



NORTH CAROLINA

JUSTICE ACADEMY

TREVOR ALLEN, DIRECTOR

WELCOME

We are 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.

Please come to the residence hall staff with any comments, suggestions or questions you have about the Academy services. We are here to help you.

The residence office is open 24 hours a day.



WWW.NCJA.NCDOJ.GOV



NORTH CAROLINA

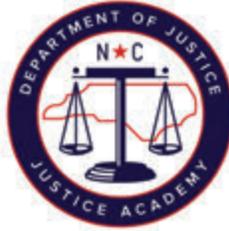
JUSTICE ACADEMY

TREVOR ALLEN, DIRECTOR

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RESIDENCE HALL CHECKOUT PROCEDURES

Used sheets and pillowcases should be removed from bed and placed at the foot of the bed.

Blankets and bedspread should be folded and placed on the bed.

CHECKOUT

Mattress pad should be left on the bed.

Wet linens should be placed on the tile floor near the sink.

Return key to Residence Hall Manager or Assistant.

Late checkouts must be approved by Residence Hall Manager or Assistant.

**Checkout Time is
8:00 a.m.**

HOUSEKEEPING

The housekeeping staff will go into the students rooms to clean, unless requested otherwise.

Housekeeping staff will clean the bathroom daily. Please do not put signs of any kind on our walls in the residence hall rooms.

The housekeeping staff will place towels and washcloths in your rooms daily.



INTERNET ACCESS

Internet access is provided via wireless connections and the password can be received from the residence hall office.

Internet access on campus is provided free with the stipulation that users consent to the North Carolina Department of Justice Internet Use Policy.

You will be asked to sign a Usage Agreement when you ask for the password.



CAMPUS & SURROUNDING AREA

ADMINISTRATION BUILDING

First Floor

Residence Hall Office/Check-in
Media/AV Services
Purchasing Agent
Registrar
Computer Operations
Classroom 107 (Computer Classroom)
Law Enforcement Operations Center (115)
Use of Force Simulator (117)

Second Floor

Director's Office
Deputy Director's Office
Classrooms 223 and 226
Training Coordinator's Office
Conference Room (201)
Campus Operations Offices

CAFETERIA BUILDING

Classrooms 101, 102, 103
Cafeteria

RESIDENCE HALL

First Floor

Rooms 101-114

Second Floor

Rooms 201-214

Third Floor

Rooms 301-314, Ice Machine, Laundry Facilities

GYMNASIUM

First Floor

Basketball Court, Exercise/Weight Room, Recreation Room

Second Floor

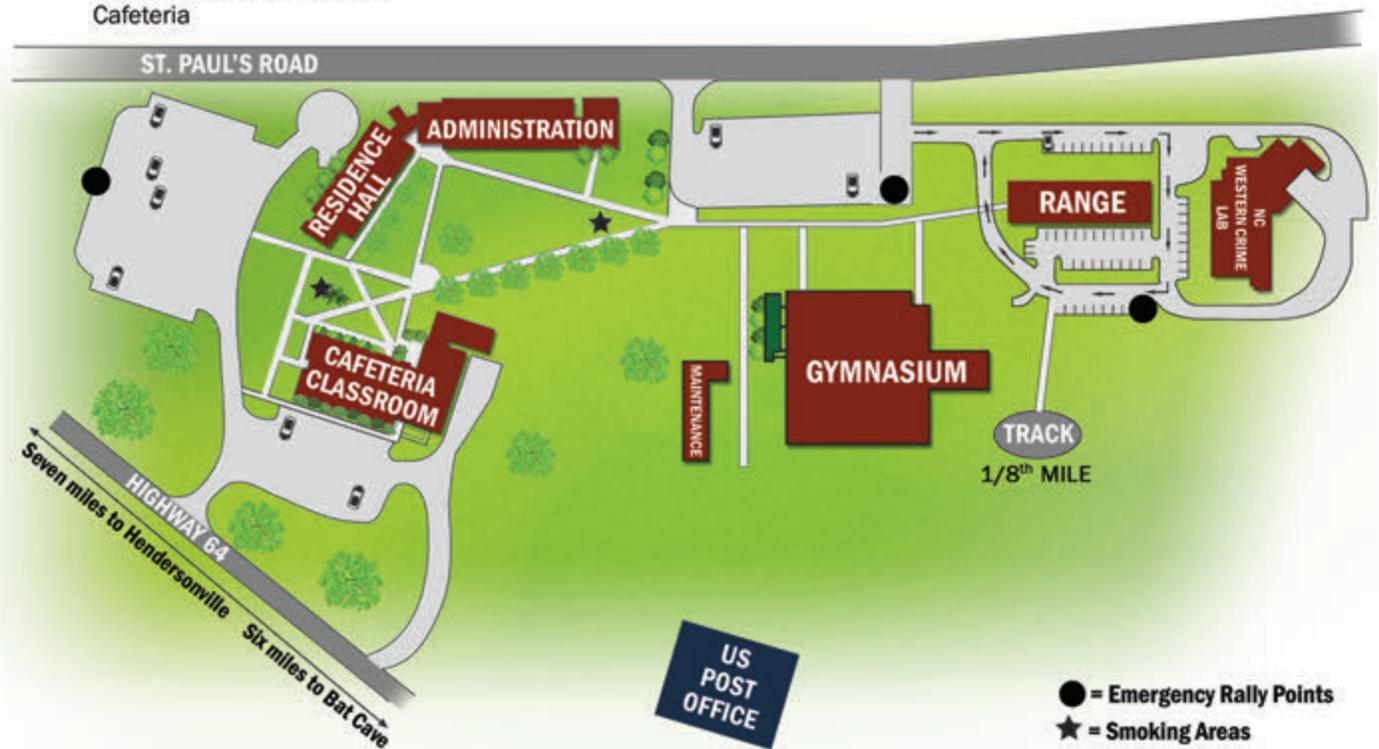
Classrooms 201 and 204

MAINTENANCE (L) BUILDING

Physical Plant Offices

FIRING RANGE

Indoor firing range and offices



ICE MACHINES & WASHER/DRYER

Guest Services, Room D-315, has an ice machine and a microwave oven.

