



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 Facilities

Please choose facilities requested from the following dropdowns. Save the document prior to sending or printing. Call (910)466-4165 prior to submission to ensure dates and facilities are available. **This form must be submitted to Samarcand at least five (5) business days before the training event.** If only requesting lodging please skip down to Agency Accommodations. Please e-mail the completed request to; SamarcandReservationRequest@ncdps.gov

This request form is designed to ensure your agency is 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 facility are responsible for the general care of the facility during usage and any equipment located inside the facility. ***** Currently certified Firearms Instructor required. **** Currently certified Simunitions or Force on Force Instructor required when Simunitions are used.**

Agency Information

1. NAME:

2. TELEPHONE NUMBER: (Office) (Cell)

3. AGENCY NAME/DIVISION NAME:

4. TYPE OF TRAINING:

5. NUMBER OF PARTICIPANTS IN TRAINING CLASS:

6. EQUIPMENT REQUESTED Choose One... Choose One...

Choose One...

From: Click here to enter a date.

To: Click here to enter a date.

For the following hours: To:

Choose One...

From: Click here to enter a date.

To: Click here to enter a date.

For the following hours: To:

Choose One...

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For the following hours:

To:

- 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. **Due 5 working days prior to training event. I understand I cannot deviate from this schedule without prior permission.**
- I have attached proof of required certifications. **Current Firearms Instructor is required on the Ranges. Current Simunition or Force on Force Instructor is Required while shooting Non-Lethal Training Rounds.**

- 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.

Agency Accommodations

Dorm rooms and meals are free for North Carolina law enforcement students and those employed by North Carolina agencies. **Federal Officers, out of State Officers and third-party contract employees must pay \$50.00 plus a 3% credit card processing fee per night stayed. This fee includes dorm room and meals.**

1. CHECK-IN DATE: Click here to enter a date.

CHECK OUT DATE: Click here to enter a date.

CHECK-IN TIME:

CHECK OUT TIME IS BETWEEN 0700 AND 0800 LAST DAY OF CLASS

2. NUMBER OF FEMALE DORMITORY ROOMS REQUESTED:

3. NUMBER OF MALE DORMITORY ROOMS REQUESTED:

4. NUMBER OF INSTRUCTORS REQUESTING OVERNIGHT ACCOMODATIONS:

5. NUMBER OF COMMUTORS WILL COMMUTORS BE EATING LUNCH ON CAMPUS

*******Please be as accurate as possible, as this information is used to determine how many meals are prepared*******

Dormitory Check-In is permitted between the hours of 3:00 pm and 9:00 pm, in Academic Building D. Failure to arrive by 9:00 pm will result in the reservation being cancelled. Check-Out on the morning of departure is no later than 8:00 am and the room keycard will be turned into Admin D at that time.

Samar cand is a **pedestrian friendly facility**, parking on campus is permitted in designated parking spaces. Overnight participants are permitted to drive to their dorm and unload/load for 30 minutes and then return their vehicle to their designated parking spaces. (EXCEPTION: Carroll Dormitory located on Leonard Drive does not have parking to unload/load.)

(IF APPLICABLE) - Students attending training at Samar cand Training Academy, utilizing overnight accommodations in a dormitory, may secure their UNLOADED agency issued handgun in the safe provided or lock the firearm in the trunk of their vehicle in a secure container. **UNDER NO CIRCUMSTANCES ARE LOADED HANDGUNS TO BE BROUGHT INTO OR STORED IN ACADEMY DORMITORY BEDROOMS.** Weapon clearing barrels are located outside the entrances of all dormitories and **MUST** be utilized to unload the handgun prior to entering the dormitory and loading/charging the firearm upon departure. Weapons are not to be unloaded or loaded in the dormitory bedrooms at any time. All long guns, loaded or unloaded, are strictly prohibited from being brought into Academy dormitory bedrooms and should be secured in the trunk of your vehicle. No other types of weapons are permitted in the Academy dormitories.

Click or tap to enter a date.

Training Coordinator (Printed Name)

Date



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Samarcand Training Academy**

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