

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY ADVANCED/SPECIALIZED CLASSES STUDENT GUIDE



*South Carolina Criminal Justice Academy
5400 Broad River Road
Columbia, SC 29212-3540*

WELCOME



It is our pleasure to welcome you to the South Carolina Criminal Justice Academy. From a training perspective, we prepare new and experienced law enforcement professionals to fulfill their responsibilities in a safe manner and at the highest level of proficiency. In keeping with that philosophy, we view your participation as a partnership for your growth and development.

Law enforcement organizations continue to face unprecedented challenges. Training plays a vital role in helping agencies meet these challenges. As you know, training is a key component of professionalism. As we continue with these efforts to respond to your current needs and anticipate those of the future, I encourage you to benefit from the resources and services that are available to you.

The following information will serve as your guide while at the Academy. It contains information you need concerning the dormitories, cafeteria and academy procedures. If you need assistance, or a member of the Academy staff. Suggestions? Let us know. Your feedback is greatly appreciated.

CLASS ORIENTATION

- Introductions
- Administrative matters
 1. Roll call
 2. Academy forms (release and liability forms if applicable, miscellaneous forms)
- Review and testing criteria



STUDENT RULES AND REGULATIONS

- The Academy is a tobacco-free facility. This includes dormitories. Use of tobacco products is permitted in the outdoor areas where proper receptacles are provided. The spitting of chewing tobacco and smokeless tobacco on the grass and walkways is prohibited.
- Drinks in Academy cups with lids are permitted.
- Cell Phones should be on silent mode. Cell phones are not to be used in the halls of the Academy to reduce the chances of disturbing classes. No Texting during classes.
- Park only in designated parking areas. Do not park in staff spaces, on the grass, yellow lines, handicapped spaces (unless it is appropriate) or other undesignated areas.

STUDENT RULES AND REGULATIONS (continued)

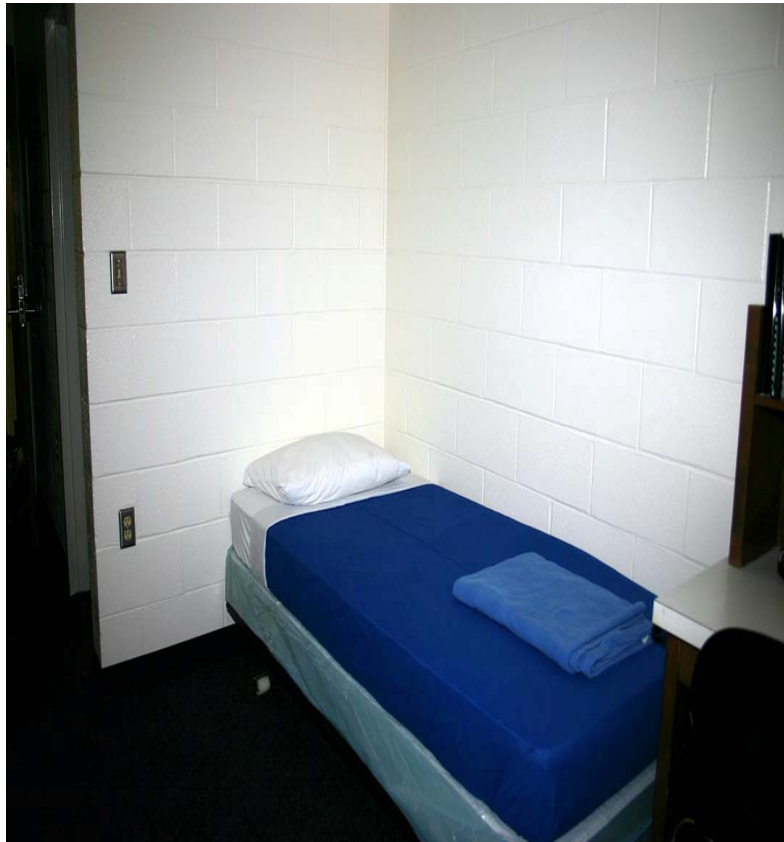
- Students are not allowed to carry weapons at the Academy unless they are authorized for training purposes. Weapons and ammunition are not allowed in dormitories. Weapons should be stored in vehicles or in the vault.
- Advanced students staying in the dorms have a midnight curfew. The curfew is a security measure and also assists in providing quiet time.
- Alcoholic beverages, illegal drugs and gambling are prohibited in and around the Academy. Those believed to be under the influence of alcohol must take a breath test to determine the intoxication level. Intoxication will result in the student's removal from the Academy. Appropriate charges will be filed.
- Students are not allowed to fraternize with inmates working at the Academy.
- When walking in hallways, please stay to the right of the aisle because of oncoming traffic. Do not congregate in the hallways.
- Please refrain from going into the following areas: administrative offices, range access road, inmate areas, audio-visual areas, maintenance shops, classrooms, lab and other training areas.
- Officers must wear their departmental approved training uniform to class. Non-uniform officers must wear proper officer attire to class. For male students, this includes slacks or khakis with a button-down shirt or Ban-Lon with collar. For female students, this includes skirts, dresses or slacks with a shirt or blouse. No officer's are to wear jeans, shorts, T-shirts or tennis shoes are **not** allowed in class but may be worn after class hours. Appropriate clothing will be allowed for training that includes physical fitness, defensive tactics, practical problems or other range activities. Those who dress inappropriately will not be permitted to attend classes.



