

July 31, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-03
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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

FROM: Richard C. Trigg
 National Director
 Office of Job Corps

SUBJECT: Increasing Student Safety and Sexual Assault Awareness and Prevention

1. Purpose. To increase student safety through the awareness and prevention of sexual assaults among Job Corps students.
2. Background. Sexual assault continues to be the most rapidly growing violent crime in America. Over 700,000 women are sexually assaulted each year; fewer than 50 percent of rapes are reported. This figure is even lower for male victims reporting sexual assaults. Among female rape victims, 61 percent are under the age of 18. Date rape incidents are most prevalent in the 16 to 24 year old age group. According to the National Victim's Center, 60 percent of all rapes reported to the rape crisis centers are committed by acquaintances; alcohol and drugs were reported as being a factor by 55 percent of victims and 73 percent of assailants.

The Job Corps Significant Incident Reporting (SIR) system records data for sexual assault and sexual misconduct incidents. In PY 99, 101 incidents of sexual assault/misconduct by a Job Corps student were alleged; 38 percent of the alleged incidents occurred off center. These numbers do not include the incidents of sexual assault/misconduct committed by non-Job Corps students. The average age of Job Corps sexual assault victims was 18 years and, of Job Corps perpetrators, 19 years. Approximately 30 percent of alleged sexual assault incidents for PY 99 were committed by non-Job Corps students. In PY 00, the number of alleged incidents appears to be rising.

Job Corps statistics as compared to national data are as follows:

Job Corps: 1.47 incidents per 1,000 students

U.S.: 1.7 per 1,000 population (over age 12)

Special Populations

Males

While the majority of Job Corps sexual assaults involve females as victims, there is a growing concern about male victims. Most of us do not hear about the topic of male sexual assault. According to the National Victims Center, approximately 13,000 male sexual assaults are reported each year.

Students with Disabilities

Research indicates that most people with disabilities (especially developmental) are at a substantially greater risk of sexual assault than the general population. Nearly all of the assailants are known by the victims.

Sexual assault affects persons from all walks of life. Centers need to be sure to address the needs of these special groups.

Alternative Lifestyle

Due to the many stigmas associated with being gay or lesbian, such students may be less likely to report sexual assault. Sometimes sexual assault among gay and lesbian students is a form of bashing, motivated by fear.

3. Action. Job Corps currently has a sexual assault policy that requires each center to have a program on sexual assault prevention, counseling, treatment, and follow-up care; to develop a sexual assault response team (SART) and involve center staff and outside resources; and to report sexual assaults immediately to law enforcement authorities and to the National Office through the SIR system (PRH-6.11R6 and PRH-5.5). In addition, Job Corps maintains a zero tolerance (ZT) policy for violence and drugs. Sexual assault is a Level 1 offense that results in expulsion from Job Corps.

We know the problem exists, but what are some strategies for assisting centers in promoting sexual responsibility/healthy dating, and reducing the incidence of sexual assaults on and off center? No uniform approach to sexual assault prevention exists. Differences in geography, culture, gender, age, sexual orientation, and disability status require centers to tailor their sexual assault prevention programs to their student population. However, listed below are some suggestions for what centers can do to educate staff and students and increase prevention efforts.

Center Level Prevention Efforts

Centers can proactively work toward preventing sexual assaults through the following activities:

- Develop a common vision and policy regarding violent behavior to educate students and staff and prevent sexual assaults. The ZT policy for violence should be clearly explained to students and staff and administered consistently and fairly. Students cannot be expected to take sexual assault and other violence seriously if the center enforces rules inconsistently. Center staff should hold dorm meetings to review center policies and consequences for sexual assault and other violent behaviors.
- Devise clear policies that protect students who intervene in such situations from retaliation by peers or staff.
- Provide information to students regarding high-risk areas off-center.
- Conduct an environmental risk assessment by simply walking through the center and identifying past incident locations and high-risk areas. Once these locations are identified, increase lighting or decrease landscaping to make it safer, and alert students to potentially unsafe areas on center.
- Ensure that there is a fully functioning SART that has been trained by the local rape crisis center or the state sexual assault coalition office. The team should be trained to know the relevant state laws and policies, prevention strategies/techniques, and early warning signs; deal with disclosure and confidentiality; develop community resources for victims; and evaluate the program (if possible). These trainings should be documented.
- Change the perception of the SART's role, if applicable. On many centers, the SART is seen strictly as a response team and not a prevention team. This perception should be changed immediately, and adequate staff time should be provided to ensure the SART is functioning fully and effectively to provide sexual assault prevention and response.
- Develop a budget for the SART that allows the team to purchase prevention brochures/posters, or other prevention curriculum; develop a peer educator team; attend local trainings; and develop a simple evaluation questionnaire.
- Develop a center strategy to infuse prevention topics into the program once a sexual assault prevention curriculum has been identified and purchased. The counseling department could include the topics with the social skills trainings; integrate the topics with existing student-focused groups in the Trainee Employee Assistance Program (TEAP), counseling, residential living, vocation, education, etc.; appoint peer educators with support from counseling and SART to implement the curriculum in each dorm; or consider partnering

