



Basic

Telecommunication

Officer Training

Rules and Regulations

Basic Telecommunications Student Rules and Regulations

Welcome to the South Carolina Criminal Justice Academy. In order to ensure that your stay here is a safe and pleasant one, and to keep our operations in compliance with existing State and Federal laws, fire regulations and Academy policies, the following information is for your guidance.

Your conduct here should be of the highest standard and appropriately represent your agency and your profession.

ATTIRE

Students are required to wear their departmental uniform or a polo style shirt with khaki trousers and closed toe shoes. Jeans, shorts, and t-shirts are not acceptable or allowed in class. Individuals reporting to class outside of the specified attire will be immediately dismissed from training.

DORMITORY / CLASSROOM RULES

- Students must arrive on Sunday at 6:00 pm for a **MANDATORY** orientation.
- Class begins at 7:30 am on Monday morning. Tardiness is unacceptable.
 - If a student has permission to commute and is tardy one time, they will lose their permission to commute. Upon the second tardy arrival, they will be released from training for 1 year.
- Training manuals will be provided for each student.
- Students need to bring pen(s), pencil(s), and a highlighter.

Basic Telecommunications Student Rules and Regulations

- 911 students are allowed to park in the parking lot next to the Hall of Fame and CJA main building. Park only in designated parking areas. Do not park in staff spaces, on the grass, yellow lines, handicap parking (unless appropriate) or other undesignated areas.
- There is a 10:00 pm curfew for all students staying in the dormitories. This assists in providing security as well as quiet time for others.
- Students will be given name tags for their dormitory door. Please fill it out properly and place it in the slot provided on your dormitory room door.
- Please familiarize yourself with the Dormitory and Cafeteria Rules which are posted in all dormitory rooms.
- Members of the opposite sex are prohibited in dormitory rooms for any reason. Socializing and visiting in the hallways is also prohibited, as other students may be disturbed.
- Students may not exchange or move into another dormitory room for any reason without clearance from the Student Housing Manager.
- Students should hang up all clothing, dust the top of their dresser and desk, and empty their trashcan into the larger trash bins on that floor.
- Personal items should be neatly arranged on dressers and desks.
- Footgear should be placed underneath the bed.
- Students are responsible for vacuuming their own room. Vacuum cleaners, toilet tissue and trash bags are located in the laundry rooms.
- The janitorial staff will clean showers and bathrooms.

Basic Telecommunications Student Rules and Regulations

- DO NOT affix anything to the walls.
- For security of personal property, students MUST provide a lock for their locker in their dormitory room. **THE ACADEMY IS NOT RESPONSIBLE FOR LOSS OF PERSONAL PROPERTY; THEREFORE, SECURE ALL VALUABLES IN YOUR WALL LOCKER WHEN YOU ARE NOT IN YOUR ROOM.** If valuables are left unsecured, the Housing Manager or their representative will secure (lock up) your room. Rooms will be inspected daily and violations noted.
- The Criminal Justice Academy is a tobacco free facility, to include dormitory rooms. Use of tobacco products is only 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.
- Alcoholic beverages, illegal drugs and gambling are prohibited in and around Academy premises.
- Persons believed to be under the influence of alcohol, will be required to take a breath test to determine level of intoxication. Intoxication will result in removal from the Academy and filing of appropriate charges.
- No food is allowed in the classroom, hallways, or the front lobby.
- When walking in hallways, please stay to the right of the aisle to prevent blocking of oncoming traffic. Do not congregate in the hallways.
- Do not wear hats in the building.

Basic Telecommunications Student Rules and Regulations

- There will be no fraternization by any student with inmates working at the Academy.
- Please refrain from going into the following areas:
 - Administration offices
 - Range access road
 - Inmates area
 - Audio-visual areas
 - Maintenance shops
 - Lab
 - Other classrooms
- NO horseplay and/ or pranks will be condoned at any time.
- A Lost and Found is available in West Linen Room. For assistance with lost and found items, as well as, housing/room matters, you can contact the Housing Manager between the hours of 9am to 5 pm or night security between the hours of 6pm to 6 am.
- Because the Academy operates on a controlled heating and air conditioning system, windows in the dormitory rooms do not open.
 - The heating and air conditioning equipment for the dormitories are operated by Energy Management Programs. Hours of operation are 4pm to 7:50 am, Sunday through Friday.

Should an emergency situation, illness, or injury occur during training, the Basic Training Coordinator or Student Liaison should be notified of the situation immediately.

Any issue resulting in missed classroom time will be evaluated case by case by the Basic Training Coordinator.

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Phone Numbers:

Criminal Justice Academy – Main Number..... (803) 896-7777

Basic Training Coordinator – Jim Crosland..... (803) 896-8346

Cell: (803) 422-8913

Student Liaison – Frank Hinson..... (803) 896-7616

Cell: (803) 391-5114

Housing Manager – Shearn Mitchell (803) 896-0039

Cell: (803) 705-9360

IN CASE MEDICAL TREATMENT IS NEEDED:

Lexington Medical Center-Urgent Care

7035 St. Andrews Road

Columbia, SC 29212

(803) 749-0924