



North Carolina Department of Public Safety

Office of Staff Development & Training

Pat McCrory, Governor
Frank L. Perry, Secretary

W. David Guice, Commissioner
Charles Walston, Director

TO: Training Facilitators/Participants/Visitors

DATE: January 13, 2014

FROM: Charles D. Walston, Director
NCDPS - Office of Staff Development and Training

RE: Training Facility Usage Agreement/Policy

PLEASE ENSURE COMPLIANCE WITH THE FOLLOWING FACILITY USAGE GUIDELINES.

OSDT APEX TRAINING COMPLEX FACILITY USAGE CONTRACT:

A Facility Usage Contract must be completed and returned to Mrs. Gwendolyn Messner, Processing Assistant IV (919) 367-7121, via e-mail gwendolyn.messner@ncdps.gov or fax (919) 367-7180, for room assignment and usage instructions.

CLASSROOMS:

The Apex Training Complex has a variety of classrooms, which may be available for use. Classrooms (222), (224), (226), & (229), can accommodate 10 to 30 participants in various classrooms. The Multi-purpose room (232) seats up to 100 personnel.

FOOD AND BEVERAGES ARE PROHIBITED IN ALL CLASSROOMS. THE ONLY EXCEPTION TO THIS RULE IS BOTTLED WATER WITH A LID ON IT!

SECURITY ENTRANCE:

All visitors, students, and training participants must enter and exit the Apex Training Complex via the west entrance and must comply with the established entrance/exit procedures as administered by site Security personnel. The OSDT Training Complex is now using the Gate Log System to log visitors in and out of the premises. Please swipe your agency I.D. badge at the security desk when entering and exiting the facility. Persons who do not have an agency I.D. badge that is compatible with Gate Log, will be required to sign in/out of the complex each time they enter or exit the training complex. (Please see the attached map)

PARKING:

Students should park in the large parking area adjacent to the rear of the building in the west/student and visitor parking lot. The parking areas in front and along side of the building are designated for OSDT employees and state vehicles assigned to the Apex Training Complex. Unattended vehicles should be locked.

OSDT-1:

When using the Apex Training Complex, please complete an OSDT-1 form, including appropriate signatures from instructors and training participants and provide a copy to Mrs. Gwendolyn Messner, Processing Assistant IV.

MAILING ADDRESS:
4213 Mail Service Center
Apex, NC 27699-4213



OFFICE LOCATION:
2211 Schieffelin Rd.
Apex, NC 27502

www.ncdps.gov

Telephone: 919-367-7100

An Equal Opportunity/Affirmative Action Employer

Fax: 919-367-7180

CONDUCT OF PARTICIPANTS:

All persons entering the Apex Training Complex must conduct themselves in an orderly and professional manner at all times. Loud, boisterous, or disruptive speech is not allowed, unless required as a component of a training program. Loitering, gathering, or assembling in the hallways and/or blocking the entrance to or exit from any portion of the building is prohibited. No posters, placards, signage, or message boards are permitted inside the facility, unless approved for use as part of an authorized instructional presentation.

EMERGENCY CONTACT:

The Apex Training Complex staff can quickly deliver an emergency message to any training participant should the need arise. The telephone number for the security desk at the Apex Training Complex is (919) 367-7100.

CLASSROOM AUDIO / VISUAL EQUIPMENT

Multipurpose Room # 232, In-Service Classroom # 224 and Small Conference Room # 222 have a mounted projector and sound bar for presentations. In order to use this equipment the instructor must first sign out the equipment bag for the classroom they are using from the OSDT Security Desk. Each equipment bag contains the remote controls and A/V cords needed to operate all equipment. The equipment bag shall be returned to the OSDT Security Desk at the end of the training day.

Basic Classroom # 229 also has a mounted projector and USB laptop speakers are included in the equipment bag for that classroom. All instructors using the Apex Training Complex shall bring their own laptop in order to use this A/V equipment. Entities requiring additional technological support should contact Ms. Crystal Lupton, OSDT Technology Manager, at (919) 367-7108.

