

36081

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA HIGHWAY PATROL
AND
THE LONG BEACH JOB CORPS CENTER**

This Memorandum of Understanding is entered into by the **California Highway Patrol, (CHP)** 411 N: Central Avenue, Suite #410, Glendale, California 91203, and the federally-funded **Long Beach Job Corps Center**, operated by The Bizzell Group and located at 1903 Santa Fe Avenue, Long Beach, California 90810, situated in the northwest corner of Santa Fe and 19th Street (map of center attached).

The provisions of this Memorandum of Understanding are related to the enforcement of applicable State Statutes and local City ordinances within the boundaries of the Long Beach Job Corps Center. This Memorandum of Understanding will be in effect July 1, 2022 through June 30, 2023 and subject to annual review and amendment by all signatory entries. This agreement will be in effect for this program year. Either party wishing to terminate this agreement must submit written notice to the other party 30 days prior to intended termination date.

AUTHORITY

Policy Requirement Handbook (PRH), Chapter 5.3 Center Safety and Security Standard Operating Procedures and PRH Exhibit 5-2, Public Law 97-300 "29 USC 1705 (a)d" ,US Title 29 Subtitle 20 CFR Section 638.805 Security and Law Enforcement (see attached documents). <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cad=rja&uact=8&ved=2ahUKEwjnmlqNp6fwAhX4JDQIHTUhBWAQFjAAegQIBBAD&url=https%3A%2F%2Fwww.govinfo.gov%2Fapp%2Fdetails%2FCFR-2002-title20-vol3%2FCFR-2002-title20-vol3-sec638-805&usg=AOvVaw31KTsK3vAK-L7jpTcbTf2>

INDEMNIFICATION

The parties hereto as between themselves agreed that neither party shall be liable for any damages, including but not limited to claims, demands, losses, liabilities, cost and expenses including reasonable attorney fees, approximately resulting from the negligent or wrongful acts or omissions of the other party's employees or agents in the performance of this agreement, and each party shall indemnify, defend and save harmless the other party from any such claims, demands, damages, losses, or liabilities. If liability is imposed pursuant to Section 830 et seq. of the Government Code, Solely by reason of a dangerous condition of public property of the Job Corps Sites, the Job Corps shall assume liability and defend and hold the City, its officers, employees and agents harmless from any action, loss, cost or expense caused by such condition of the Job Corps' property and any negligent or wrongful act or omission of the Job Corps'

agents or employees, in any way connected with such condition of the Job Corps' property.

NOTIFICATION AND RESPONSE

The California Highway Patrol ("CHP") agrees to respond to situations they are alerted to by the Long Beach Police Department ("LBPd") in the event LBPd is not able to respond to the Long Beach Job Corps Center ("Center") in a timely manner. The CHP will use whatever extent necessary to gain control of the situation and restore order, to include the detention and/or confinement of individual(s) involved in criminal acts. Upon the arrival of personnel from LBPd, they will assume incident command and relieve CHP personnel.

SEARCH PROCEDURE AND DISPOSAL OF CONTRABAND, WEAPONS, AND UNLAWFUL AND STOLEN PROPERTY.

1. Stolen property will be returned to its rightful owner.
2. LBJCC will work with LBPd to ensure that students have met the licensing and registration of firearms that students may otherwise legally possess off-center. LBJCC will request a copy of the student's license and registration of any firearm they legally may own. LBJCC will document and log the make, model, and serial numbers of any firearms that students may legally own but are not permitted to possess while on center. This information will be forwarded to LBPd.

When a student brings a weapon or potentially dangerous item that the student may legally own but are not permitted to possess on center, the item must be returned to the student according to the student's choice of either:

Returning the item after the student is sent home in accordance with the student disciplinary process by arranging a date on which the student may safely pick up the item or mailing or shipping the item to an address where the student may later safely pick it up.

3. Whenever reasonable suspicion exists that a student is in possession of illegal drugs, weapons, or stolen property, a search will be conducted by the Center within the guidelines of 20 CFR 638.805 © (refer to attachment). Whatever drugs are found, the items will be confiscated and secured until released to the LBPd for disposal. When drugs are released to the LBPd, a written report will be provided indicating circumstances of the confiscation, which will include location of confiscation, and suspect information. All drugs will be turned over to the LBPd within 24 hours of confiscation. All students in violation will be disciplined in accordance with Center policy.
4. The LBPd will be called when illegal narcotics are confiscated from a student. All narcotics shall be relinquished to the Long Beach Police immediately, regardless of the quantity. The LBPd shall be notified whenever any amount of contraband is encountered where intent to distribute is indicated by the quality or method of packaging. Confiscated weapons (including firearms) shall be reported to local

law enforcement agencies, giving the student's name, SSN, and serial number, type, make, and model of the weapon.