with the local rape crisis center to co-conduct prevention groups with the peer educators on center.

SART Staff Members

- Include sexual assault prevention as part of the team's activities. Consider developing a fact sheet on sexual assault and date rape and a brochure that includes the warning signs and prevention suggestions listed in this Program Instruction. Any fact sheets or brochures should include information about how students can access the SART.
- Seek out local community resources to strengthen the SART program, especially support services for victims and prevention speakers.
- Consider developing a sexual assault prevention and response peer team composed of positive peer leaders on center. Contact the Bacchus and Gamma Peer Education Network, an international association of college- and university-based peer education programs dedicated to alcohol abuse prevention and related student health and safety issues, for information/suggestions on establishing peer teams. The association provides training programs, resources, and materials for developing a peer education team. For additional information, contact them at P.O. Box 100430, Denver, CO 80250, telephone number 303-871-0901, or visit their website at www.bacchusgamma.org. The local rape crisis center or university/college may also be helpful. See *Student Training-Awareness* below for more information.
- Provide information to students about the SART during the Career Preparation Period. Students should receive information on how to access SART services and the role of confidentiality.

Staff Training

Each Job Corps center should provide 5 hours of training per year on health and mental health issues related to adolescents. Training should include sexual assault prevention and response, the behavior management system, ZT policy, sexual harassment, all social skills training, intervention techniques, and safety issues. In addition, all new center employees are required to participate in an orientation program within their first 90 days on center that covers the above topics. This training should be documented and enforced by the center director.

All staff should be encouraged to integrate the information they learn about sexual assault awareness into their respective departments, when appropriate. Look for possible ways to disseminate this information during academic and vocational instruction.

Student Training-Awareness

Peer education programs are the best models to raise awareness about the nature of sexual violence; to educate students about making healthy choices in relationships; and to reduce the risk of sexual assault. Peer educators can be powerful voices for discussing highly sensitive topics such as sex, alcohol, drugs, and sexual violence. Each center should offer structured *awareness* peer groups that cover the following areas:

- \$ Rape
- \$ Incidence of Sexual Assault
- \$ Early Warning Signs of Sexual Violence
- \$ Attitudes, Myths, and Rape
- \$ Special Populations and Sexual Assault
- \$ The Law and Date Rape
- \$ Definitions of Sexual Assault
- \$ Relationship among Sexual Violence, Alcohol, and Drugs
- \$ Facts about Date Rape
- \$ Causes of Date Rape
- \$ Effects of Media on Sexual Assault/Date Rape
- \$ Cultural Beliefs About Power, Sexuality, and Violence
- \$ Rohypnol-The Date Rape Drug

Student Training-Skill Building

Be sure to demonstrate sensitivity to the male student's feelings of being blamed. All topics/strategies should apply to both males and females. Once students understand all of the above topics, the focus should shift to developing the skills needed to reduce vulnerability to sexual violence. All students

receive mandatory training in handling personal relationships, expressing and responding to anger, exerting self-control, and living with laws and norms in the required Social Skills Training (SST). Following is a list of suggested *skill building* topics to include in student trainings:

- \$ Recognizing the difference between passive and assertive responses
- \$ Recognizing mixed signals in relationships --“No means no”
- \$ Brainstorm ways to avoid date rape on- and off-center
- \$ Practicing “what if” situations to reinforce ways to avoid date rape
- \$ Recognizing a healthy relationship. What does it look, sound, and feel like?
- \$ Helping male students learn alternative, nonviolent ways to express masculinity
- \$ Responding to sexually aggressive behavior when others display it to a third party in your presence; changing bystander behavior
- \$ Supporting victims

Student Training-Sexual Assault Risk Reduction Behaviors

- \$ Use female self-protection skills.
- \$ Be assertive if another individual’s behavior makes you feel uncomfortable.
- \$ Do not isolate yourself with someone you just met, especially if he/she stands too close and seems to enjoy your discomfort; gives you intimidating stares; calls you names with which you are uncomfortable; blocks your way or follows you; touches you by “accident” in intimate places; becomes hostile when you do not agree with them; and ignores what you say, or talks as if you are not there.
- \$ Do not over consume alcohol or use drugs.
- \$ Arrange to always have return transportation to the center to avoid relying on someone you do not know well. Inform a center staff person of your destination in the event that they need to come and get you.
- \$ Trust your feelings; if something does not feel right, leave. If you feel like you are being pressured, you probably are.