SMOKING AREAS

Please be courteous and deposit smoking waste in the proper container.



CAMPUS & SURROUNDING AREA



ASHEVILLE & HENDERSONVILLE

Restaurants
Fast Food
Shopping Mall
Gas Stations
Rental Cars
Convenient Shopping



CAMPUS SERVICES

BOOKSTORE HOURS:

The Academy Bookstore is open Mondays, Wednesdays, Thursdays 12PM - 1PM & 3:30PM - 4:30PM and Fridays 11:00AM – 12:30PM. The Bookstore is closed on Tuesdays.

CAFETERIA HOURS:

Breakfast is served Monday - Friday 7AM - 9AM and lunch is served from 11:30AM-1:30PM.

The Academy Grill has made to order burgers, grilled chicken, etc.

CAMPUS SECURITY

Security Office hours are: Monday through Thursday, 5PM to 8AM and weekends from 5PM Friday – 8AM Monday, and all State holidays. The Security Office is located at the Reception Desk.

All police reports, crime reports, and emergency assistance requests should be made to the campus security officer.

LOST & FOUND

Lost & found is located in Residence Hall reception desk.

Found items will be held for 30 days.

Please let us know as soon as possible if you left something in your room.



RULES AND REGULATIONS

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 Justice Academy and Department of Justice. Model conduct is particularly important in the residence halls where the rights of others to an environment conducive to study and rest are paramount.

1. No Pets are allowed in residence hall rooms
2. Incense is prohibited.
3. Quiet hours are enforced between 11 p.m. to 6 a.m.
4. 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, Residence Hall 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.
5. Disruptive conduct may result in removal from campus and will be reported to the respective agency.



WEAPON POLICY

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 Residence Hall 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.



EDNEYVILLE REGION EMERGENCY MEDICAL FACILITIES

Hospitals

Pardee
Hospital

Take Highway 64
800 N Justice St, Hendersonville, NC 28791

(828) 696-1000

Park Ridge
Health Hospital

100 Hospital Dr
Hendersonville, NC 28792

(828) 684-8501

Mission Health
System Hospital

509 Biltmore Ave
Asheville, NC 28801

(828) 213-1111

Urgent Care

Sisters of
Mercy
Urgent Care

1833 Hendersonville Rd
Asheville, NC 28803

(828) 274-1462

Mission My
Care Plus

Biltmore Park
310 Long Shoals Rd
Arden, NC 28704

(828) 213-9424

Pardee
Urgent Care
Hendersonville

205 Thompson St
Hendersonville, NC 28792

(828) 697-3232

Pardee
Urgent Care
Fletcher

2695 Hendersonville Rd
Arden, NC 28704

(828) 651-6350

FastMed
Urgent Care

825 Spartanburg Hwy Suite 17
Hendersonville, NC 2879

(828) 233-1664

Minute Clinics

CVS
Pharmacy

1605 4 Seasons Blvd,
Hendersonville, NC 28792

(828) 693-4186

CVS
Pharmacy

324 Long Shoals Road
Arden, NC 28801

(828) 654-0812



EMERGENCY & SAFETY

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.

FIRST AID

First aid supplies are located throughout campus.

All injuries and illnesses should be reported to the residence hall office staff or security office at once.

Necessary coordination of transportation to and from the hospital will be provided by the Residence Hall staff.

FREEZING WEATHER

To prevent water pipes from freezing on the weekends when the Residence Hall 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 the Academy assets has priority.

We will make every effort to advise our guest of pending freezing weather.



RECREATION

The 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 basketball court and volleyball area.

An athletic field and an eighth of a 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 residence hall reception desk



CHANNEL GUIDE

2 WYCW-62 Asheville CW	33 Hallmark	62 ESPN 2
3 WLOS-13 Asheville ABC	34 WE TV	63 Telemundo
4 WYFF-4 Greenville NBC	35 SPIKE TV	64 National Geographic
5 WHNS-21 Greenville FOX	36 MSNBC	65 FXX
6 WMYA-40 Asheville MY NET	37 CNN	66 SEC
7 WSPA-7 Spartanburg CBS	38 Headline News	67 SECA
8 WGGS-16 Greenville IND	39 CNBC	68 NBCSN
9 WUNF-33 Asheville PBS	40 FOX News	71 FUSION
11 Local Access	41 CSPAN	108 WHNSDT3
12 WGN	42 CSPAN 2	109 WHNSDT2
13 QVC	43 AMC	110 WUNFDT3
14 Home Shopping Network	44 FX	111WUNFDT2
16 Discovery Channel	45 USA	112 BRCCTV
17 Weather Channel	46 TNT	
18 The Learning Channel	47 TBS	
19 History Channel	48 BRAVO	
20 Travel Channel	49 A & E	
21 Food Network	50 E! Entertainment	
22 Home & Garden TV	51 Comedy Central	
23 TRU TV	52 SYFY	
24 Animal Planet	53 MTV	
25 Freeform	54 VH1	
26 Nickelodeon	55 CMT	
27 Cartoon Network	56 BET	
28 Disney Channel	57 FSN South	
29 TV Land	58 FOX Sports South	
30 Lifetime Television	59 FOX Sports Southeast	
31 EWTN	60 GOLF Channel	
32 ISNP	61 ESPN	

