

# North Carolina Justice Academy

# Student Information Handbook



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## North Carolina Justice Academy

PO Box 99 • Salemburg, NC 28385 • 910-525-4151

<http://ncja.ncdoj.gov>

Revised March 2016



Roy Cooper, Attorney General  
Mark J. Strickland, Director

## East Campus

## Welcome

The staff of the Justice Academy is pleased that you are here to participate in criminal justice training. We hope that your stay will be pleasant and that the instruction will be beneficial to you.

To conserve energy, please help us by turning off lights when leaving rooms, by keeping windows and outside doors closed, and by keeping thermostats set at a reasonable temperature.

Please come to the dormitory staff with any comments, suggestions, or questions you have about the Academy services. We are here to help you. Tell us about any problems that you are having with your dormitory room as soon as possible so that we can have repairs or adjustments made.



*Gary Royal*  
Campus Operations Mgr



*Tara McPhail*  
Dormitory Mgr



*Jennifer McDaniel*  
Dormitory Assistant

## Dorm Life

### **Dormitories**

When you arrive at the dormitory registration office, you will be assigned to a room for the duration of the program you are attending. Check-in hours are on Sunday from 3:00 p.m. to 8:00 p.m. Monday through Tuesday arrivals may check-in from 7:00 a.m. to 7:00 p.m. and Wednesday and Thursday arrivals may check-in from 8:00 a.m. to 5:00 p.m. Students arriving after 5:00 p.m. will be checked in by the security officer on duty. There should be no exchanging of assigned rooms unless approved by the dormitory staff in advance of the move. If, for any reason, you need to be moved before your class is over, the dormitory manager will notify you.

The dormitory rooms have been furnished with the basic equipment to house students as comfortably as possible. No furnishings such as beds, mattresses, pillows, or blankets should be removed, dismantled, or relocated in the dormitory suite area without permission from the dormitory staff.

Students are prohibited from using the following items in dorm rooms: microwaves, refrigerators, hot plates/electrical cooking devices, space heaters, flammable liquids or gases, and any open flame items, including candles. Students may use grills, which must be used at least 25 feet from any Academy building. Grills may not be stored in dorm rooms.

### **Check-out**

On Friday, or the last day of your class, all students must clear their rooms and turn their key in to the dormitory office no later than 8:00 a.m. 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 office staff 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**

Ice machines are located in Dormitory B and Dormitory C. The Dormitory B ice machine is located next to B-25. Ice machines in Dormitory C are located the first and second floors. No large containers or coolers should be filled from the ice machines. If ice coolers are used, please keep them in the bathrooms to avoid damage of carpets in the carpeted areas.

A washer and dryer for student use are located on the first floor, west end in Dormitory C. Students must furnish their own detergent.

### **Pets**

No pets are allowed in the dormitory at any time.



## **Mail**

Incoming - Mail may be picked up from the dormitory office after 10:00 a.m. each day. Outgoing - The U.S. Post Office is located on Fayetteville Street directly in front of the campus. There is also a drop-off mail box at the dormitory office for pre-stamped items.

## **Pest Control**

The keeping of open food items and cooking of food is prohibited in the dormitory rooms. This is for the prevention of insects and rodents in the dormitory area. Snack items may be kept in the room area, but your assistance in keeping the room free of insects and rodents is requested.

## **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 and Parking Passes from their instructors upon arrival to class.

The Student ID should be worn and visible at all times while on campus. Upon leaving the campus the Student ID's should be returned to the front desk in Dorm C or to the instructor.

The student parking areas on the campus are marked with signs. Please use these designated areas for parking. Do not park on the grass.

## **Telephone Calls**

The Academy number is 910-525-4151. After 5:00 p.m., incoming messages may be recorded if the security officer is on patrol. Emergency messages will be delivered to the guest/student as soon as possible.

Incoming Calls - Routine messages may be left for students and guests at the dormitory office. Students and guests are responsible each day to periodically check at the front desk for messages.

Outgoing Calls - Students will need to use their cell phones or calling cards for outgoing calls.

