DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-06

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: LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

SUBJECT: Revisions to the Electronic Policy and Requirements Handbook (ePRH)  
Chapter 5, Section 5.4 Personal Safety and Security

1. Purpose. To revise ePRH Chapter 5, Section 5.4 by adding one additional criminal  
incident that requires centers to contact local law enforcement.

2. Background. To support safe and secure living and learning environments on Job Corps  
centers, the Office of Job Corps has added an additional criminal incident that requires centers to  
contact local law enforcement.

3. Explanation of Change(s). This Change Notice transmits changes to ePRH Chapter 5,  
Section 5.4, R2. Requirement to Contact Local Authorities. “Unauthorized distribution of a  
controlled substance” has been added to the list of criminal incidents that require centers to  
contact local law enforcement, and is now R2.6.

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 Erin McGee at (202) 693-3283 or  
McGee.Erin@dol.gov.

7. ePRH Website Access. This Change Notice and revisions to the ePRH can be accessed at  
the ePRH website address, https://eprh.jobcorps.gov.