

## CAMPUS LIFE

### RESIDENTIAL LIVING

**PURPOSE:** To establish minimum standards to ensure that dormitories will be "home" to all AmeriCorps NCCC members or team leaders during their period of service when not living off campus. These standards will promote a safe, secure, sanitary, and attractive physical and social environment at all times.

#### A. GENERAL

##### 1. Roommates

Residences are co-ed; however, only those of the same gender will be assigned as roommates.

##### 2. Assignment of Roommates

To fulfill the national service goal of bringing together young Americans from diverse backgrounds, roommates are assigned to encourage opportunities to learn about other cultures and backgrounds. Upon arrival, members will be assigned to a specific room in a residence hall. Requests for room changes are to be submitted in writing to the unit leader or other designated staff person and should include an explanation for the request move. While the overall well-being and morale of the members will always be held as top priority, occasions may arise when it is necessary that a member be required to move to another room. Any such action will be communicated in writing, and will include an explanation for the required relocation and a timeline for completing the move.

##### 3. Bathroom Facilities

Separate bathroom facilities will be designated for males and females. Under no circumstances should any person use the bathroom facilities of the opposite sex.

##### 4. Attire

Minimally acceptable attire for common areas will be athletic shorts, T-shirt or tank tops (unless prohibited by host facility dress codes), and appropriate footwear. Some host facilities prohibit bare feet in any area of the facility except in dormitories. Robes are acceptable to wear between the shower room and dormitory area.

##### 5. Firearms and Other Weapons

Possession of any firearm or other weapon (e.g., knives with blades longer than three inches, brass knuckles, etc.) is strictly prohibited.

##### 6. Security

Residents are responsible for the security of their personal possessions. Rooms should be locked and valuables secured when the room is unoccupied, and outside doors should be secured for the safety of residents.

##### 7. Security Problems

Residents are responsible for reporting unescorted visitors and other security/safety problems to the team leader or staff member on duty.



## 8. Quiet Hours

Quiet hours will normally be from 10 p.m. to 7 a.m. Sundays through Thursdays, and from midnight to 9:00 a.m. on Fridays and Saturdays. The term "quiet hours" means that the residence halls and campus complex will be free of loud noises. Complaints from other residents about excessive noise may result in appropriate disciplinary action. These hours may be modified at the discretion of the region director.

## 9. Visitation

In order to create a community that respects the rights and privacy of all members, no person will be allowed in another person's dorm room (excluding roommate) from midnight to 7:00 a.m. This rule applies seven days a week and there are no exceptions; however, between 10 p.m. and midnight, you must have roommate's verbal consent for any visitor, either male or female.

10. Members and team leaders will refrain from all forms of sexual contact while on duty and while in, or in close proximity to, AmeriCorps NCCC facilities. (This does not include physical contact that is not sexual in nature and is conducted in a consensual, friendly, and non-offensive manner.)

## B. ROOMS

### 1. Room Inspection/Inventory

Each member is required to complete and sign a Room Condition and Inventory Report within the first week of arrival to campus.

This initial inspection will be conducted by an AmeriCorps NCCC staff person or team leader and the member. Prior to the member departing from the program, a final inventory check will take place and any damages discovered will be charged directly to the member. Failure to pay for the damage will result in the delay or withholding of the education award, as appropriate.

### 2. Cleanliness

Each member will be held responsible for the cleanliness of his or her room. Beds are to be made daily, all clothing and personal items should be stored neatly, trash cans emptied, and floors free of debris.

### 3. Privacy

Dorm room privacy operates on the honor code; individual privacy is to be respected at all times. Knock before entering, ask before borrowing, and never enter someone else's room without permission.

### 4. Inspections

There will be periodic room inspections to ensure the health, safety and cleanliness of the member's room (see "Inspections" on pages 55-57). These inspections may be unannounced.

### 5. Food Storage

Food must be properly stored or otherwise disposed of in a sanitary manner to prevent insect infestation. Food such as bread, crackers, cookies, and cereal must be kept in airtight tins or plastic containers/bags.

## 6. Cooking Appliances

Storage or use of microwaves (unless approved by the region director), hot plates, broilers, rice steamers, or cooking appliances in member rooms are prohibited. These items will be removed and stored until completion of the program.

## 7. Fire Hazards

To avoid fire hazards, candles, incense, or open flames are prohibited.

## 8. Flammable Materials

Storage or use of flammable materials such as gasoline, paint thinners, camping fuel, or any other explosive or highly flammable materials in individual rooms is prohibited.

## 9. Telecommunications

The support team leader and team leader's laptop computer are intended to serve several purposes, including, but not limited to:

- Facilitating e-communication with campus and/or sponsor;
- Moving towards paperless reporting (weekly progress reports, sick call form, and other team leader and campus paperwork);
- Mobile information resource for team (through use of internet);
- Facilitate, as needed, Life after AmeriCorps activities of members;

Other uses, as deemed necessary, by appropriate staff.

