

Central Shenandoah Criminal Justice Training Academy

**Basic Training Dorm Rules:**

1. To request Dorm Accommodations: please check the box on your registration form indicating you would like on-site housing in our Dorms. Submit the registration form in a timely manner so that availability can be checked and rooms can be prepared for occupancy.
2. Dorm rooms are issued on a first-come / first-serve basis, based on availability at the time of the request.
3. Dorm rooms cost $35 per night, per student for non-member agencies. There is no cost for housing of recruits from member agencies. All rooms are designed for double occupancy with twin beds. Students of the same gender may be assigned jointly to one room. Single occupancy rooms are not guaranteed, depending on availability, at the Academy’s discretion.
4. Students who are issued rooms are required to check in with Laurie Skinner, Administrative Assistant, on the first day of their class, sometime between 8am-3pm, to sign for and receive their key(s). This provides adequate time for students to also inspect their room sometime during the day and report any needs prior to the Academy closing for the business day.
5. The Academy furnishes bed linens and light blankets. Students are required to provide their own towels, soap, and any personal toiletries.
6. The Academy has washing machines and dryers on each level of the Dorm facility available for student use, at no cost.
7. Alcoholic beverages are strictly prohibited from being possessed or consumed on Academy premises at any time, including dorms and parking areas.
8. The use of tobacco products of any kind, including “in cheek,” are strictly prohibited inside Academy buildings, including the Dorms.
9. Smoking is prohibited in the dormitory, INCLUDING E-Cigs, Vapes and Diffusers or any variations thereof. Smoking areas are designated at the upper breezeway leading in the Academy upper (classroom) level. Students are required to use the ASH can to extinguish and dispose of cigarettes.
10. All students: review the Dress code tab for acceptable attire. Students utilizing the dorms are required to wear a shirt and proper undergarments at all times when in the common area hallways, laundry rooms, and day rooms. Robes are an acceptable alternative.
11. Parking lots in the back of the Academy are for student parking. The parking areas in the front of the Academy main building are for Academy Staff, Instructors, and visitors.
12. Pets are prohibited from staying with students in Dorms or parking areas.
13. Cross Gender visitation in dorm rooms is strictly prohibited.
14. Overnight stays by spouses, family members, or friends in dorm rooms is prohibited.
15. “Quiet time” is 10PM to 05:30am. Please be considerate of other students and instructors by keeping noise level low at all times.
16. **RECRUITS: LOADED FIREARMS ARE PROHIBITED IN THE DORM BUILDING. \*\*\*\*\*THERE ARE NO EXCEPTIONS. \*\*\*\*\*\*\*\*\***
17. All students and Instructors utilizing Dorms are required to keep their rooms neat and clean. Beds will be made and lights off when not in your room. All trash should be deposited in the dumpster on the outside NE corner of the main Academy building, on the lower level.
18. Dorm rooms are subject to daily inspection by Academy personnel.
19. Please report any deficiencies of the dorm facilities to a Staff member as soon as possible so that action can be taken immediately for a remedy.
20. The Academy reserves the right to remove dorm access and use from any student or Instructor for infractions.
21. This is a Criminal Justice Training Facility. Proper conduct and behavior is expected of students, Instructors, and Staff at all times.
22. Students will be prepared for dorm inspections daily.
23. TVs and Refrigerators are not permitted in Dorm Rooms.
24. Students must take ALL of their personal belongings and completely vacate the dormitory at the end of the training week.
25. In case of lost key, there will be an $8 replacement fee.

**IN-SERVICE STUDENTS:**  Please do the following upon completion of your stay.

1. Remove ALL bed linens and place them in the laundry room on top of one of the washers.
2. Remove ALL trash and place in the laundry room trash can if space permits.

Local health department recommendations include arranging beds in dormitory rooms so occupants’ heads are at opposite ends from one another, and dorm bathrooms are to be occupied by only one occupant at a time. Dormitory occupants should use the break room on their floor in the dorm only. Masks are available for all individuals on Academy property, and are encouraged whenever individuals will be closer than 6 feet apart for more than 15 minutes. Dormitory occupants are strongly recommended to follow CDC and VDH guidelines not only at all times on Academy property *and* during weekends (including avoiding crowds and known hot spots), to minimize the possibility of the need for quarantine or isolation or closure of the Academy due to quarantine or isolation requirements.

Further information is available by contacting Laurie Skinner at the Academy office 540-234-9191 or by email lskinner@cscjta.org.

***It is the intention of the Central Shenandoah Criminal Justice Training Academy to comply with Title II of the Americans with Disabilities Act (ADA) of 1990. Therefore, those persons requiring special accommodations to participate in this program should indicate the need for such accommodation on the Training Registration Form.***

Student Signed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_