

March 27, 2017

DIRECTIVES:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-30
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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: Safety and Security – Cooperation with Law Enforcement

1. Purpose. To affirm to the Job Corps community Center Operators' responsibility to contact local law enforcement when suspected criminal behavior or other serious incidents occur.
2. Background. Job Corps' top priority is to maintain a safe and secure environment for students and staff. Law enforcement plays an essential role in maintaining safety in the community, and providing a safe center environment. For that reason, the Policy and Requirements Handbook (PRH 5.4, R2) requires that Center Operators maintain written agreements with local law enforcement.

In addition, the PRH directs Center Operators to contact local law enforcement for all emergency situations involving potential criminal activity and the threat to the safety and security of Job Corps students and staff including:

- The discovery of an active shooter situation. As soon as it is safe to do so, Center Operators must call 911, and announce there is an "Active Shooter" event in progress (PRH 5.4, R4).
- If an adult student is AWOL, and cannot be located after an investigation to determine student's whereabouts (PRH 6.1, R3).
- If a minor student is AWOL, and the student's parent or legal guardian is unaware of the student's whereabouts (PRH 6.1, R3).
- Sexual assaults reportable as required by state and local law (PRH 6.11, R6).

3. Action Required.

Centers should always promptly contact local law enforcement by dialing 911 or any other appropriate phone number.

4. Effective Date. Effective immediately.

5. Expiration Date. Until superseded.

6. Inquiries. Questions should be addressed to your respective Job Corps Regional Directors or Rashmi Bartlett, Division Chief of Regional Operations and Program Integrity, at (202) 693-3102.