## 10. Other Appliances

The use of radios, stereos, televisions, and coffee makers is authorized provided such equipment does not create a fire hazard and is compliant with local policies. Coffee makers, hair dryers, irons, curling irons, etc., should be unplugged when not in use.

## 11. Electrical Devices

Use of an electrical device that is not properly grounded is prohibited.

## 12. Noise

Excessive noise resulting in complaints from other residents will result in appropriate disciplinary action.

## 13. Personal Property

AmeriCorps NCCC is not responsible or liable for loss of, or damage to, a member's personal property, including monies loaned between members. High-value electronic equipment such as video systems, games, or other such items are the member's responsibility and may be brought to the program at the member's own risk. Rooms should be locked when no one is in the room.

## 14. Linens

Members will furnish their own linens. Residents will be expected to change their own linen at least once a week. Laundry facilities are provided.



## C. COMMON AREAS

All members are expected to carry out assigned dormitory cleaning duties. Common areas will be cleaned daily and, at a minimum, the following tasks will be completed:

- Sweep hallways, porches, and stairways
- Mop and disinfect bathroom floors and shower stalls
- Scrub and disinfect sinks, toilets, and urinals
- Empty trash
- Take out recycling materials
- Clean mirrors
- Clean laundry room (if applicable)
- Clean up after yourself

If common area or room cleaning duties are not properly completed, the member may be fined or receive extra instruction.

## D. DINING AREAS/MEALS

### 1. Meals

Members will be provided three meals a day, Monday through Friday, and two or three meals a day on weekends and holidays. On some campuses, meals are prepared by the members.

### 2. Attire

The AmeriCorps NCCC uniform will be worn when earning service hours. Participants may not wear short shorts, tank/tube/halter tops, torn or ripped clothing, or T-shirts with offensive logos or statements. Member dress

will conform to both AmeriCorps NCCC policy and that of the host tenant (if applicable).

### 3. Visitors

Visitors are not authorized to eat at AmeriCorps NCCC expense; however, certain meals, such as Thanksgiving or Christmas dinners, may be purchased at a nominal fee.

### 4. Eating Out/Ordering Food

Members who elect to provide their own meals may do so at their own expense. However, members are encouraged to use the dining facility rather than eating or ordering out, since this service is provided at no cost to the members.

## E. FIRE PREVENTION/SAFETY

### 1. Fire Alarms and Exits

Each member shall be familiar with the location of fire alarms, exits, and extinguishers. Each member shall also be familiar with the contents of posted evacuation plans.

### 2. Activating Alarms

Anyone discovering a fire will immediately activate all alarm and emergency evacuation devices, alert and evacuate individuals with disabilities, and notify the Charge of Quarters/duty team leader and fire department of the type and location of the fire.

### 3. Evacuating the Building

Upon hearing or seeing the alarm, everyone will leave the residence hall by the nearest exit and assemble by teams in a predetermined location a sufficient distance from the dorm so that fire fighting personnel can accomplish their task. Team leaders will account for all members of their team and provide such information to the unit leader or duty staff member.

### 4. Failure to Respond to Fire Alarms

Failure to respond appropriately to fire alarms (including drills) may result in disciplinary action.

### 5. Fire Prevention and Safety Policies

All members must be familiar with their host/tenant fire prevention and safety policies.

## F. VISITORS AND VISITATION

### 1. Definition

Anyone who is not a member of the AmeriCorps NCCC assigned campus and is not assigned to that dorm (room or house) is considered a visitor.

### 2. Check-In

All visitors must check in with the staff member on duty upon entering and leaving the AmeriCorps NCCC campus or comply with local campus policy. All visitors will sign in and out in the visitor log.

### 3. Rules and Regulations

Visitors will be accompanied by a member or a team leader, who will advise the visitor of all rules and regulations.

### 4. Visitation Hours

Visitors are not authorized to remain in dormitories overnight and will not be allowed in rooms during quiet hours.

## INSPECTIONS

**PURPOSE:** To ensure a safe and healthy environment in the dorm rooms.

### A. STAFF INSPECTIONS

#### 1. Periodic Inspections

Health, safety, and sanitation inspections will be conducted periodically by campus staff. Inspections will be conducted in pairs and may be announced or unannounced. Members do not have to be present during an inspection.

#### 2. Purpose of Inspections

Inspections are limited to the purposes for which they are authorized and should not involve the examination of any desk, bureau, trunk, or other presumptively private container. Unlocked closets and refrigerators may be inspected to ensure that they are clean and orderly.



### 3. Evidence of Crime

If a staff member should see evidence of a crime in plain view, he or she is responsible for reporting the observation to the unit leader or region director and ensuring that the evidence is safeguarded until it is turned over to the appropriate authorities.

