

August 24, 2004

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 04-04
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapters 5 and 6: Revisions to Reinforce the Guidelines for Staff Conduct

1. Purpose. To reinforce the guidelines for appropriate conduct of Job Corps staff.
2. Background. Job Corps is committed to creating a safe center environment that is free from the crimes of sexual assault, violence, and drugs. This is especially true in the case of interactions between staff and students. The National Office expects staff to model appropriate behavior at all times, and to maintain professional relationships with students. All Job Corps staff members share a responsibility for upholding this expectation, as we strive to attain our goal of creating and maintaining a violence- and drug-free center environment. Center operators and OA/CTS contractors need to be aware of staff-related incidents that may contribute to low safety ratings on center. The table below provides Significant Incident Report (SIR) data on sexual misconduct and assaults by Job Corps center staff from PY 2001 through June 30, 2004, of PY 2003.

Type of Incident	Number of Incidents		
	PY 01 (7/1/01 – 6/30/02)	PY 02 (7/1/02 – 6/30/03)	PY 03 (7/1/03 – 6/30/04)
Sexual Misconduct by Staff Member	11	10	8
Sexual Assault by Staff Member	5	5	5

Each Job Corps center shall fully cooperate in any criminal prosecution or civil litigation that may occur as a result of crimes of sexual assault, violence, or drugs that are committed on or off center, or at a center function. Any staff member who is convicted of committing these crimes on or off center, or at a center function may face maximum center sanctions as prescribed by the center operator's or OA/CTS contractor's policies, codes, and collective bargaining agreements. The National Office encourages staff and students to report crimes of sexual assault, violence, and drugs to the appropriate center officials.

See Attachment A for a list of staff conduct resources.

3. Explanation of Changes. Highlights of PRH changes, by chapter, are as follows:

PRH Chapter 5, Management

- Revise PRH 5.2, R3 by adding a new “b” paragraph as follows: *“Define standards for acceptable and non-acceptable behavior between students and staff that protect individuals from exploitative, coercive, and traumatic experiences. Ensure that center rules for acceptable and non-acceptable behavior are equally understood and applied to all staff. These rules, which should be included in the employee handbook, should provide a clear explanation and rationale for appropriate and inappropriate behavior, and identify the consequences for unacceptable staff behavior. Staff should know the legal consequences of unacceptable behavior, if applicable.”*
- Due to the addition of the new “b” paragraph, subsequent lettering has been revised.
- Revise PRH 5.3, R2.a to, *“Five hours of annual training in adolescent growth and development for all staff. Topics could include: effective communications, anger management, sexuality, suicide prevention, behavior management system, zero tolerance policy, appropriate staff/student boundaries, sexual assault prevention and response, sexual harassment and related social skills training, intervention techniques, and safety issues.”*

PRH Chapter 6, Administrative Support

- Revise PRH 6.8, R2 to, *“Centers shall provide students regular proactive education on sexual harassment, appropriate behavior, appropriate staff/student boundaries, and consequences.”*

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 5, Section 5.2, dated October 1, 2002	Chapter 5, Section 5.2, dated September 3, 2004
Chapter 5, Section 5.3, dated October 1, 2002	Chapter 5, Section 5.3, dated September 3, 2004
Chapter 6, Section 6.8, dated June 2, 2003	Chapter 6, Section 6.8, September 3, 2004

5. Effective Date. September 3, 2004.

6. Action. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff, especially all Job Corps center operators and OA/CTS contractors. It is also recommended that each contractor's Human Resources Department provide support for additional staff training and policy development.

7. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116, or email grove.barbara@dol.gov.

Attachments:

A - Chapter 5, Section 5.2

B - Chapter 5, Section 5.3

C - Chapter 6, Section 6.8

D - Staff Conduct Resources