



North Carolina Justice Academy

Policies and Procedures

Chapter Facilities & Operations Management		Subject Residence Halls		Policy # 13	Number of Pages 4
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References: NCJA P&P Facilities & Operations Management #29 – Possessions/Carry of Firearms on Campus North Carolina Justice Academy Student Handbook					

General Statement

Residence Halls are essential to the mission and function of the North Carolina Justice Academy (“the Academy” or “NCJA”). The Academy maintains four Residence Halls. Three Residence Halls are located on the East Campus, and one Residence Hall is located on the West Campus.

- I. Residence Hall users are categorized in the following manner to determine residence hall housing priority.
 - A. Students
 - B. Program participants (NCJA instructors, Academy guest instructors, commission members, outside agency instructors, etc.)
 - C. Academy staff and other Academy guests, as approved by the Academy Director.
- II. Residence Hall usage by students, program participants, Academy staff, and Academy guests shall be consistent with the Academy's purpose and mission. Weekend stays are prohibited unless a Residence Hall user obtains prior approval from the respective NCJA Facilities Manager. The use or occupancy of Residence Hall rooms by a Residence Hall user is allowed based on one or more of the following criteria:
 - A. The Residence Hall user may be a student attending a course on campus or an NCJA course held at a nearby facility.
 - B. The Residence Hall user may be an NCJA Instructional or Support staff member who delivers, coordinates, or assists with a course, meeting, or other Academy-related business.
 - C. The Residence Hall user may be a new NCJA staff member utilizing a room while seeking residence in the area for a limited period, not exceeding 90 days.
 - D. The Residence Hall user may be law enforcement staff attending an event on campus other than a training course, such as a meeting, conference, graduation ceremony, etc.

- E. If space allows, instructors may stay on campus during the working week as needed, with the approval of the Deputy Director of Training. These accommodations must consider the weekly bed availability of our Residence Halls and must be requested at least one week in advance.
- F. Other Residence Hall users may be allowed to utilize a room when necessary and approved by the Academy Director.

III. Room Assignments

- A. Residence hall room assignments for all guests will be under the Residence Hall Assignment Manager's direct oversight based on the Academy course registrations or once the Registrar uploads the class roster for outside agencies using our facilities.
- B. All student room assignments will be based on two (2) persons per room, unless a student or guest submits a special request for private facilities to the Residence Hall Assignment Manager during the course registration process. Requests for private facilities will be considered on a case-by-case basis, considering Residence Hall room availability at the discretion of the Residence Hall Assignment Manager or Deputy Director of Operations.
- C. Room requests will be considered daily on a first-come, first-served basis.

IV. Rules for Residence Halls

- A. Commission-certified, sworn law enforcement officers and qualified retired law enforcement officers are allowed to possess and/or carry firearms while attending Academy courses and/or while residing in the Residence Halls as outlined in Facilities & Operations Management Policy #29 – Possession/Carry of Firearms on Campus.
 - 1. The Residence Hall user shall use the safes provided in each Residence Hall room to secure their firearm(s) and ammunition. Weapons and/or ammunition **SHALL NOT** be left unsecured or unattended at any time in the residence hall or other campus locations.
 - 2. The Residence Hall user shall secure their firearm(s) and ammunition in their vehicle if a safe is not available in the Residence Hall room.
 - 3. 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. Arrangements can be made with the respective Campus Facilities Manager to store these weapons on site.
- B. Cooking is prohibited in the Residence Hall rooms, except those equipped with microwave ovens and/or refrigerators. Where provided, guests shall always remain with the microwave while it is being used to warm or cook food. Guests **SHALL NOT** use hot plates, cooking stoves, or other cooking equipment inside the residence hall rooms.

- C. Storing open containers of food is prohibited in the Residence Hall rooms. However, food may be stored in the original manufacturer's packaging, refrigerator, or sealable containers. Doing so reduces the chance of unnecessary odors and can help prevent rodent infestation.
 - D. Items that emit smoke, vapor, or flames within the NCJA Residence Halls are prohibited, as these gases can trigger the NCJA fire alarm system or create unhealthy living conditions. This includes, but is not limited to, using candles, incense, and vaping products.
 - E. The possession and use of non-prescription controlled substances is prohibited on both NCJA campuses and within campus Residence Halls. Possession of prescription-authorized controlled substances shall be maintained by the person lawfully prescribed the controlled substance and will remain contained within a proper pharmacy pill bottle or container. Residence hall users occupying a room where non-prescription controlled substances are found will be required to vacate the room and will not be allowed to use the Residence Hall facilities at the Academy for a period of one year. Incidents involving the use and/or possession of illegal controlled substances will be reported to law enforcement. Students and staff must report to their instructor, manager, or supervisor anytime a prescribed controlled substance is necessary for administration during the workday if it has a warning not to operate equipment or may cause altered levels of alertness or orientation.
 - F. Only agency-authorized, ADA accommodation-approved service animals are allowed in the residence halls for students staying in the residence halls. For all other residence hall users, medically authorized, ADA accommodation-approved service animals are allowed in the Residence Hall. Service animal owners shall crate animals without direct supervision and must adhere to NCJA quiet hours.
 - G. Disruptive conduct is prohibited as defined by the NCJA Student Handbook (P.8 - "Rules and Regulations").
 - H. Quiet hours are enforced between 11:00 PM and 6:00 AM to allow students time for sleep and study, as referenced in the student handbook. Stereos, radios, televisions, and general noise from group gatherings must be lowered during this period.
 - I. Housekeepers will inspect rooms daily during the cleaning service for any new damage that might have occurred. Where found, damage will be reported immediately to the housekeeping supervisor and campus facilities manager. Notification may be made to the agency's chief executive officer for the guest occupying the room with damages, subject to approval by the Deputy Director of Operations and the Director.
- V. Check-in starts on East and West Campus at 12:00 PM on Sundays and will run 24 hours per day until the end of normal business hours on Friday.
- A. Guests wishing to utilize the residence hall facilities must review, complete, and satisfactorily submit the pre-check-in form (electronically or manually) before being authorized to use the residential facility and receive a key card

or fob to a room.

- B. Security officers are authorized to register the residence hall user after normal working hours.

- VI. Upon request, students may have access to the kitchen located in the NCJA East Campus Residence Hall “C”. After using the kitchen, each guest is responsible for cleaning the kitchen area, including the microwave, dishes, utensils, and countertops. Any food stored in the kitchen area should be covered, labeled with the guest's name, and removed before checking out. Microwaves, coffee makers, and refrigerators are also located in the NCJA East Campus Student Center for use by campus guests at extended hours.