## **Quiet Hours**

Quiet hours are enforced by the Academy security officer between 11:00 p.m. and 6:00 a.m. This allows students time for sleep and study. Stereos, radios, televisions and general noise from group gatherings must be lowered during this time. Students should notify the dormitory staff or security officer of any problems.

## **Lost & Found**

Lost & Found is located in the C Dormitory at the check-in desk. Found items will be held for 30 days. Please call, or let us know as soon as possible if you left something in your room.

# **Emergencies**

## **Directions to Sampson Regional Medical Center - Clinton**

Go into Salemburg to the stop light, travel straight across on RPR 1233, approximately 7 miles to Bonnettsville. Turn left on Highway 24 for approximately 4 miles to the overhead bridge. Go under the bridge and turn left onto Faircloth Freeway, called 421 North, for about 3/4 mile. Veer right onto 701 North towards Newton Grove. Take the first exit (North Blvd.), turn right at the stop sign, go approximately 1/2 mile. Take a right onto Beamon Street. The hospital is approximately 1/2 mile on the right. The Emergency Room is in the back of the hospital.

## **Emergency Evacuation Plan**

### **Fire**

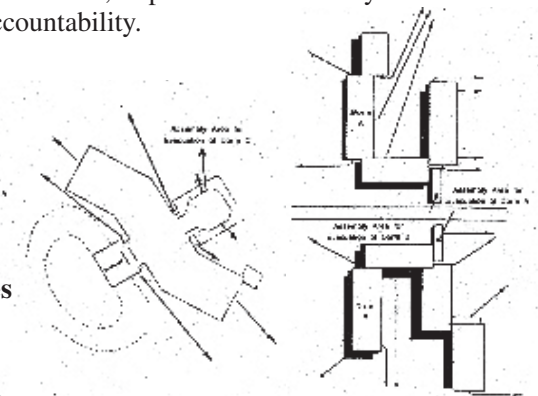
Fire alarm pull switches are located near the stairs at each end of each floor. In case of fire, pull the nearest alarm and exit the building using the evacuation plan posted on the inside of your room door. Leave the building using the nearest exit door. Move to a safe distance from the building, and remain there until you are informed otherwise by a reliable source. Do not re-enter the building until all students and/or staff members are accounted for and you are given permission to do so. Be sure to notify the dorm office or security, or person(s) in authority of the emergency.

### **Tornado**

In cases of a tornado watch or warning, notify the dorm office or security, or person(s) in authority of the emergency. If a warning is issued, all staff and students are to move to the interior portion of the building away from windows, doors and outside walls. All mobile trailers are to be evacuated at once, and staff members and students are to move to safe shelter and/or cover. Report to superiors, instructors, or persons in authority after the emergency has passed for accountability.

## **Emergency Evacuation Plan -**

## **Assembly Area for Evacuation of Dormitories**



### **First Aid**

First aid supplies are located throughout campus. All injuries and illnesses should be reported to the dormitory office staff 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 agency they work for and the North Carolina Justice Academy and Department of Justice. Model conduct is particularly important in the dormitories where the rights of others to an environment conducive to study and rest are 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. Alcohol outside dorm rooms is to be in a cup only
  - f. Violation of North Carolina law.
  - g. No hazing or other dangerous behaviors.
  - h. Any other conduct deemed disruptive by the Director or Academy staff.

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 the campus. 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. At the East Campus of the North Carolina Justice Academy you may receive the sign in information at the information desk located in the Learning Resource Center or at the check-in desk located in the lobby of dormitory C.

### **Incense/Marijuana**

The burning of incense or marijuana in the dormitory is prohibited. Students occupying a room where incense or marijuana has been used will be required to vacate the room and will not be allowed to use the dormitory facilities at the Academy.

### **Smoking**

Smoking is not allowed in any Academy building and is permitted outside at least 25 feet from any Academy building.