- \$ Believe in your right to set sexual limits for yourself. Learn how to communicate these limits and say “no” when you mean “no” and “yes” when you mean “yes.”

Prevention Skills for Male Students

- \$ Know your sexual limits. Be aware that peer pressure can affect your decision-making ability. Remember, it is acceptable not to have sex.
- \$ Accept that a woman means “No” when she says it.
- \$ Never assume that previous permission for sexual contact applies to a current situation.
- \$ Assuming that someone wants sex is not the same as knowing for sure. The other individual should communicate clearly as to whether or not he/she wants to have sex.
- \$ Do not use peer pressure to reinforce negative behaviors about women and sex.
- \$ Never force someone to have sex. Be aware of and consider the center and legal consequences of non-consensual sex. Also, having sex with a minor is a felony offense in most states.

Other

- \$ Ensure that sexual assault prevention is an ongoing initiative. A one-time presentation is not sufficient or effective in preventing sexual assaults.
- \$ Be aware of cultural differences that affect personal interactions among youth.
- \$ Make sure prevention information is available in other languages.

The problem of sexual violence must be faced proactively to implement prevention strategies on center. Include these suggestions as part of the SART.

Job Corps Specific Resources

- \$ The *Mental Health Technical Assistance Guide* provides guidance on developing programs to address human sexuality, sexual assault prevention, and counseling.

- \$ The *Reproductive Health Program Technical Assistance Guide* provides guidance on developing a reproductive health program focusing on human sexuality, family planning, and sexual assault prevention.
- \$ The *Behavior Management Technical Assistance Guide* provides guidance on addressing various issues surrounding inappropriate student behavior, including sexual misconduct.
- \$ The *Wellness and Safety Development Guide* (September 2001 release) will provide guidance on how to counsel/educate/prevent sexual misconduct/inappropriate behavior.

Internet Resources

- \$ *Job Corps Health and Wellness Web Site* (www.jobcorpshealth.com)
- \$ The Center for the Prevention of Sexual and Domestic Violence (www.cpsdv.org)
- \$ National Sexual Violence Resource Center (www.nsvrc.org)
- \$ National Resource Center for Safe Schools (www.safetyzone.org)
- \$ Centers for Disease Control and Prevention, National Center for Injury Prevention and Control (www.cdc.gov/ncipc/ncipchm.htm)
- \$ American College of Obstetricians and Gynecologists (www.acog.org)
- \$ American Medical Association (www.ama-assn.org)
- \$ American Psychological Association (www.apa.org)
- \$ U.S. Department of Justice, Violence Against Women Office (www.ojp.usdoj.gov/vawo)
- \$ Learning Publications (www.learningpublications.com)
- \$ Hazelden Books (www.hazeldenbookplace.org)

Videotape Resources

“Date Rape,” AIMS Media
40 minutes

1-800-367-2467

“No Means No: Avoiding Date Abuse.” Phoenix Learning
19 minutes
1-800-221-1274

Young Women’s Lives Video
Hazelden
28 minutes
1-800-328-9000

Curriculum Resources

These and other resources can assist the center SART in developing peer groups and topic sessions. *Learning Publications* has an on-line catalog that can be accessed at www.learningpublications.com.

- \$ *The Campus Community Confronts Sexual Assault--Institutional Issues and Campus Awareness.* Juneau Gary. Learning Publications, Inc., 1-800-222-1525.
- \$ *Sex Without Consent, Volumes 1 and 2, Peer Education Training for Colleges and Universities.* Toby Simon and Cathy Harris. Learning Publications, Inc., 1-800-222-1525.
- \$ *The Men’s Program: How to Successfully Lower Men’s Likelihood of Raping.* John Foubert, Learning Publications, Inc., 1-800-222-1525.
- \$ *Adolescent Sexual Assault and Harrassment Prevention Curriculum.* Marjorie Fink, Learning Publications, Inc., 1-800-222-1525.
- \$ *Acquaintance Rape and Sexual Assault: A Prevention Manual.* Andrea Parrot. Learning Publications, Inc., 1-800-222-1525.
- \$ *Young Women’s Lives Facilitator Guide-Building Self-Awareness for Life.* Hazelden, 1-800-328-9000.

