

# DPSST Academy and Dormitory Information



## CHECK-IN FOR TRAINING



Administration Building

On the first day of the scheduled training, plan on arriving at DPSST between 7:30 AM and 7:50 AM. This will allow for plenty of time to get registered and have your DPSST identification card issued to you. You will also receive your meal card which allows you to eat lunch (breakfast and dinner for those traveling more than 75 miles) at the DPSST Dining Hall

Class registration will be conducted in the lobby of Building A, see DPSST Campus Map Page 5.

## DRESS CODE

The dress code at DPSST during class hours is casual business attire. Slacks, (no jeans) button-up shirts, blouses and skirts, polo shirts are considered appropriate business attire and/or uniforms. For those of you staying at the campus, after hours you can wear jeans and t-shirts.



## Table of Contents

General Rules and Conduct	2
Dining Hall at DPSST	2
Overnight Lodging at DPSST	2
General Dormitory Information	3
Dormitory Services/Student Responsibility	3
Dormitory Rules	4
Campus Map	5

## General Parking

- If you are commuting to the training daily, you can park in any area that is not prohibited by signs, or defined as off limits.
- Students who are residing on campus should park more towards the dormitory building (E bldg).

## GENERAL RULES AND CONDUCT

### Possession of Alcoholic Beverages and/or Illicit Drugs

The use or possession of alcoholic beverages and/or illicit drugs on Academy grounds is strictly prohibited. Participation in any Academy functions while under the influence of, or with any measurable BAC of an alcoholic beverage or illicit drug is prohibited. No student will report for any training function with alcohol on his or her breath. *Note: Prescription drugs will be allowed when the student holds a valid prescription bearing the student's name on the container label, per state law.*

### Firearms

It is the policy of DPSST to prohibit the introduction of firearms, both personal and agency issued, into the dormitories, except to secure them in lockers. No firearm will be left in any location that is not secure, including vehicles. Live ammunition shall not be brought to any academy premises under any circumstances. Any student violating the firearms or ammunition rules will be dismissed from the Academy program.

### Tobacco Use and Smoking

- Tobacco use and smoking is NOT permitted inside any building including dormitories.
- Tobacco use and smoking is permitted ONLY in the designated areas.



## DINING HALL AT DPSST



Dining Hall

All students commuting 50 or less miles to class on a daily basis will have lunch provided at the DPSST dining hall at no cost. Student who were required to travel 50 or more miles will have breakfast, lunch and dinner provided at DPSST for no cost.

The dining hall serves meals during the following hours:

- Breakfast is served from 0600 to 0800 hours (6 AM - 8 AM).
- Lunch is served from 1100 to 1300 hours (11 AM - 1 PM).
- Dinner is served from 1700 to 1900 hours (5 PM - 7PM).

## OVERNIGHT LODGING AT DPSST



Student Dormitories

Dormitories, located at the Department of Public Safety Standards and Training new public safety academy, are set up to house a maximum of 350 students at any one time.

Two students will share each room and there is one restroom facility for every two dorm rooms. Students will each have a bed and storage area. There are desks, televisions and wireless internet access in every room.

Common areas include student reception, a large computer lab, student lounge, laundry facilities and gymnasium with aerobic and weight lifting equipment. Students also have access to a rigorous, outdoor fitness trail.

In the event you must leave the Academy before the end of your scheduled training, you will be required to check-out-of your room on the effective date of your departure. Under no circumstances will persons other than Academy students or staff utilize DPSST housing.

## WHAT TO BRING TO THE DORMITORY

When staying overnight at the DPSST Academy please bring the following items:

- Personal grooming items
- Soap
- Clothes hangers (optional, not provided)
- Bath towels
- Alarm Clock (optional)
- Wash clothes
- Extra blankets (optional)



## GENERAL DORMITORY INFORMATION

Check-in Procedures:

You will need to enter the campus through the gate located at the main entrance. Monday through Friday the gate is open between the 0630 and 1700 hours (6:30 AM - 5 PM). If you arrive outside of those hours or on the weekend you will need to enter the gate pad code 0550# to gain entrance to the DPSST facility.

