



North Carolina Department of Public Safety Samarcand Training Academy

3600 Samarcand Road, Jackson Springs, NC 27281
Phone: (910) 466-4165

Request for Use of Samarcand Training Academy Classrooms and Mat Rooms

(Please choose from the following)

- ACADEMIC CLASSROOMS MAT ROOMS GYMNASIUM
- COMPUTER CLASSROOM AUDITORIUM (320 SEATS) MOCK COURTROOM

The following request form is designed to ensure your agency may be afforded the opportunity of using the Samarcand Training Academy for your training event. We will make every effort to honor your requested date(s), but we reserve the right to reschedule if necessary. Participants reserving a classroom are responsible for the general care of the room during usage and any equipment located inside the classroom.

Please e-mail the completed request to: SamarcandReservationRequest@ncdps.gov

1. NAME: _____
2. TELEPHONE NUMBER: _____
3. AGENCY NAME/DIVISION NAME: _____
4. DATE REQUESTED FOR USE: _____ TIME REQUESTED FOR USE: _____
5. ALTERNATE DATE: _____
6. TYPE OF TRAINING: _____

7. NUMBER OF PARTICIPANTS IN TRAINING CLASS: _____ (MAXIMUM – 24)
8. QUANTITY OF CLASSROOMS: _____

- I will make sure the board is cleaned and the room is neat before I leave the classroom
- I will make sure all equipment is in place and nothing has been removed from the classroom.
- I have attached a copy of the training schedule.

A. **Weapons in Academy Classrooms** – Personnel attired in agency issued uniforms or tactical clothing, with duty belts, are permitted to have agency issued firearms on their person while attending training in the Academy classrooms and MUST leave their firearm secured in their holster at all times. Personnel attired in civilian clothing are required to secure their agency issued weapon in their holster at all times. In addition, if the weapon is overtly displayed, personnel are required to display visible indicia (badge on belt/on neck chain) identifying themselves as either a law enforcement officer/agent or DAC/JJ certified Corrections or Probation/Parole officer authorized to carry a firearm.

B. **Training Weapons in Classrooms** – Only firearms in which the firing pin has been removed and/or the barrel has been blocked (red training guns) or firearms converted with a marking cartridge barrel (simunition blue guns) and so designated, may be used for demonstration in Academy Classrooms. Under no circumstances may a lethal firearm that has not been converted be utilized for demonstrations in Academy classrooms. A waiver of this policy may be requested by an agency on a case by case basis and said waiver may only be granted by the Academy Director or his designee.

Training Coordinator (Printed Name) Date Signature