If you have heavily soiled/muddy clothing, either hose them off first or take them to a Laundromat. You can get directions to the nearest Laundromat at the Reception Desk.

Mail

Incoming mail is picked up and sorted each weekday morning. Guests' mail will be delivered to dorm rooms by 11:00 a.m.

Outgoing mail may be placed in the drop box at the Reception Desk. Mail will be delivered to the Edneyville Post Office at 3:30 p.m. daily. Please be sure all mail has correct postage.

Student ID's and Parking Passes

Student ID's and Parking Passes for resident students will be issued when they check into the dorms. Commuter Students will be issued Student ID's from the reception desk.

The Student ID should be worn and visible at all times while on campus. At the end of class, please return the Student ID to your instructor.

Dormitory guests are urged to use parking lot #2 at the south end of the campus. Please do not park on the grass or in designated handicap spaces. Refer to the map in the middle of this brochure. Violations will be referred to the appropriate agency for enforcement.

Telephone Calls

Messages received during class hours will be delivered to your classroom, while those received in the evening will be delivered to your dorm room. Emergency messages will be delivered immediately, while routine messages will be delivered on the next set of rounds.

Quiet Hours

Quiet hours will be observed from 11:00 p.m. to 6:00 a.m. This allows guests time to sleep and study. No loud music, televisions, or general noise from groups or individuals is permitted during these hours. Guests not following this rule will be referred to Academy staff and may be removed from the dormitory. A Visitor Lounge, Room A-102, is located across from the Reception Desk and is open 24 hours a day. Additionally, a student recreation area, G-107, is located in the gymnasium.

After Hours Entry

After hours the dormitory and reception area entry door can be accessed using your dorm room key.

Cashpoints ATM

A state credit union cashpoints machine is located .6 miles from the Academy on Highway 64 West.

Pest Control

Storing food in open containers or cooking food in dormitory rooms is prohibited. Snack foods may be kept in your room as long as they are in closed containers. Please notify the Dormitory Office immediately if you encounter pests.

EMERGENCIES

Pardee Hospital

Take US 64 East into Hendersonville. The highway will split into a one-way street. Stay on US 64 until it re-merges into a two-lane road. Turn right on Fleming St. The Hospital will be on your left. The emergency room entrance is on the left at the stoplight.

Pardee Urgent Care

For non-life threatening illness or injuries, the urgent care clinic may be a faster service. Take US 64 East into Hendersonville. Stay in the right hand lane. After you cross over I-26, go to the third stop-light (Thompson St.). Turn right and go one block. The urgent care clinic will be in the shopping plaza on the right (behind McDonalds).

EMERGENCY EVACUATION

Fire

All guests should review the Fire Evacuation Plan posted on the back of their dormitory room door.

Fire alarm pull switches are located near the stairs at each end of each floor. In case of fire, pull the nearest alarm and exit the building using the evacuation plan posted on the inside of your room door. All guests should meet at the rally point across the south parking lot from the Dorm (refer to map). Staff will verify that everyone is out of the building. Please do not leave the Academy or use the parking lots or in any way interfere with emergency equipment or personnel.

Tornado

The reception desk uses a "Weather Alert Radio" to stay informed of current, local weather conditions. In the event of a tornado, remain calm and move into the hallways of the Administration Building, filling the first floor first. The Administration Building's hallways offer better protection from broken glass and flying debris. Have a seat near the wall; keep the center clear and conversations low so staff/Security can pass along updates of the situation.

Freezing Weather

To prevent water pipes from freezing on weekends when the Dorm is empty, room doors may be blocked open to permit heat to circulate. The Academy is not responsible for items left in rooms over the weekend. Protection of Academy assets has priority. We will make every effort to advise our guests of pending freezing weather.

First Aid

Emergency first aid boxes and an AED are located at the Reception Desk and gymnasium floor. All injuries and illnesses should be reported to the course instructor or security office at once. Necessary coordination of transportation to and from the hospital will be provided by the dormitory staff.

Students should never be given emergency transportation to the hospital in private or state vehicles without notice to the dormitory staff or the security officer on duty.

RULES AND REGULATIONS

Disruptive Conduct is Prohibited

All students must be constantly aware that their conduct both at the Academy and in the community is reflective not only of themselves but of the state government and the Larry T. Justus Western Justice Academy. Model conduct is particularly important in the dormitories where the rights of other students to an environment conducive to study and rest is paramount.

1. Disruptive conduct shall include, but will not be limited to the following:
 - a. Loud and disorderly behavior
 - b. Intoxication or any use of illegal drugs
 - c. Malicious, reckless or deliberate damage to Academy or personal property
 - d. Failure to comply with requests from campus security or dormitory staff
 - e. Public display and consumption of alcoholic beverages in other than designated areas. Designated areas for display and consumption that are not open to the general public are:
 - (1) The residential area which includes dormitory rooms, dormitory lounges, courtyard and breezeways
 - (2) Alcohol consumption or display is prohibited in the cafeteria or gymnasium. Alcoholic beverages may be consumed in moderation within any dorm room. Additionally, you may take beverages to the Visitors Lounge (A-102) or to the patio adjacent to the cafeteria by the cup only. No bulk or original containers.
 - f. Violation of North Carolina law
 - g. Any other conduct deemed disruptive by the Director or Academy staff
 - h. No hazing or other dangerous behaviors
2. Disruptive conduct may result in arrest and/or removal from campus and the conditions of the arrest and/or removal will be reported to the respective agency/department.

