

June 3, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-15
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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: Policy and Requirements Handbook (PRH) Revision to Exhibit 3-1, *Infraction Levels, Definitions, and Appropriate Center Actions*, and Corresponding Chapter, Exhibit and Appendix Changes

1. Purpose. To ensure Job Corps' Student Conduct system supports a safe, secure learning and living environment for all students and staff, and to strengthen policies related to student misconduct by clearly defining and classifying behavior infractions to facilitate consistent application throughout the Job Corps system.
2. Background. Ensuring a safe environment for students, staff, and centers is one of Job Corps' top priorities. In order to address concerns raised about inconsistencies in the implementation of its Student Conduct System, Job Corps issued PRH Change Notice 15-09, *Policy and Requirements Handbook (PRH) Revision to Exhibit 3-1, Infraction Levels, Definitions, and Appropriate Center Actions, and Corresponding Chapter, Exhibit and Appendix Changes*, February 4, 2016. The Job Corps community was invited to submit questions regarding the new policy, and the National Office provided a series of Webinar training sessions to highlight changes to the policy. The technical corrections contained in this notice are a result of questions submitted in writing and during the training sessions. In addition, a series of Frequently Asked Questions and Answers has been developed for systemwide distribution.
3. Reference. PRH Change Notice 15-09, *Policy and Requirements Handbook (PRH) Revision to Exhibit 3-1, Infraction Levels, Definitions, and Appropriate Center Actions, and Corresponding Chapter, Exhibit and Appendix Changes*, issued February 4, 2016.
4. Explanation of Change(s).
 - a. Chapter 1, Section 1.6, R1, subsection (e) is revised to clarify that only those students previously separated for a Level I drug use infraction who test positive for drug use upon readmission are separated from the program immediately, and not allowed to reapply.

- b. Chapter 6, Section 6.11, R1, Related Health Programs, Trainee Employee Assistance Program (TEAP)
- Subsection (e)(a)(a)(3) is revised to clarify that students *reasonably* suspected of using drugs shall be tested.
 - Subsection (e)(b)(a) is revised to align with the new policy, providing that students who are reasonably suspected of being intoxicated or consuming alcohol on center or under center supervision should be tested immediately.
 - Footnotes 1 and 2 are revised to provide a more nuanced explanation of *reasonable suspicion*.
- c. Exhibit 3-1, Infraction Levels, Definitions, and Appropriate Center Actions
- Removed **use** so the infraction is now **Drugs: Possession or distribution of drugs on center or under center supervision**. There are now two distinct Level I infractions – one for the possession or distribution of drugs, and one for the use of drugs.
 - Clarified that students separated for **Drugs: Use of drugs as evidenced by a positive drug test** are eligible for readmission after 1 year, but if the individual tests positive for drug use upon readmission, they will be separated immediately and not allowed to reapply.
 - Changed the separation code for Level I alcohol-related infractions – **Alcohol: Possession, consumption, or distribution while on center or under center supervision** and **Abuse of alcohol** – to 5.3c (Alcohol [Mandatory]).
 - Added a note in the definition of **Intoxication on center or under center supervision** to clarify that a negative breathalyzer test does not preclude a student from being charged with an intoxication infraction. Also changed the separate code for this infraction to 5.3b.
 - Clarified the definition of **Sexual harassment** – depending on its severity, a single incident may constitute sexual harassment. Examples are now provided.
 - In order to be consistent, added after 1 year to the Readmission Eligibility for **Pattern of minor infractions**.
 - For clarity, removed the columns READMIT ELIGIBLE and SEPARATION CODE from the Minor Infractions table because students are not separated for minor infractions.

- d. Original Exhibit 3-3, Center-Operated Career Technical Training Programs – Training Titles, Codes, and Student Teacher Ratios has been renumbered to Exhibit 3-5 so as not to conflict with recently issued Exhibit 3-3, Menu of Progressive Discipline Interventions and Sanctions for Minor Infractions.
 - e. Exhibit 3-3, Menu of Progressive Discipline Interventions and Sanctions for Minor Infractions, has been edited for clarification. Additionally, the use of Peer Courts has been addressed.
 - f. The Infraction Crosswalk has been updated to reflect the clarified definitions of **Intoxication on center or under center supervision** and **Sexual harassment**.
5. Action Required. Centers must adopt the use of infractions and definitions identified in Exhibit 3-1, Infraction Levels, Definitions and Center Actions (Attachment C) and the Menu of Progressive Discipline Interventions and Sections (Attachment D). Addressees are to ensure this Change Notice is distributed to all appropriate staff.
6. Effective Date. June 1, 2016.
7. Inquiries. Inquiries should be directed to Erin FitzGerald at (202) 693-3967 or fitzgerald.erin@dol.gov.

Attachments

- A – PRH Section 1.6 Readmission
- B – PRH Section 6.11 Health Related Programs
- C – PRH Exhibit 3-1 Infraction Levels, Definitions and Appropriate Center Actions
- D – PRH Exhibit 3-3 Progressive Discipline Interventions and Sanctions for Minor Infractions
- E – Infraction Crosswalk
- F – PRH Exhibit 3-5 Job Corps Career Technical Training Programs Student/Teacher Ratios
- G – PRH Chapter 3 Table of Contents