



JUL 24 2017

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-04

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

A handwritten signature in black ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Revisions to Electronic Policy and Requirements Handbook (ePRH)  
Chapter 5, Section 5.4 Personal Safety and Security and Exhibit 5-2 Plan  
and Report Submission Requirements

1. **Purpose.** To communicate new requirements for and clarify existing requirements to ePRH Chapter 5, Section 5.4 Personal Safety and Security and update Exhibit 5-2 Plan and Report Submission Requirements.
2. **Background.** The Office of Job Corps acknowledges the necessity of safe and secure living and learning environments for students and staff to ensure positive student outcomes and program success. Following two student homicides in 2015, the Office of Job Corps increased monitoring and enforcement of center safety and security protocols. While enforcing the program's safety and security requirements, the Office of Job Corps observed problems with center operators following their own safety procedures, as well as inadequate recordkeeping and failed efforts to keep illegal drugs and weapons off center grounds. Additionally, in March 2017, the Department of Labor Office of Inspector General (OIG) released a report regarding Job Corps centers' safety and security that was initiated following the 2015 homicides.

In light of these reviews of safety and security at Job Corps centers, the Office of Job Corps is issuing revisions to ePRH Chapter 5, Section 5.4 Personal Safety and Security. Center operators are required to fully comply with these changes, many of which are in practice at high-performing Job Corps centers. Again, the Office of Job Corps believes students' safety and security is paramount to the program's success, and these changes are intended to optimize the safety of every person on every Job Corps center.

3. Explanation of ePRH Changes. This Change Notice transmits changes to the ePRH Chapter 5, Section 5.4 Personal Safety and Security and Exhibit 5-2 Plan and Report Submission Requirements. The following is a summary of the changes.

### **Section 5.4 Personal Safety and Security**

- R1. Center Safety and Security Standard Operating Procedures - Center operators must establish and comply with agreements with law enforcement according to requirements set out in R3 and R4. Center operators must also establish and comply with comprehensive Center Safety and Security Standard Operating Procedures (SOPs) that will serve as a supplement to law enforcement agreements. Both the law enforcement agreements and the SOPs must be submitted to the National Office of Job Corps (NOJC) and the Regional Offices (ROs) for review, as required by Exhibit 5-2. In those instances where center operators and law enforcement cannot reach agreement, or for issues that law enforcement does not wish to address as part of an agreement, center operators are expected to adhere to their Center Safety and Security SOP.

The Center Safety and Security SOP must include each component required by R1: how campus access will be regulated; how the center will handle, secure, and dispose of confiscated drugs and weapons; how drugs and weapons will be recorded and tracked; the circumstances under which law enforcement will be contacted, and other basic safety and security procedures. It is important to note that while centers are required to confiscate and immediately secure weapons prohibited from being on-center, operators must ensure that centers do not become repositories for weapons. To that end, as applicable, center operators must work quickly to ensure that weapons are turned over to law enforcement, disposed of, or in certain situations returned to their owners once they leave the center.

- R2. Requirement to Contact Local Authorities - This provision prohibits center leadership from barring any staff member or student from contacting the police or any law enforcement agency in serious criminal or emergency situations. It provides a list of crimes that meet this criterion, but makes it clear that this list is not all-inclusive. The Office of Job Corps and the Office of the Inspector General (OIG) have observed these policies at several centers, and the Office of Job Corps expects center operators to communicate to their staff and students that they can contact law enforcement when they become aware of a serious crime or emergency situation.
- R3. Agreements with Local Law Enforcement Agencies - This subsection revises and expands the Office of Job Corps' longstanding requirement that center operators' reach agreements with local law enforcement pertaining to local law enforcement organizations' interaction with the Job Corps center. Many of these agreements lack detail and many are out of date.

To remedy this problem, the Office of Job Corps has established minimum required content for these agreements and now requires center operators to submit these agreements to the NOJC and ROs on July 1 of each Program Year (PY). Law

**enforcement agreements for PY 2017 are due to the NOJC and the ROs on August 31, 2017.**

In those rare instances that center operators are unable to reach an agreement with law enforcement, operators must submit written evidence of their good-faith effort to reach such an agreement, those sections of the agreement center operators were able to reach with law enforcement (if any), along with the Center Safety and Security SOP, which the center operator is required to create and comply with, regardless of whether or not an agreement with law enforcement is in place. These items must be submitted no later than the last day of each program year.

- **R4. Agreements with Federal and State Law Enforcement Agencies** - This subsection includes language that requires center operators to contact local offices of state law enforcement and the Federal Bureau of Investigation (for contract centers) or Forest Service Law Enforcement (for Job Corps Civilian Conservation Centers), and the nearest state trooper office or equivalent state law enforcement agency's office to establish a law enforcement agreement that will be in effect for the upcoming program year. Agreements must be submitted on July 1 of each program year to the NOJC and the ROs; however, **law enforcement agreements for PY 2017 are due to the NOJC and ROs on August 31, 2017.**

This subsection also clarifies the minimum required content for these law enforcement agreements and stipulates that if center operators are not able to reach an agreement with the local office of the federal or state law enforcement agency, they must submit written evidence of their good-faith effort to reach such an agreement and those sections of the agreement center operators were able to reach with law enforcement (if any). These items must be submitted no later than the last day of each program year.

While Job Corps' regulations require that center operators work to reach such agreements, the Office of Job Corps acknowledges that it may be impractical for center operators to enter into agreements with state and federal agencies, as these law enforcement agencies may not wish to get involved in the operations of a Job Corps center.

- **R5. Unauthorized Goods** - Language has been added to this subsection to clarify that the listed unauthorized goods, including those that could pose a danger to safety and security are not permitted on center grounds.
- **R6. Disposal of Unauthorized Goods** - Language has been added to this subsection to make it clear that illegal drugs must be secured and disposed of in accordance with law enforcement agreements and, if no agreements are in place, disposal must be consistent with state and local law as well as SOPs on Medication Management and Center Safety and Security. This subsection also makes clear that confiscated weapons must be secured and disposed of in accordance with the law enforcement agreements and the Center Safety and Security SOPs. Additionally, it revises the

recording and tracking requirements for weapons and adds language explaining the methods by which weapons that are not allowed on center but are lawfully possessed by students, are to be returned.

- **R7. Prohibition of Firearms** – Personal firearms maintained in on-center staff housing for personal use has been removed as an exception. The other exceptions remain- (previously R3).
- **R8. Active Shooter Response** – No change - (previously R4).
- **R9. Search and Seizure** – No change - (previously R6).
- **R10. Student Notification** – No change - (previously R7).
- **R11. Use of Physical Restraint and Isolation** – No change - (previously R9).

#### **Exhibit 5-2 Plan and Report Submission Requirements**

As previously noted above, Center operators must establish and submit Law Enforcement Agreements and Center Safety and Security SOPs to the NOJC and the ROs for review as required by Section 5.4. As a result, these two new submission requirements have been added to Exhibit 5-2 under the “Other” section of the Exhibit. **For PY 2017, these Agreements and SOPs are due on August 31, 2017. Thereafter, the Agreements and SOPs are due on July 1 of each Program Year.**

4. **Action Required.** Addressees are to ensure this ePRH Change Notice is distributed to all appropriate staff.

5. **Effective Date.** Immediately.

6. **Inquiries.** Inquiries should be directed to Erin McGee at (202) 693-3283 or [mcgee.erin@dol.gov](mailto:mcgee.erin@dol.gov).

7. **ePRH Website Access.** This Change Notice and revisions to the ePRH can be accessed at the ePRH website address, <https://eprh.jobcorps.gov>.