Internet Access and Use

Internet access is provided via wireless and wired connections at various locations throughout both campuses. Internet access on campus is provided free with the stipulation that users consent to the North Carolina Department of Justice Internet Use Policy. Internet access sign in information will be provided after the user acknowledges the Internet Use Policy. On the Larry T. Justice Western Campus of the North Carolina Justice Academy you may receive the sign in information at the registration desk located in the lobby of the Administration Building which is connected to the dormitory.

Weapons

Sworn law enforcement officers are allowed to possess and carry their agency authorized handgun while on campus according to law. When doing so, you are required to have your badge of office displayed. When you are not wearing your weapon it should be secured in your vehicle or in the dorm room safe. Leaving your weapon unattended or unsecured is against policy. Any student or sworn personnel who are in violation of this policy will be dismissed from the Academy and their agency will be notified. Serious violations could result in other actions as authorized by North Carolina State Law.

Unlawful Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Sexual harassment is defined as deliberate, unsolicited and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications by staff or students which: "(1) has or may have direct consequences on a student successfully completing training; (2) creates an intimidating, hostile or offensive training or residential environment; or (3) interferes with an individual's training performance." Any student who has a complaint of disruptive conduct should report the problem to the coordinator of the course in which they are enrolled or the manager of the training department under which the course is offered or to the campus security officer if the incident occurs after hours.

Cell Phones

Students are expected to limit cell phone usage while attending classes. We also ask that you consider others while making calls around staff work areas.

SERVICES

Cafeteria

The cafeteria food service is provided by a private contractor. Cafeteria hours are: Breakfast, 7:00 a.m. to 8:30 a.m.; Lunch, 11:00 a.m. to 1:00 p.m. The cafeteria is not normally open for evening meals.

Campus Security

Security officers are on duty outside regular business hours. Security Office hours are: Monday through Thursday, 5:00 p.m. - 8:00 a.m. and all weekend from 5:00 p.m. Friday - 8:00 a.m. Monday, and all State holidays. The Security Office is located at the Reception Desk.

Housekeeping

Housekeeping staff will clean rooms and bathrooms daily, Monday – Friday. They will restock disposable supplies, replace used towels and washcloths, and vacuum carpets. Sheets and pillowcases will be exchanged each Friday or upon checkout. Students staying more than one week should remove their sheets and pillowcases before class on Friday. Housekeeping does not remove linens from beds.

If you should wish to decline service, please hang the “Do Not Disturb” sign on your door. However, to maintain sanitation and control pests, service may not be declined more than two consecutive days. On the third day, housekeeping must be allowed to enter and clean.

Additional bath and bed linen are available at the Reception Desk.

One thermal blanket is provided for each person in each room. Additional blankets may be requested at the front desk.

Additional Services

The dormitory has been furnished with the basic equipment to comfortably house our guests. A lounge, with a television, is located directly across from the Reception Desk. Room 104 of the Administration building has several computers w/internet access. Steam irons and ironing boards may be checked out at the Reception Desk. There are a limited number, so please be sure to return them to the Reception Desk when you are finished. Some toiletries are available in our Bookstore.

Recreation

The Gymnasium is available to Academy guests. The Academy's Gymnasium recreational facilities include the Recreation Room, Room 107, equipped with darts, pool table and a large screen tv. The Exercise Room, Room 104, is a fully equipped aerobic and weight training facility containing a variety of exercise equipment and free weight equipment. The Gymnasium, Room 101, is a regulation basketball court, adaptable to handball and volleyball. Athletic fields and a quarter mile track are located on the north side of the Gymnasium.

To access the gym after 6 pm, students will need to check out a key at the dormitory reception desk.



Larry T. Justus Western Justice Academy

Administration Building - Director's Office, Deputy Director's Office, Campus Operations Offices, Computer Operations, Media/AV Services, Classroom (226), Training Coordinators' Offices, Receptionist (Room 101), Computer Classroom (107), Classroom (223) Dormitory Office (101), Student Lounge, Accounting Technician, Purchasing Agent, Registrar (228), Conference Room (201), Law Enforcement Operations Center (115)

Cafeteria Building - Classrooms 101, 102, 103, Cafeteria

Dormitory - Rooms 101 - 114, 201 - 214, 301 - 314

Gymnasium - Classrooms 201, 204, Basketball Court, Exercise and Weight Room, Recreation Room and Student Lounge

L Building - Physical Plant Offices

Firing Range - Indoor firing range and offices