5. The LBPD will respond to such reports and dispatch personnel to retrieve illegal substances and suspects, if any. Whenever the Center confiscates and releases any contraband, weapons, or stolen property to the LBPD, the LBPD will provide the Safety and Security Manager or designee with the proper receipt of such items.

UNAUTHORIZED GOODS

The center will ensure that the following unauthorized goods are not permitted on Center:

- a. Firearms and ammunition
- b. Explosives and Incendiaries
- c. Knives
- d. Homemade weapons
- e. All other weapons and instruments for which primary use is to inflict injury
- f. Drugs, defined as any substance listed on any schedule of the Controlled Substances Act including seeds and residue, except when the drug is possessed and used under a valid prescription; and drug paraphernalia.

Note: Under the Controlled Substances Act, no valid prescription can be provided for Schedule I. drugs, including marijuana.

- g. Stolen property
- h. Alcohol
- i. Tobacco for minors
- j. Any other items that are illegal under state law or that could impose a danger to safety and security.

DEPARTURE OF STUDENT(S) UNDER COURT JURISDICTION

The Center agrees to notify the LBPD and/or Probation authorities of the imminent departure from the Center of any student(s) having been arrested for any criminal act(s) who are departing prior to adjudication.

STUDENT(S) COMPLAINT OF POLICE TREATMENT

The Center agrees to notify and submit to the CHP and the United States Department of Labor complaints made by student(s) of police mistreatment while in custody. The CHP will investigate any such complaints in accordance with the policies set forth in the CHP's Policy and Procedures Manual.

SEARCHES AND ARRESTS ON CENTER GROUNDS

Federal law states that the Center may allow search and arrest by local law enforcement officers in the following instances:

1. Police officers may enter into the Center to conduct searches or makes arrests if one or more of the following exists:
 - a. The officer(s) are in possession of a lawful arrest warrant.
 - b. Permission given by the Center Director or designee.
 - c. Urgent or emergency circumstances.
2. Interviews relating to any criminal act, if conducted on Center, will be conducted in a private office and in the presence of a designated LBJCC staff member, unless LBJCC staff member's presence interferes with the investigation or is deemed inappropriate by CHP investigator. If the LBJCC staff member cannot reach agreement concerning this matter, a CHP supervisor and an LBJCC supervisor will together determine the best course of action in accordance with current law and regulations.

LIAISON


In routine matters of mutual concern between the parties, the liaison will be the South Los Angeles Area Captain or designee and the Long Beach Job Corps Center Director or designee.

PROCEDURES

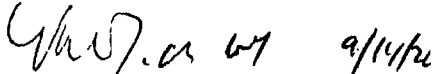
(See PRH 2.5 R2 and the Zero Tolerance attachment)

The Department of Labor, in its efforts to curtail violence and drug usage on Job Corps Centers, has introduced a new procedure with a focus on alerting new enrollees to the consequences of drug use and violence (see Zero Tolerance attachment). This procedure is in effect at the Long Beach Job Corps Center. The procedure requires certification by new enrollees to remain free of drugs and abstain from violent acts while enrolled. The Long Beach Job Corps Center fully complies with the Department of Labor's procedures and incorporates certifications as attachments to this agreement. Incidents of a nature relating to violence and drug use will be strictly enforced by the Center. Accordingly, documentation of incidents off Center grounds involving Job Corps students is paramount and therefore will require input from police sources to the extent allowed by law. Your cooperation is solicited.

