



AUG 24 2017

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

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the typed name.

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>.