

August 30, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-09</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:** Safety and Security – Cooperation with Law Enforcement

1. Purpose. To affirm to the Job Corps community Center Operators' responsibility to contact law enforcement when they suspect criminal behavior, or when serious incidents occur.

Additionally, to remind all centers that Job Corps is required to have agreements of cooperation in place with local law enforcement agencies.

2. Background. The program's top priority is to maintain a safe and secure environment for students and staff. Local law enforcement plays an essential role in maintaining a safe center environment. For that reason, the Policy and Requirements Handbook (PRH) (Section 5.4, R2) requires Center Operators to maintain written agreements of cooperation with the law enforcement agency in the area the center is located.

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:

- during an active-shooter situation. When it is safe, Center Operators must call 911, and announce there is an "Active-Shooter" event in progress (Section 5.4, R4).
- when an adult student is AWOL and cannot be located (Section 6.1, R3).
- when a minor student is AWOL and the student's parent or legal guardian is unaware of his/her whereabouts (Section 6.1, R3).
- reporting sexual assaults (Section 6.11, R6).

3. Action Required.

A) Centers should always promptly contact local law enforcement by dialing 911 or other emergency number when the need arises.

B) Complete the attached certification to acknowledge the PRH requirements and use of local law enforcement in an emergency. Each center must send via e-mail the certification and its current agreement with law enforcement (executed within the last 12 months) to the Regional COR and [DROPI@dol.gov](mailto:DROPI@dol.gov) at the National Office within 30 days of the date of this directive.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4. Effective Date. 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.

Attachment

Certification: Cooperative Agreement with Law Enforcement