

## TABLE OF CONTENTS

<b>5.0</b>	<b>OBJECTIVES</b> .....	<b>5-1</b>
<b>5.1</b>	<b>PROGRAM MANAGEMENT</b> .....	<b>5-2</b>
	Purpose .....	5-2
	Requirements .....	5-2
	R1. Goal Achievement.....	5-2
	R2. Quality Assurance .....	5-2
	R3. Standard Operating Plans and Procedures.....	5-2
	R4. Reporting .....	5-3
	R5. Records and Reports Maintenance.....	5-3
	Quality Indicator(s) .....	5-4
<b>5.2</b>	<b>PERSONNEL</b> .....	<b>5-5</b>
	Purpose .....	5-5
	Requirements .....	5-5
	R1. Organization and Staffing.....	5-5
	R2. Staffing Ratios.....	5-5
	R3. Personnel Policies.....	5-5
	R4. Staff Qualifications .....	5-6
	R5. Staff Coverage .....	5-6
	R6. Staff Performance Appraisal .....	5-6
	R7. Equal Opportunity/Civil Rights.....	5-7
	Quality Indicator(s) .....	5-7
<b>5.3</b>	<b>STAFF TRAINING</b> .....	<b>5-8</b>
	Purpose .....	5-8
	Requirements .....	5-8
	R1. Staff Training Plan.....	5-8
	R2. Staff Training Content .....	5-8
	R3. Documentation .....	5-8
	Quality Indicator(s) .....	5-9
<b>5.4</b>	<b>PERSONAL SAFETY AND SECURITY</b> .....	<b>5-10</b>
	Purpose .....	5-10
	Requirements .....	5-10
	R1. Campus Access .....	5-10

## TABLE OF CONTENTS (continued)

R2.	Cooperation with Local Agencies .....	5-10
R3.	Prohibition of Firearms .....	5-10
R4.	Unauthorized Goods .....	5-10
R5.	Student Notification .....	5-11
R6.	Search and Seizure.....	5-11
R7.	Disposal of Unauthorized Goods.....	5-12
R8.	Use of Physical Restraint and Isolation.....	5-12
	Quality Indicator(s) .....	5-13
<b>5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS .....</b>		<b>5-14</b>
	Purpose .....	5-14
	Requirements .....	5-14
R1.	Reportable Events.....	5-14
R2.	Reporting Time Frames .....	5-14
R3.	Reporting Format .....	5-15
R4.	Management .....	5-15
	Quality Indicator(s) .....	5-15
<b>5.6 PROCUREMENT AND PROPERTY MANAGEMENT .....</b>		<b>5-16</b>
	Purpose .....	5-16
	Requirements .....	5-16
R1.	Procurement .....	5-16
R2.	Internal Controls.....	5-16
R3.	Reporting .....	5-16
R4.	Receipt and Control of Property .....	5-16
R5.	Motor Vehicles .....	5-17
	Quality Indicator(s) .....	5-17
<b>5.7 FINANCIAL MANAGEMENT .....</b>		<b>5-18</b>
	Purpose .....	5-18
	Requirements .....	5-18
R1.	Budgeting.....	5-18
R2.	Financial Reporting .....	5-18
R3.	Vouchering .....	5-18
R4.	Internal Controls.....	5-18
R5.	Student Benefit Fund .....	5-19
R6.	Reimbursement of Major Medical Costs .....	5-19

## TABLE OF CONTENTS (continued)

R7. Sale of Center-Produced Goods and Services .....	5-20
R8. Taxation of Job Corps Contractors by States or Localities .....	5-21
Quality Indicator(s) .....	5-21
<b>5.8 ESTABLISHMENT OF JOB CORPS CENTERS .....</b>	<b>5-22</b>
Purpose .....	5-22
Requirements .....	5-22
R1. Establishment of Job Corps Centers.....	5-22
R2. Notifications.....	5-22
Quality Indicator(s) .....	5-23
<b>5.9 FACILITY STANDARDS .....</b>	<b>5-24</b>
Purpose .....	5-24
Requirements .....	5-24
R1. Legally Mandated Standards .....	5-24
R2. Job Corps Standards .....	5-24
Quality Indicator(s) .....	5-26
<b>5.10 FACILITY IMPROVEMENTS .....</b>	<b>5-27</b>
Purpose .....	5-27
Requirements .....	5-27
R1. Facility Survey .....	5-27
R2. Design Review .....	5-27
R3. Construction Requests.....	5-27
R4. Emergency Repairs or Replacement .....	5-28
Quality Indicator(s) .....	5-29
<b>5.11 FACILITY MAINTENANCE AND PROTECTION.....</b>	<b>5-30</b>
Purpose .....	5-30
Requirements .....	5-30
R1. Center Maintenance Program .....	5-30
R2. Limitation on Use of Maintenance Funds .....	5-30
R3. Inactive Center Facilities .....	5-30
Quality Indicator(s) .....	5-31

## TABLE OF CONTENTS (continued)

<b>5.12 ENERGY AND WATER CONSERVATION.....</b>	<b>5-32</b>
Purpose .....	5-32
Requirements .....	5-32
R1. Energy and Water Conservation .....	5-32
R2. Reporting .....	5-32
Quality Indicator(s) .....	5-32
<b>5.13 ENVIRONMENTAL HEALTH.....</b>	<b>5-33</b>
Purpose .....	5-33
Requirements .....	5-33
R1. Governing Regulations.....	5-33
R2. Inspections .....	5-33
R3. Hazardous Materials Management .....	5-34
R4. Food Handling.....	5-36
R5. Pest Control .....	5-36
R6. Unsanitary Conditions .....	5-37
R7. Water Treatment .....	5-37
R8. Bloodborne Pathogen Control Plan.....	5-38
R9. Food Storage .....	5-38
Quality Indicator(s) .....	5-39
<b>5.14 SAFETY AND OCCUPATIONAL HEALTH .....</b>	<b>5-40</b>
Purpose .....	5-40
Requirements .....	5-40
R1. Safety and Occupational Health Program .....	5-40
R2. Safety and Occupational Health Plan.....	5-40
Quality Indicator(s) .....	5-41

### EXHIBITS

Exhibit 5-1	Standard Operating Procedures
Exhibit 5-2	Plan and Report Submission Requirements
Exhibit 5-3	Minimum Staff Requirements
Exhibit 5-4	Required Staff Training

**TABLE OF CONTENTS (continued)****APPENDICES**

Appendix 501	Introduction
Appendix 501a	Policies and Procedures for Job Corps PY 2004 – Center Report Card and Center Quality Report Card
Appendix 501b	Policies and Procedures for Job Corps PY 2004 - Outreach and Admissions (OA) Report Card
Appendix 501c	Policies and Procedures for Job Corps PY 2004 - Career Transition Services (CTS) Report Card
Appendix 501d	Policies and Procedures for Job Corps PY 2004 - Vocational Reporting and Improvement System
Appendix 502	Financial Reporting
Appendix 503	Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements
Appendix 504	Taxation of Job Corps Contractors by States or Subdivisions Thereof
Appendix 505	Job Corps Safety and Occupational Health Program