### 4. Probable Cause

Inspections should not be used to search for illegal items or evidence of a crime. Officials must base any search under the Fourth Amendment to the U.S. Constitution on probable cause and comply with search and seizure requirements. Inspections may be conducted to determine whether members possess items that are prohibited by AmeriCorps NCCC policy.

## B. OTHER OFFICIAL INSPECTIONS

Public health, public safety, and fire officials may conduct routine inspections of residence hall rooms and storage areas to promote the overall health and welfare of all residents. These inspections may result in disciplinary action for any individual who is responsible for violations of campus policy.

Inspectors must be accompanied by AmeriCorps NCCC staff inspecting a member's room for health and safety purposes. These inspections can occur at anytime and do not require the presence of the member. As stated above, inspections by public safety and fire officials are also limited to the purposes for which they are authorized and

should not involve the examination of any desk, bureau, trunk, or other presumptively private container. Unlocked closets and refrigerators may be inspected to ensure that they are safe and clean. If an inspector should see evidence of a crime in plain view, the inspector has the responsibility to report his or her observation to law enforcement authorities.

## C. EMERGENCY ENTRIES

### 1. Fire Officials

Fire officials may lawfully enter an individual's room without permission to search for, or to confirm the presence of, a fire or related dangers.

### 2. Law Enforcement and Other Officials

Any person, including law enforcement officials, may enter a member's room without permission in order to search for, rescue, evacuate, or treat fire or disaster victims, or otherwise save lives or property from destruction.

### 3. Seizure of Evidence

In the course of assisting at a fire or disaster, police officers may lawfully seize any evidence of a crime they observe in plain view for purposes of prosecution. Since they are lawfully on the premises, they do not need to obtain a warrant.

## 4. Fire Officials/Evidence

Fire officials have a responsibility to report any evidence of a crime they have observed to law enforcement officials. However, a police officer who seeks to enter a member's room solely to investigate such a report is under legal obligation to comply with search and seizure requirements.

## PERSONAL TRAVEL AND USE OF PRIVATELY OWNED VEHICLES

**PURPOSE:** To establish requirements governing personal travel and for keeping personal vehicles on campus.

Personal vehicles may be kept on campus provided the following conditions are met:

- The owner must have a valid operator's license and, if required, must obtain a local license. Proof of a valid license must be provided to the designated AmeriCorps NCCC staff for verification. Motorcycle operators must show proof of completion of an appropriate training course.
- The vehicle must be properly titled and licensed. Proof of vehicle registration must be provided to the designated AmeriCorps NCCC staff person.
- If required by the state, the vehicle must bear a current valid inspection sticker at all times.
- All private vehicles and operators must be covered under the local minimum vehicle liability insurance requirement. Proof of current coverage must be provided to the designated AmeriCorps NCCC staff person.
- Personal vehicles will not be used for any AmeriCorps NCCC official business, except as approved by the region director for individual transportation to and from individual service projects or as otherwise authorized by the region director after consultation with AmeriCorps NCCC headquarters.
- For purposes of safety and accountability, all travel over 100 miles from the AmeriCorps NCCC campus requires notification, in writing, to the appropriate team leader, unit leader, or region director.
- Vehicles are parked and stored on campus at the risk of the owner. AmeriCorps NCCC assumes no liability for theft or damage to privately owned vehicles. Vehicles will not remain on NCCC premises after the end of the program year.
- Legal difficulties that may result from the use of private vehicles on or off campus are the responsibility of the owner. Local authorities may restrict/deny driving privileges to individuals who violate traffic laws on the campus compounds.

## USE OF GOVERNMENT VEHICLES

**PURPOSE:** To inform all members and staff concerning the use of government vehicles.

### A. USE OF VEHICLES FOR OFFICIAL PURPOSES ONLY

It is AmeriCorps NCCC policy that AmeriCorps NCCC vehicles be used for official purposes only. There are some exceptions to this as described below under "Use of Vehicles during SPIKE and Local Projects."

An official purpose is defined as one that supports the furtherance of the AmeriCorps NCCC mission as it relates to service, training, and, under certain circumstances, health/safety issues. As an example, the shuttling of members to a medical facility is an official use, but shuttling them to a local mall for "morale and welfare" purposes is not considered to be official. The term, "health/safety issues," is to be strictly construed. For example, structured leisure activities are not considered to be official in nature. The one exception to the prohibition against shuttling members to local stores exists where there are no stores in close proximity to the campus. In such instances, it is considered "official use" to, on an as needed basis, take members to certain local stores for the purchase of health and personal hygiene items.