DORMITORY RULES

To ensure that you have a safe and pleasant stay here, please follow these procedures, which are in compliance with state and federal laws, fire regulations and Academy policies.

- The linen room opens at 7 a.m. Monday through Friday. Students checking in on Sunday night must do so between 6 p.m. and 9:30 p.m.
- The linen assigned to you is the property of the Criminal Justice Academy and must be turned in prior to your departure.
- You will be given a name tag for your dorm room door. Please fill it out properly and place it in the slot provided for this card on your door.
- For your convenience and security of personal property, you must buy a lock for the locker in your room. The Academy is not responsible for the loss of private property so valuable items should be secured.
- Students may not exchange rooms or move into another dormitory room or VIP Room for any reason without clearance from the Student Housing Manager or the Coordinator of Basic Training.
- Do not iron your clothes on sheets, blankets or bedspreads. An ironing board is available for your use.
- Students should hang up clothing, make their beds and remove all items from the floor. Shoes may be placed underneath the bed. Do not affix anything to the walls.



DORMITORY RULES

(continued)

- room. Rooms will be inspected daily and violations will be noted. If valuables are left unsecured, your room will be secured by the Housing Manager or a representative.
- Your conduct here should be of the highest quality and appropriately represent your agency and your profession. No horseplay or pranks will be condoned.
 - Visits by members of the opposite sex are prohibited in dorm rooms. Socializing and visiting in the hallways are also prohibited as other students may be disturbed.
 - Electric heaters, electric blankets, hot plates, coffee pots and similar items are not permitted in dorm rooms in conjunction with fire regulations. Please turn off your lights, radio or TVs when leaving the room.
 - The lost and found department is at the Student Housing Manager's office, across from W125 in the West Dormitory. For help with lost and found items, you can contact the Housing Manager between 7 a.m. and 3 p.m., or night security between 6 p.m. and 6 a.m.
 - Because the Academy operates on a controlled heating and air conditioning system, windows in the dorm do not open. The heating and air conditioning equipment for the dorms is operated by Energy Management programs. Hours are from 4 p.m. until 7:50 a.m., Sunday through Friday.
 - Notify the instructor if you are ill and remaining in the dorm during shutdown. The instructor will then notify the Housing Manager so that needed adjustments can be made. **Heating and air conditioning are not on between 7:50 a.m. and 4 p.m.**
 - Complaints concerning maintenance issues should be placed in the complaint box at the linen room. Leave your name, room number, specific nature of the problem and dorm room location (West Annex, West and North). The cards will be picked up daily and the maintenance staff will be notified. Maintenance issues include unclean bathrooms and dorm rooms, heating or air conditioning problems, burned-out bulbs and room damage. Complaints involving emergency or unsafe conditions should be reported immediately to the Student Housing Manager. If a problem occurs after normal operating hours, report the problems to the night Security Officer on duty. The Student Housing Manager's office is on the first floor of the West Dormitory near the elevator.
 - Students who leave on Friday and won't return the following Monday must turn in their linen before 9 a.m. For those who are returning on Monday, linen exchange will be on Fridays from 7 to 9 a.m. No linen exchange is scheduled for students attending classes for one week or less. Personal belongings do not have to be out of the room until classes are over. Please lock all belongings inside your locker so that rooms may be cleaned. Fold blankets and/or spreads. Place sheets inside pillowcases. Leave pillowcases and mattress covers inside the room before checking out.

FOOD SERVICES

- Meal times at the Academy are: breakfast from 6:30 to 8 a.m.; lunch from 11:30 a.m. to 1 p.m. (A weekly schedule will be posted with an assigned lunch times; and dinner from 5 to 6 p.m.
- Student break times in the cafeteria are from 9:45 to 10:45 a.m. and from 2:45 to 3:45 p.m.
- Soft drinks, coffee and tea machines are turned off except during student break times and meal times. Students are not allowed to take a break during the inmates' break time.
- Glasses, cups and utensils can't be removed from the dining room.
- Students, These cards will be issued by your class liaison.
- Proper attire is required at all times in the dining room. Hats, tank tops, sweat clothes, shorts and flip flops are prohibited in the cafeteria.



MISCELLANEOUS

The space below is provided for any additional rules made by the instructor.