TELEPHONE / FAX MACHINE / COPY MACHINE/COMPUTER KIOSK STATIONS:

For access (Official State Business) to Telephone/Fax Machine/Copier/Computer Kiosk Stations, please speak with a staff member of the Apex Training Complex.

BREAK AREA:

The inside break area is located to the immediate front as soon as you enter the Apex Training complex. The inside break area has a soft drink machine, snack machine, and a test kitchen which is open Monday thru Thursday for breakfast and lunch, and Friday for breakfast only. The atrium area located in the break area has tables and chairs which are available for use throughout the day. The outside break area is located at the west entrance of the Apex Training Complex.

RESTROOMS:

The restrooms are located on the main corridor past the break area on the left as you enter the Apex Training Complex. Please clean up after yourself when using the restroom. Please immediately report any problems associated with the condition of the restrooms to the security desk.

TOBACCO-FREE CAMPUS:

Employees and visitors **may not use** tobacco products or tobacco-less products while on the grounds of the Apex Complex. Individuals may have tobacco products, tobacco-less products, paraphernalia, and lighting devices in their secured vehicles. Employees and visitors are

prohibited from using tobacco products and tobacco-less products in their personal vehicles until the vehicle has left the grounds of the Apex Complex.

CLEANING:

The primary facilitator will make sure the area is left neat and clean. We will be happy to assist by providing access to any cleaning materials or supplies that you require.

INMATE WORKERS:

Be advised that minimum custody inmates are assigned to clean in and around the Apex Training Complex as well as the Correction Enterprises Warehouse, located to the north of the Apex Training Complex.

PHOTO / VIDEO / AUDIO RECORDING ACTIVITIES:

Photo, video, and audio recording activities are prohibited at the OSDT Apex Training Complex without the prior approval of the OSDT Director, or Senior Member of the OSDT Management Team.

CELL PHONES:

Cell phones shall be placed on either silent or vibrate mode to prevent disruptions of training activities. If you must answer a cell phone, you should leave the classroom. In the event that a cell phone becomes lost or is missing, please report this information to the security desk immediately.

FIREARMS:

Firearms are not allowed in the Apex Training Complex. Visiting Law Enforcement must secure weapons and ammunition inside the trunk of their vehicle before entering the Apex Training Complex. The Security Officer is the only authorized armed personnel in the Apex Training Complex.

LAW ENFORCEMENT OFFICIALS, WHO ARE WITHIN THEIR LEGAL JURISDICTION, WHO ARE IN THE OFFICIAL PERFORMANCE OF THEIR DUTIES OR AS PART OF AN APPROVED TRAINING EVENT OR SPECIAL ACTIVITY WITHIN OR AROUND THE APEX TRAINING COMPLEX WILL BE PERMITTED TO MAINTAIN THEIR WEAPONS.

EMERGENCY SITUATIONS AND AED:

Emergency situations should be immediately reported to the Security Officer at the Security Desk or any Office of Staff Development and Training personnel. An AED is located at the south/west corner wall of the atrium, in the break area near the microwaves. If an emergency situation requires activation of 911, please utilize the Security Officer and request the activation of 911. Please be prepared to provide all pertinent information as requested by the Security Officer.

EMERGENCY EVACUATION:

In the event of an emergency evacuation of the Apex Training Complex, all personnel should report to the emergency evacuation assembly area located at the north/west corner of the west/student and visitor parking lot, as shown on the attached map.

DRESS CODE:

Participants are required to wear professional attire. **NO BLUE JEANS OR SHORTS ARE ALLOWED.** Casual shoes may be worn, but sandals, sandal like slides, and flip-flops are prohibited.

