




MAY -3 2018

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-10

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: *Fcd* LENITA JACOBS-SIMMONS 
National Director
Office of Job Corps

SUBJECT: Electronic Policy and Requirements Handbook (ePRH) Revisions to Exhibit 3-1, "Infraction Levels, Definitions, and Appropriate Center Actions" and Exhibit 3-5, "Infraction Crosswalk"

1. Purpose of this Change Notice. To communicate a Job Corps policy change that will ensure the Job Corps' Student Conduct System supports a safe, secure learning and living environment for students and staff.
2. Background. The National Office of Job Corps regularly makes changes to strengthen Job Corps' Student Conduct System. A new Level II infraction has been added to Exhibit 3-1, "Infraction Levels, Definitions, and Appropriate Center Actions" and Exhibit 3-5, "Infraction Crosswalk." These changes address instances where students leave the Job Corps center or a center-supervised activity without proper approval.

This change was made to ensure that students are safe and secure while they participate in the Job Corps program. Adding the Unauthorized Exit Level II infraction will provide incentive for students to remain dedicated to and focused on their education and training classes, and deter students from independently deciding to leave their Job Corps center without notifying the appropriate individuals and obtaining permission. Over the long term, it will also reduce the level of effort required by centers in investigating the whereabouts of and/or retrieving students who repeatedly commit this infraction.

3. Explanation of Change(s).

- **Exhibit 3-1 – "Infraction Levels, Definitions, and Appropriate Center Actions:"**
A new infraction, "Unauthorized Exit," was added to page 10 under Level II Infractions. An "Unauthorized Exit" is defined as a student leaving the Job Corps center campus or center-supervised activity without approval from a staff member

authorized to approve student leave and passes.

- **Exhibit 3-5 – “Infraction Crosswalk:”** A new infraction, “Unauthorized Exit,” was added to page 15 under Level II Infractions.

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately
6. Inquiries. Inquiries should be directed to Thony Martino at (972) 850-4110 or martino.thony@dol.gov.
7. ePRH Web site Access. This Change Notice and revisions to the ePRH Web site can be accessed at the ePRH Web site address, <https://eprh.jobcorps.gov>.