State Sexual Assault Coalitions

The Attachment provides a list of state sexual assault coalitions that provide training and resources.

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116, or email: bgrove@doleta.gov

State Sexual Assault Coalitions

ALABAMA

ALABAMA COALITION AGAINST RAPE PO Box 4091 Montgomery, AL 36102-4091 (334) 264-0123

ALASKA

ALASKA NETWORK ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT 130 Seward St., Ste. 209 Juneau, AK 99801 (907) 586-3650

ARKANSAS

ARKANSAS COALITION AGAINST VIOLENCE TO WOMEN AND CHILDREN 523 Louisiana, Ste. 230 Little Rock, AR 72201 (501) 399-9486

CALIFORNIA

CALIFORNIA COALITION AGAINST SEXUAL ASSAULT 1611 Telegraph Ave., Ste. 1515 Oakland, CA 94612 (510) 839-8825

COLORADO

COLORADO COALITION AGAINST SEXUAL ASSAULT PO Box 18663 Denver, CO 80303 (303) 861-7033

CONNECTICUT

CONNECTICUT SEXUAL ASSAULT CRISIS SERVICES, INC. 110 Connecticut Blvd. East Hartford, CT 06108 (860) 282-9881

DISTRICT OF COLUMBIA

DC RAPE CRISIS CENTER PO Box 34125 Washington, DC 20043 (202) 232-0789

FLORIDA

FLORIDA COUNCIL OF SEXUAL ABUSE SERVICES, INC. 850 Sixth Ave. N. Naples, FL 33940 (941) 649-1404

GEORGIA

HODAC'S RAPE CRISIS PROGRAM 2762 Watson Blvd. Warner Robins, GA 31093 (912) 953-5675

GEORGIA NETWORK TO END SEXUAL ASSAULT 100 Edgewood Ave., Ste. 518 Atlanta, GA 30303 (404) 659-6482

HAWAII

HAWAII STATE COALITION AGAINST SEXUAL ASSAULT 1931 Vineyard St. Wailuku, HI 96793 (808) 595-0174

IDAHO

Attachment 1

IDAHO COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE 815 Park Blvd., Ste. 140 Boise, ID 83712
(208) 384-0419

ILLINOIS

ILLINOIS COALITION AGAINST SEXUAL ASSAULT 123 S. Seventh St., Ste. 500 Springfield, IL 62701-1302
(217) 753B4117

INDIANA

INDIANA COALITION AGAINST SEXUAL ASSAULT 2511 E. 46th St., Ste. N-13 Indianapolis, IN 46205 (317)
568-4001

IOWA

IOWA COALITION AGAINST SEXUAL ASSAULT 2603 Bell Ave., Ste. 102 Des Moines, IA 50321-1120 (515)
244-7424

KANSAS

KANSAS COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE 820 SE Quincy, Ste. 422 Topeka, KS
66612 (913) 232-9784

KENTUCKY

KENTUCKY ASSOCIATION OF SEXUAL ASSAULT PROGRAMS, INC. PO Box 602 Frankfort, KY 40602-0602
(502) 226-2704

LOUISIANA

LOUISIANA FOUNDATION AGAINST SEXUAL ASSAULT PO Box 40 Independence, LA 70443 (504) 747-8815

MAINE

MAINE COALITION AGAINST SEXUAL ASSAULT 3 Mulliken Ct. Augusta, ME 04330 (207) 626-0034

MARYLAND

MARYLAND COALITION AGAINST SEXUAL ASSAULT 7257 Parkway Dr., Ste. 208 Hanover, MD 21076 (410)
712-0955

MASSACHUSETTS

JANE DOE INC. MASSACHUSETTS COALITION AGAINST SEXUAL ASSAULT AND DOMESTIC VIOLENCE
14 Beacon St., Ste. 507 Boston, MA 02108 (617) 248-0922

MICHIGAN

Attachment 1

MICHIGAN COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE 3893 Okemos Rd., Ste. B-2 Okemos, MI 48864 (517) 347-7000

MINNESOTA

MINNESOTA COALITION AGAINST SEXUAL ASSAULT 2344 Nicolett Ave. S. #170A Minneapolis, MN 55404 (612) 872-7734

