



## North Carolina Justice Academy

### Policies and Procedures

|                                                                                                                                                                                                                                                                        |                                                 |                                                              |                                                                                                                                        |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Chapter<br><b>Facilities &amp; Operations<br/>Management</b>                                                                                                                                                                                                           |                                                 | Subject<br><b>Possession/Carry of<br/>Firearms on Campus</b> | Policy #<br><b>29</b>                                                                                                                  | Number of<br>Pages<br><b>4</b> |
| Review Month<br><br>January                                                                                                                                                                                                                                            | Initial Effective Date<br><br>September 1, 2015 | Revision Date<br><br>February 11, 2025                       | Approved by:<br><br><br>Trevor Allen, Director NCJA |                                |
| References: 12 NCAC 06A.0103; NCGS Chapter 14, Article 54B, NCGS 14-269, 14-269.2, 14-269.3, 14-269.4, 14-415.11, 14-415.25, 14-415.26, 14-415.27; NCGS 15a-401-496; NCGS 160A, Article 13; NCGS 162-24;; North Carolina Firearms Laws Publication (NC DOJ), Dec 2015. |                                                 |                                                              |                                                                                                                                        |                                |

#### General Statement

The purpose of this policy is to outline the best safe practices for the Academy's students to possess and/or carry firearms while attending Academy courses and/or while residing in the residence hall. The Academy is committed to providing safe training environments and campuses. We recognize that our students are professionals in the criminal justice field and may be exposed to threats beyond their control in any environment.

**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.**

#### Procedures

- I. State law controls the carrying of concealed handguns.
- II. Any officer/individual present on campus, whether armed or unarmed, may be asked to present agency credentials verifying their status with a criminal justice agency. Therefore, officers should ensure they are easily identifiable as such by wearing a departmental uniform or displaying an agency badge.
- III. Agency authorized weapons shall be securely carried in a manner consistent with North Carolina state law and the officers' employing agency policies.
- IV. Officers utilizing Academy residence hall facilities shall secure and store handguns and ammunition in accordance with state law and agency policy. Officers may utilize their assigned room's safe or closed compartment within their locked vehicle to secure or store handguns and ammunition.
  - A. Long guns and Class III weapons **SHALL NOT** be stored in the residence hall rooms. These weapons may be stored in the Academy's firearms vault upon request or in accordance with the employing agency's policy. Arrangements can be made with the Campus Operations Manager for these weapons to be stored on site.

- B. Any student or guest who leaves any weapon unsecured and unattended in a residence hall room will be removed from their class and the Academy campus. Their agency will be notified.
- V. Officers must be in compliance with all applicable laws and agency policies while carrying/possessing weapons on NCJA campuses.
- VI. The Academy has a **zero-tolerance policy** in regard to consumption of alcohol and the possession of weapons on campus.
- VII. Instructors or agencies conducting training on the NCJA campuses may restrict the possession of firearms during training.
- VIII. Firearms shall not be cleaned with solvents and lubricants in any residence hall room or classroom. Weapons may be cleaned and lubricated at the Firing Range facilities.
- IX. Staff and students shall follow safe practices when loading and unloading firearms.
- X. Students who are attending basic training courses, such as Basic Law Enforcement Training, Correctional Basic Training, etc., may not carry a firearm on campus except during firearms training while under the supervision of a certified firearms instructor.
- XI. If weapons are needed for practical skills and/or role play training, they must be rendered safe and inspected frequently by the staff conducting the training in approved areas. Any exception to this policy must be approved in writing by the Academy Director or their designee.
- XII. Procedures for use of weapons or firearms during a practical skills training or exercise(s):
  - A. A weapon is defined as any instrument capable of inflicting bodily injury or death to include, but not limited to, firearms, knives, batons, etc.
  - B. The course instructor must be present during the entire training exercises in which firearms or other weapons are used.
  - C. Before the start of the exercise, the instructor shall advise students when to bring any firearm to the practical exercise training area.
  - D. If the exercises involve the use of the student's firearm, the instructor shall inspect **ALL** weapons upon arrival to the training exercise area to ensure that all the firearms are unloaded and safe. In addition, the instructor will check the chambers of each firearm prior to the beginning of each exercise.
  - E. Instructors will confirm the students do not possess a backup firearm during the practical exercise(s).
  - F. The instructor will also ask the student to state that there is no live ammunition in the firearm or on their person, i.e., stored in their pockets or extra magazines.

- G. The instructor shall carefully check all student equipment to ensure that no lethal or less-than lethal equipment has entered the training area.

Instructors shall utilize the triple safety check procedure. The triple safety check procedure includes the following steps:

1. Student checks all their equipment to ensure that it is clear and safe.
  2. Another student or person checks to ensure the equipment is clear and safe.
  3. Course instructor(s) check all equipment to ensure that it is clear and safe.
- H. The instructor shall use barrel inserts to prevent chambering of live ammunition unless the training involves loading and unloading of weapons. Operational handguns **SHALL** be checked thoroughly by the instructor upon arrival at the classroom or training site. The student must show the unloaded weapon to the instructor, lock the slide to the rear and place the weapon back in the holster or on their desk. The instructor shall ensure no attempt has been made to alter the student weapons to allow live ammunition to be chambered.
  - I. If the instructor finds a slide not locked to the rear, the student will be instructed to go outside the building, point the weapon in a safe direction and lock the slide to the rear. This procedure shall be conducted under the supervision of the instructor.
  - J. Students will be issued barrel inserts based on their weapon caliber and instructed on how to insert them. Students will then place their weapons back in the holster or other safe place until their practical exercise or training has concluded.
  - K. Prior to beginning the practical exercise and after breaks, both the instructors and students shall use the triple-check safety check procedure described above prior to any training re-commencing.
  - L. The instructor will restrict uninvolved pedestrian traffic, so that unknowing individuals will not “accidentally” wander into the staged exercises. Marking the training area with signs will aid in helping people detour the area.
  - M. In the case of an injury, the instructor will follow the NC Justice Academy “Emergency Medical Care” policy.

XIII. Any violation(s) and/or deviation(s) of this policy may result in:

- A. For Academy staff – disciplinary action
- B. For Outside Agency(s) – Loss of privileges to utilize the Academy’s facilities

- C. For Students – Dismissal from course(s) attending and agency notification
- D. Violation(s) of law may be reported to the appropriate law enforcement agency for investigation.