

September 11, 2015

<b>DIRECTIVES:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-05</b>
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**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

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

**SUBJECT:** Stand Up for Safety and Security Initiative Launch during Week of  
September 14-18, 2015

1. Purpose. To affirm to the entire Job Corps Community the responsibility of Center Operators, Center Directors and center staff to create and maintain a safe and effective learning environment for students and require Center Operators to take comprehensive actions to further strengthen efforts to improve safety and security on centers.

The Office of Job Corps recognizes that there can be no learning in unsafe or unstable environments. To ensure a focus on this top priority, we are launching a Stand Up for Safety and Security initiative that will begin the week of September 14. This is the kickoff of a longer term sustained focus on the safety and security at all Job Corps centers. During this initial week, center operators will be required to begin or complete a number of actions related to safety. In the coming weeks and months, we will issue additional directives and policies to strengthen safety throughout the Job Corps Community.

2. Background. A safe and secure center environment is necessary to give students the best chance of success in pursuing their academic and technical career goals. Center Operators are required under their contracts to provide a safe and secure learning environment and to take a comprehensive and active approach to student safety. Center Operators are also expected to provide strong leadership and supervision to their Center Directors, front line supervisors, and staff to ensure campuses, classrooms, and residential areas are safe and secure at all times. Additionally, Outreach and Admissions contractors and other training and support contractors are required to support efforts to ensure a safe environment by clearly communicating behavior standards in their interactions with students and prospective students, and ensuring any observed infractions are appropriately addressed.

The Office of Job Corps has taken a number of actions to communicate to the Job Corps Community that ensuring a safe and secure learning and living environment – free of violence, drugs, weapons, gangs, and bullying – is the top priority for the program. Over the

past year, significant safety and security incidents have arisen that have led us to emphasize center safety and student culture. In an August 26, 2014, memo to Center Operators from the Assistant Secretary of the Employment and Training Administration, we reiterated the need to enforce the long-standing Zero Tolerance policy. We have also conducted both announced and unannounced site visits to centers with emerging student misconduct and safety issues and taken contractual actions against operators who have failed to comply with our safety and security procedures. We are committed to holding Center Operators and center front-line supervisors and staff accountable for fully complying with standard operating procedures for center safety and security, and maintaining and promoting a safe, positive learning environment and culture.

The Office of Job Corps is undertaking a sustained focus on improving safety and security on centers, and continues to solicit, receive, and implement ideas from Center Operators and Center Directors on how to enhance the security measures already in place and establish new policies that are designed to improve the admissions process, better secure our centers and keep students safe. We are considering short and long-term actions that will be an integral part of center operations, and will remain engaged with the entire Job Corps Community as we prepare centers and Center Operators to take action. As part of our broader efforts to strengthen safety at centers, we are launching a Stand Up for Safety and Security initiative that will begin the week of September 14.

3. **Immediate Action.** Centers must initiate all safety and security actions and activities identified below by **Friday, September 18, 2015 and complete them by the date specified.** Center Directors must update their respective Job Corps Regional Director via e-mail on all actions and activities that have been completed or commenced, including noteworthy results, on a weekly basis beginning no later than the end of the day on **Monday, September 21, 2015 and continuing every Monday until all activities are completed.**

If not already in place, these activities should also be adopted as part of your quarterly or semi-annual activities throughout the program year. Additionally, centers should also supplement the activities below with other routine actions related to center safety and security as well as additional activities they deem relevant.

**The following actions and activities must be completed by September 18, 2015:**

- Center Directors and center staff must conduct a thorough, general search of your entire center campus, including student rooms, lockers and dorms, consistent with center policy and procedures. This event should be unannounced, and should occur after assembling all of the students and staff in a single location (e.g., gym, auditorium, cafeteria, etc.). You should also review your Memorandum of Understanding (MOU) with local law enforcement to determine if it provides for law enforcement support for your efforts. A summary of the results of the search and any follow-up actions taken should be included in the weekly update provided to the Regional Director.

- Center Directors and center staff should encourage staff and students to participate in the student-led Youth 2 Youth initiative. The Youth 2 Youth Initiative was announced in Job Corps Information Notice 15-04, which also designated the week of September 14-18 a special week of awareness that will allow student leaders to officially introduce Youth 2 Youth to their communities. More information about Youth 2 Youth activities is available at JobCorpsY2Y.com.

**The following actions and activities must be completed by September 25, 2015:**

- Center Directors and center staff must conduct a team review of all current students and their records. The team review should include academic staff, counselors, Career Technical Training (CTT) instructors, security staff, Health and Wellness staff, and residential staff to determine if your students or your center has any previously unidentified issues with violence, drugs, weapons, gangs, or bullying that need to be addressed. After completing this activity, Center Directors must submit a written summary of findings, highlighting any issues with violence, drugs, weapons, gangs, or bullying identified, and actions the center will take to address the issues, to the Regional Directors in the weekly update.
- Center Directors and center staff must review prior Significant Incident Report (SIR) entries into the Center Information System for Calendar Year 2015, and correct any errors or complete any insufficient submissions within the system. You should also offer center staff a refresher course on submitting SIRs that are timely, comprehensive, accurate, succinct, and written in complete, readable sentences.

**The following actions and activities must be completed by September 30, 2015:**

- Center Operators must develop and implement a safety and security update plan. The plan should include at a minimum: a review and update of your MOU with your local law enforcement entities; training on behavioral management techniques and strategies for front line supervisors and all staff responsible for student safety; a check of all of your security equipment (e.g., spectrometers, radio communications, cameras, vehicles, etc.) to ensure it is operational; a complete physical check of the center's perimeter to address any areas that may require additional security enhancements; and updating procedures for locating missing students who are absent without authorized leave. Corporate entities are strongly encouraged to supplement their centers with outside professional security training, if feasible.
- Center Directors and center staff must complete the activities required by PRH Change Notice 15-02, issued August 4, 2015. PRH Change Notice 15-02 required the center to implement the procedures for responding to an active shooter incident described in the policy, including briefing and training staff. It also required that each center engage local law enforcement and arrange to have an active shooter drill on the center within 120 days of the issuance of the notice. Any center that has not held the required drill by September 30 should accelerate their planning and provide the scheduled date of the drill to the Regional Director.

Centers are authorized to suspend select scheduled center activities (e.g., a day of classes, a day of CTT, etc.) during this week to complete these safety and security activities, if necessary.

5. Expiration Date. October 31, 2016
6. Inquiries. Questions should be addressed to your respective Job Corps Regional Directors, Lenita Jacobs-Simmons, or Bob Pitulej at (202) 693-3000.