MISSISSIPPI

MISSISSIPPI COALITION AGAINST SEXUAL ASSAULT PO Box 4172 Jackson, MS 39296-4172 (601) 987-9011

MISSOURI

MISSOURI COALITION AGAINST SEXUAL ASSAULT PO Box 104866 704 W. Main, Ste. 100 Jefferson, MO 65510 (573) 636-8776

MONTANA

MONTANA COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT PO Box 633 Helena, MT 59624 (406) 443-7794

NEBRASKA

NEBRASKA DOMESTIC VIOLENCE AND SEXUAL ASSAULT COALITION 315 S. Ninth St., #18 Lincoln, NE 68508 (402) 476-6256

NEW HAMPSHIRE

NEW HAMPSHIRE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE PO Box 353 Concord, NH 03302-0353 (603) 224-3393

NEW JERSEY

NEW JERSEY COALITION AGAINST SEXUAL ASSAULT c/o Roosevelt Rape Crisis Center One Roosevelt Dr. Edison, NJ 08837 (908) 846-3586

NEW MEXICO

NEW MEXICO COALITION OF SEXUAL ASSAULT PROGRAMS, INC. 4004 Carlisle, NE, Ste. D Albuquerque, NM 87107 (505) 883-8020

NEW YORK

NEW YORK COALITION AGAINST SEXUAL ASSAULT The Women's Building 79 Central Ave. Albany, NY 12206 (518) 434-1580

NORTH CAROLINA

Attachment 1

NORTH CAROLINA COALITION AGAINST SEXUAL ASSAULT 174 Mine Lake Ct., Ste. 1000 Raleigh, NC 27615
(919) 676-7611

NORTH DAKOTA

NORTH DAKOTA COUNCIL ON ABUSED WOMEN'S SERVICES/COALITION AGAINST SEXUAL ASSAULT
IN ND 418 E. Rousser, #320 Bismarck, ND 58501 (701) 255-6240

OHIO

OHIO COALITION ON SEXUAL ASSAULT 4041 N. High St., Ste. 408 Columbus, OH 43214 (614) 268-3322

OKLAHOMA

OKLAHOMA COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT 2200 Classa, #850
Oklahoma City, OK 73106 (405) 557-1210

OREGON

OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE 520 NW Davis St., #310 Portland, OR
97209 (503) 223-7411

PENNSYLVANIA

PENNSYLVANIA COALITION AGAINST RAPE 125 N. Enola Dr. Enola, PA 17025 (717) 728-9740

RHODE ISLAND

THE RHODE ISLAND RAPE CRISIS CENTER 300 Richmond St., Ste. 205 Providence, RI 02903 (401)
421B4100

SOUTH CAROLINA

SOUTH CAROLINA COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT PO Box 7776
Columbia, SC 29202 (803) 256-2900

SOUTH DAKOTA

SOUTH DAKOTA COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ABUSE PO Box 141 Pierre,
SD 57501 (605) 945-0869

TENNESSEE

TENNESSEE COALITION AGAINST SEXUAL ASSAULT 56 Lindsley Ave. Nashville, TN 37212 (615) 259-9055

TEXAS

Attachment 1

TEXAS ASSOCIATION AGAINST SEXUAL ASSAULT One Commodore Plaza 800 Brazos Austin, TX 78701
(512) 474-7190

UTAH

COALITION OF ADVOCATES FOR UTAH SURVIVORS' EMPOWERMENT 366 S. 500 E., Ste. 204 Salt Lake
City, UT 84102 (801) 322-1500

VERMONT

VERMONT NETWORK AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT PO Box 67 Middlebury,
VT 05753 (802) 223-1302

VIRGINIA

VIRGINIANS ALIGNED AGAINST SEXUAL ASSAULT 508 Dale Ave., Ste. B Charlottesville, VA 22903-4547
(804) 979-9002

WASHINGTON

WASHINGTON COALITION OF SEXUAL ASSAULT PROGRAMS 2415 Pacific Ave., SE Olympia, WA 98501
(360) 754-7583

WEST VIRGINIA

WEST VIRGINIA FOUNDATION FOR RAPE INFORMATION AND SERVICES 112 Braddock St. Fairmont, WV
26554 (304) 366-9500

WISCONSIN

WISCONSIN COALITION AGAINST SEXUAL ASSAULT 123 E. Main St., 2nd Fl. Madison, WI 53703-3315 (608)
257-1516

WYOMING

WYOMING COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT PO Box 236 Laramie,
WY 82073 (307) 755-5481