OSDT TRAINING FACILITY
2211 SCHIEFFELIN ROAD
MSC 4313
APEX, NC 27699-4213
Phone (919) 367-7100 | Fax (919) 367-7180

This contract is designed to ensure all Department of Public Safety employees have the privilege of using the training rooms located at the Apex Complex Facility when available. We will make every effort to accommodate your request. HOWEVER, we do reserve the right to reschedule, if necessary, in order to accommodate OSDT's Basic Training Classes. **Please use the West Entrance to the building and sign in and out with Security.** The OSDT Training Complex is now using the Gate Log Key System to Log in and out of the premises. Please bring your I.D. Badge for entrance and existing the building. As of October 1, 2010, the Apex Complex facility has been designated as a tobacco free property.

Those using the classrooms are responsible for the general care of the room and all equipment while occupying the room. Upon check-in please check out the equipment bag for the classroom used, it contains all cables and remotes for the existing equipment. Security will call Gwendolyn Messner to direct you to the classroom. She will then go over the entrance/exit facility form.

UNSIGNED CONTRACTS WILL NOT BE HONORED

Fax completed contract to (919) 367-7180 or e-mail Gwendolyn.Messner@ncdps.gov

For more information call: 919-367-7121

ROOM REQUEST

Name: _____ Phone: _____

Agency/Division Requesting Room: _____

Date and Start Time _____

Type of Training: _____ No. of Participants: _____

ROOMS (CHECK ONE)

- | | |
|--|---|
| <input type="checkbox"/> Basic Classroom # 229
(Accommodates 30) | <input type="checkbox"/> Basic Classroom # 235
(Accommodates 30) |
| <input type="checkbox"/> Multipurpose Room # 232
(Accommodates 75 to 100) | <input type="checkbox"/> In-Service Room # 224
(Accommodates 30 to 70 depending on set-up) |
| <input type="checkbox"/> Computer Lab Room #226
(Accommodates 20) | <input type="checkbox"/> Small Conference Room # 222
(Accommodates 15 to 20) |

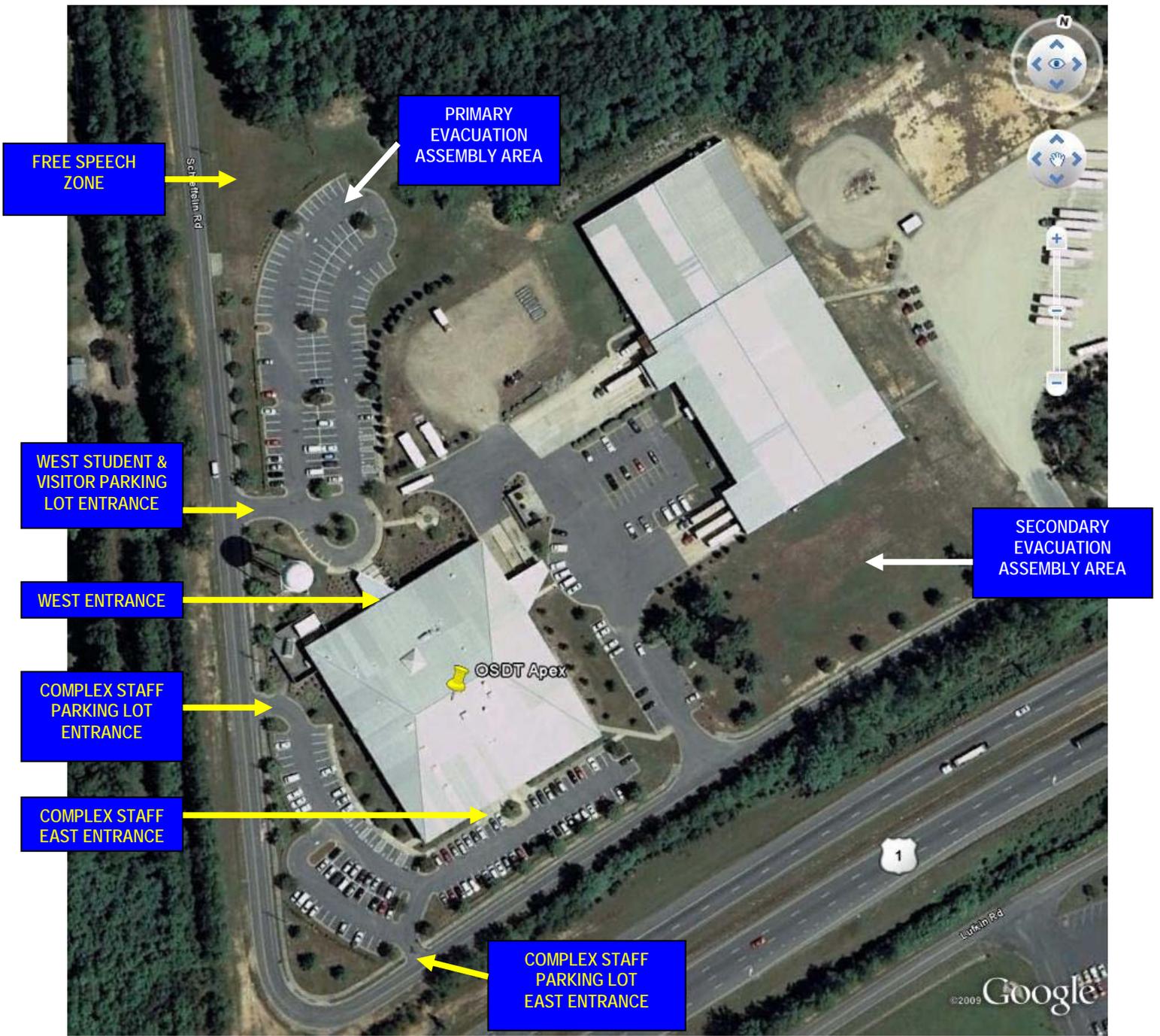
NOTE: WE PROVIDE CABLES AND REMOTES FOR EXISTING INSTALLED EQUIPMENT IN OUR CLASSROOMS UPON CHECK-IN. YOU MUST PROVIDE YOUR OWN LAPTOP.