- **Sunday Arrivals:** If you plan on arriving at the academy on Sunday evening check-in is between 1600 and 1900 hours (4 PM - 7 PM) at the Student Reception, Building E. If you miss the scheduled check-in for lodging, you will be responsible for obtaining your own offsite lodging for that night.
- **Weekday Arrivals:** If you are arriving at the academy during the weekday. You can check-in between 0700 and 2000 hours (7 AM - 8 PM) at the Student Reception, located in building "E".

Check-out Procedures:

You must check-out of your assigned room by 1000 hours on the day of departure. When checking out you must return your key to the dormitory check-in desk.

Leaving and Returning to the Dormitory:

Students may leave the facility following classes each day. Students residing at the academy need to be back on campus **no later than 2200 hours** (10:00 PM). Any student not back on campus before 2200 hours will need to make alternate lodging arrangements for the night.

## DORMITORY SERVICES AND STUDENT RESPONSIBILITY

Each person assigned a room is responsible for the general maintenance of the room. Room and bathroom cleanliness will be evaluated by DPSST staff as needed.

- Students will be responsible for making their own bed and keeping their living unit clean and orderly.
- Clean bed linens will be provided on your arrival. Students will pick up and drop off linen near the dormitory reception desk.
- Vacuum cleaners and other cleaning supplies are available on site.
- Students will work out a rotation of bathroom cleaning duties between themselves.
- You must provide your own towels and washcloths.



## DORMITORY RULES

Each student is expected to adhere to the dormitory rules including:

- Only authorized personnel will reside in the dormitory.
- No room assignment change is permitted without prior approval of the Academy staff.
- Refrigerators, ice chests, or other cooling/heating devices are not permitted in dormitory rooms. Individuals that require a refrigeration unit for medications, can check-out this device from Student Services.
- Electrical appliances such as coffeepots or microwaves is prohibited.
- Students are required to keep housing areas clean at all times. Clothing and personal items will be arranged neatly in closets or cabinets and beds shall be made.
- Students are required to report, in writing, any damaged or missing items. Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted. Students responsible for damage will be required to pay for the repair or replacement of the item.
- Visitors are permitted in the common areas only until 2100 hours. Visitors are not permitted in any of the dormitory living units. Student co-visitation is allowed until 2230 hours, Sun. through Thurs.
- Visitors will be required to provide identity upon request of Academy Staff. Furthermore, students receiving visitors must remain with their guests at all times. Visitors are not allowed to wander Academy grounds unescorted.
- Students of the opposite sex are prohibited from entering or remaining in the room of another student or staff person, unless it is a documented bona fide emergency that is life threatening in nature.
- Students are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 2100 hours and 0630 hours, Sunday through Thursday.
- Smoking is prohibited in the dormitory. Smoking is permitted outside the dormitory in designated areas.
- Motor vehicles will be parked in designated parking areas only. The DPSST is not responsible for any theft or damage to vehicles.
- DPSST staff will conduct an exit inspection of each room on the final day of training. Students must be cleared out of assigned rooms, with keys turned into the dormitory check-in desk before class on day of departure. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All students of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific individual or individuals. Unreported damage or items discovered as missing are the responsibility of room students.
- Students shall use the pay phone for a maximum of fifteen (15) minutes on any single call.
- Students are expected to pick up after themselves and maintain a clean area.



# DPSST CAMPUS MAP

**DPSST Address:**

4190 Aumsville Hwy  
Salem, Oregon 97317

**DPSST Phone and Fax:**

Phone: 503-378-2100  
Fax: 503-378-3306

**DPSST Website:**

[www.oregon.gov/DPSST](http://www.oregon.gov/DPSST)