### **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.

## Services

### **Cafeteria**

The cafeteria food service is provided by a private contractor. Cafeteria hours are: Coffee and Juice only, 6:45 a.m. to 7:00 a.m.; Breakfast, 7:00 a.m. to 8:30 a.m.; Lunch, 11:30 a.m. to 1:15 p.m.; and Dinner, 4:30 p.m. to 6:00 p.m. All meals are a complete, self-serve, all you want to eat buffet. There is a grill operation in the cafeteria at lunch and dinner meals. This grill will serve hot dogs, hamburgers, chicken sandwiches, french fries and other grill items. There is no individual item pricing. Meals are not served on Friday, Saturday or Sunday nights.

### **Campus Security**

The campus security office is located in the lobby area of Dormitory C. There are three campus security officers. A security officer is on duty from 6:00 p.m. until 6:00 a.m. Monday through Friday. Hours vary on weekends and holidays. All police reports, crime reports, and emergency assistance requests should be made to the campus security officer. Officers patrol the campus by vehicle and on foot. They wear an Academy uniform and possess NCJA identification.

**Campus Security: 910-214-4605.**



**Gail Jerson**  
Campus Security  
Supervisor

### **Cash Points ATM**

A Cash Points Automatic Teller Machine is located in front of the Administration Annex.

### **Housekeeping**

#### **Cleaning of Student Rooms**

The housekeeping staff will go into the students rooms to clean, unless requested otherwise. Housekeeping staff will clean the bathroom daily. Students, please do not put signs of any kind on our walls in the dormitory rooms. Please do not put our blankets or linens on the floor to be used as carpets or mats.

#### **Towels/Linen Exchange**

The housekeeping staff will place towels in your rooms daily. Place your dirty towels and washcloths on the bathroom floor. Clean linens will be left in your room on Fridays only.

When checking out or removing linens, please leave them at the foot of your bed.

Additional information is posted in your dorm room.

### **Recreation**



The Academy has a Student Center which has pool tables, video games, a television, and vending machines. The Student Center will be open from 6:00 p.m. on Sunday until 5:00 p.m. on Friday. Activities available in the gymnasium include weight training, basketball and volleyball. The gymnasium is open from 5:00 p.m. to 10:00 p.m., Monday-Thursday. Please observe all rules posted in these facilities.

# North Carolina Justice Academy



## Campus Map Salemberg

Revised January 2014

1. Administration Building - Director, Deputy Director of Training, Law Enforcement Leadership Center, Tactical/Traffic Center, Investigations Center, Legal Center, Council Room
2. Administration Annex - Commission/In-Service Center
3. Powell House
4. Deputy Director of Campus Operations, Business Office: Purchasing, Accounting, Bookstore, Shipping/Receiving; Support Services Department: Registration, Student Records, Graphics, Computer Operations, Video Production, Print Shop
5. LRC/Classroom Building - AV, Classrooms 12 -14 and 16, Computer Lab 15
6. Student Center
7. Maintenance Building
8. Dormitory A
9. Dormitory B
10. Dormitory C - Campus Operations' Office, Housing Office, Security Office
11. Jones Auditorium - Classrooms 1-3
12. Royal Classroom Building - Classrooms 4-8, Computer Lab 9
13. Gymnasium - Classroom 10, Forensics Lab, Crime Scene Apartment, Jail Cell, Running Track, Mat Room, Weight Room, Locker Rooms
14. Cafeteria
15. Storage Unit
16. Reaction Target Range
17. Firearms Simulation Unit
18. Firearms Ranges
19. Crime Scene Trailer
20. Range House
21. Live Fire Facility
22. CommWell Health
23. Simunitions Building
24. Precision Driving Course
25. POPAT Course
26. Challenge Course
27. Law Enforcement Officers' Memorial
28. Volleyball Court
29. Picnic and BBQ Area
30. Storage Unit
31. ATM Cash Points
32. US Post Office
33. Downtown Salemberg (stores, shops, services, etc.)
34. Staff Parking
35. Student Parking
36. Bookstore Parking
37. Agency Office Building
38. Pineland College/EMI Memorial