Requester Signature _____ Date _____ Approver Signature _____ Date _____

**NO FOOD, ONLY DRINKS WITH A LID ARE ALLOWED IN CLASSROOMS
 (THIS INCLUDES INSTRUCTORS)**



OSDT Apex Training Complex
2211 Schieffelin Road, Apex N.C. 27502
Telephone: (919) 367-7100
Fax: (919) 367-7180



Directions to OSDT Apex Training Complex

North of Raleigh traveling on US 1 South

Follow **US 1** through Raleigh to **Exit 96** (Ten Ten Road). Exit to the right and at stop light for Ten Ten Road turn left. Drive about 1 tenth of a mile to Schieffelin Road. Turn left and follow the road about 1 mile until it makes a hard right turn. Immediately after the right turn, you will see a water tower and OSDT on the right. Drive past the water tower and turn right into the West Student Parking Lot (West Entrance).

Enter the building from this parking lot and sign in at the desk. You will be at the rear of the building.

South of Raleigh/Apex traveling on US 1 North

Follow **US 1** to **Exit 95** (Highway 55 West). Exit to the right and at the top of the ramp turn left onto Hwy 55. At the third stop light, turn right onto James Street. At the end of James Street, turn right onto Schieffelin Road. You will see the OSDT building on the left. Turn left into the first parking lot, this is the West Student and Visitor Parking Lot before the OSDT water tower.

Enter the building from this parking lot and sign in at the desk. You will be at the west entrance to the building.

Toward Raleigh traveling on 40 East

At Exit 293, exit 1-40 / US 64 East/US 1 South. Travel on US 1 South to exit 96 (Ten Ten Road). Follow the directions from #1 above.

East of Raleigh traveling on US 64 West

Follow US 64 to Highway 55 Apex. Exit to the right. Follow Hwy 55 through town. At the stoplight on James Street and Hwy 55, turn left onto James Street. Follow the directions from #2 above.