## B. USE OF VEHICLES DURING LOCAL PROJECTS

Government vehicles may be operated by qualified drivers within the local area for the following uses:

- a) Transportation to and from project sites
- b) Transporting authorized visitors, project sponsors, members and others in the standard conduct of government business
- c) Vehicle maintenance
- d) Spike preparation
- e) Transporting members to and from sick call and doctor appointments
- f) Obtaining other project support when authorized by the unit leader
- g) Official functions or training in support of the program to include grocery shopping,

medical appointments approved social events, and other approved member support.

Government vehicles may not be used for any other purpose without the express authorization of the region director. The only exception is for remote campuses where there is no available mass transportation. In this case, the region director can approve structured leisure activities (SLAs) for members.

Vehicles may be used to conduct ISPs if pre-approved by the unit leader and there is a minimum of three members participating in the ISP. The region director must approve any requests for vehicle usage outside these criteria.

## C. USE OF VEHICLES DURING SPIKES

Government vehicles may be used to travel to and from grocery stores and restaurants, and to obtain member health and comfort items to include laundry usage. The official use criteria while on spike situations or at remote campuses where recreational activities and public transportation are not readily available also include structured leisure activities.

Privately Owned Vehicles (POV) may not be taken to a spike location.

Van usage approval for structured leisure activities is as follows:

- a) Team leaders can approve trips within a 25 mile radius
- b) Unit leaders can approve trips between a 26-100 mile radius

- c) Any trips over a 100-mile radius must be approved by the region/deputy region directors.

Van usage is expected to occur within hours that are consistent with work periods, meal times, or authorized team events. Vans must be parked at either spike housing or at the campus between the hours of 12:00am - 6:00am unless the team received prior approval from the unit leader.

Vehicles may be used for individual service projects, service learning, and specialty role activities while on spike. These trips must be approved in advance by the unit leader, except for travel to, and from, campus. The region director must approve requests for vehicle usage outside these parameters.

NCCC vehicles cannot be provided to sponsors for their use. They can be used as part of a team project but can only be driven by NCCC certified members or team leaders.

Teams that are on spike beyond a 90-mile radius of the campus are not permitted to use government vehicles to return from spikes for holidays. Teams that are within the 90-mile radius are authorized to utilize the vehicles for their return trip to campus. Examples of holidays are Thanksgiving and Spring Break. The entire team must agree to, and participate in, the travel to the campus for a holiday while on spike. If the team does not agree to the return trip, individual members may do so at their own expense, i.e. rent a car, take a bus, or secure some other mode of appropriate transportation. Hitching is prohibited. During winter break, all teams will return unless notified by their unit leader.

Whenever possible, if local public transportation is available and appropriate, it may be utilized in lieu of government vehicles.

## D. TRAINING AND CERTIFICATION OF DRIVERS

Members and team leaders who drive government vehicles will first be trained and certified through classroom instruction and a road test. Additionally, driving records will be checked to ensure individuals are legally qualified to drive motor vehicles, that their driving histories are appropriate, and that they possess a current license.

Travel speed must never exceed 65 miles per hour, regardless of higher posted speed limits. Duration of travel will not exceed ten hours per day and drivers must rotate after each two hour interval or shorter as determined by fatigue and road or weather conditions. Proper seat belt usage is mandatory in all government vehicles at all times. At least one AmeriCorps NCCC trained ground guide is required when backing or navigating tight conditions. Drivers will not operate cell phones, conduct text messaging or use headphones while operating an AmeriCorps NCCC or sponsor provided vehicle.

## E. RESPONSIBILITY OF AUTHORIZING OFFICIALS

Region director shall exercise caution and discretion in authorizing the use of AmeriCorps NCCC vehicles. To allow the unofficial use of AmeriCorps NCCC vehicles places the authorizing official in a legally precarious position, as that individual could be



held personally liable should an accident occur and the Department of Justice determine that the accident did not occur within the scope of the individual's official duties. Furthermore, members and staff may be personally liable for any damages or injuries that they cause during off-duty hours or whenever not engaged in program-related activities.

## USE OF SPONSOR VEHICLES

**PURPOSE:** To inform all members and staff concerning the use of sponsor vehicles.

### a. Use of Sponsor Vehicles for Official Purposes Only

Sponsor vehicles may be used for official purposes only.

Sponsor vehicles should only be used when NCCC vehicles are unavailable or are not suf-

ficient to complete a required service task. Team leaders must receive approval from their unit leaders before using sponsor vehicles.

Team leaders should ensure that only NCCC approved drivers drive sponsor vehicles and that the sponsor provides proof of insurance covering the NCCC driver. The sponsor agreement must also include a clause that states the sponsor will cover any NCCC member driving its vehicles.

NCCC must receive appropriate training before using certain types of sponsor vehicles, such as bobcats, golf carts, backhoe, tractors and forklifts.

Members and team leaders are not authorized to use vehicles that are not officially affiliated with the sponsoring organization (i.e. a friend of the sponsor or another volunteer's vehicle).