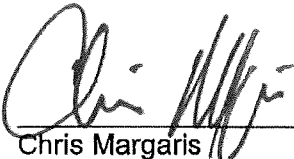
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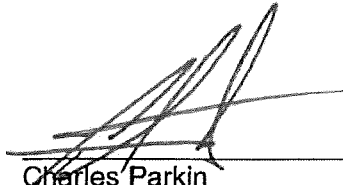
Beverly D. Williams Date
Center Director
Long Beach Job Corps Center



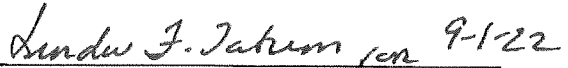
Roxanne Chin Date
Vice President, Workforce Innovation
The Bizzell Group



Chris Margaris Date
Southern Division Chief
California Highway Patrol



Charles Parkin Date
City Attorney
City of Long Beach
ARTURO D. SANCHEZ
DEPUTY CITY ATTORNEY



Tom Modica Date
City Manager
City of Long Beach

**EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.**

Attachments:

- Job Corps Zero Tolerance for Violence and Drugs Certification
 - Zero Tolerance Defined
 - CFR Section 638.805
 - 20 CFR Section 686.925
 - PRH (Chapter 5.3 Safety and Security)
 - Map of Long Beach Job Corps Center
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LONG BEACH JOB CORPS CENTER

ZERO TOLERANCE FOR VIOLENCE AND DRUGS CERTIFICATION

Every student has the right to participate in the Job Corps program without being subjected to violence and drug abuse.

I _____ have had Center rules and regulations explained to me and agree to abide by all of the rules as long as I remain a student.

I further acknowledge that I have been informed of the Zero Tolerance for violence and drugs policies and that as long as I am a student, I will follow these policies. I understand that if I commit any of the following offenses, I may be immediately removed from the program and will lose the chance to be present for a Center Review Board. However, I will be able to make a written statement for the board and appeal the decision of the Board.

The offenses that require automatic termination from the program are:

1. Possession of a Weapon on Center or Under Center Supervision
2. Assault
3. Threat of Assault
4. Threat to Safety
5. Sexual Assault
6. Drugs: Possession, Use, or Distribution of Drugs on Center or Under Center Supervision
7. Drug: Use of Drugs as Evidenced by a Positive Drug Test
8. Alcohol: Possession, Use, or Distribution While on Center or Under Center Supervision
9. Abuse of Alcohol (3 Confirmed Positive Alcohol Results)
10. Arrest For a Felony or Violent Misdemeanor on or off Center
11. Illegal Activity (Being Convicted of a Federal or State Felony or Misdemeanor While Enrolled in Job Corps)
12. Robbery or Extortion
13. Arson
14. Cruelty to Animals
15. Inciting a Disturbance

I also understand that there are other offenses that may result in my removal from the program. I understand that committing any of these offenses at any time during my enrollment will result in disciplinary action which may include termination from the program.

Student signature: _____ Date: _____

Staff Member Name: _____ Date: _____

LONG BEACH JOB CORPS CENTER

ZERO TOLERANCE DEFINED

The offenses that require automatic termination from the program are:

1. Possession of a weapon on Center or Under Center Supervision
2. Assault
3. Threat of Assault
4. Threat to Safety
5. Sexual Assault
6. Drugs: Possession, Use, or Distribution of Drugs on Center or Under Center Supervision
7. Drug: Use of Drugs as Evidenced by a Positive Drug Test
8. Alcohol: Possession, Use, or Distribution While on Center or Under Center Supervision
9. Abuse of Alcohol (3 Confirmed Positive Alcohol Results)
10. Arrest For a Felony or Violent Misdemeanor on or off Center
11. Illegal Activity (Being Convicted of a Federal or State Felony or Misdemeanor While Enrolled in Job Corps)
12. Robbery or Extortion
13. Arson
14. Cruelty to Animals
15. Inciting a Disturbance

§ 638.800

to a determination of their feasibility and usefulness.

Subpart H—Administrative Provisions

§ 638.800 Program management.

(a) The Job Corps Director shall establish and use internal program management procedures sufficient to prevent fraud or program abuse. The Job Corps Director shall ensure that sufficient auditable and otherwise adequate records are maintained to support the expenditure of all funds under the Act.

(b) The Job Corps Director shall provide guidelines for center staffing levels and qualifications. The guidelines shall adhere to standard levels of professional education and experience which are accepted generally within the fields of education and counseling.

§ 638.801 Staff training.

The Job Corps Director shall establish guidelines for necessary training for national office, regional office, and deliverer staff.

§ 638.802 Student records management.

The Job Corps Director shall develop guidelines for a system of maintaining records for each student during enrollment and for the disposition of such records after termination.

§ 638.803 Safety.

(a) The Job Corps Director shall establish procedures to ensure that students are not required or permitted to work, to be trained, to reside, or to receive services in buildings or surroundings or under conditions that are unsanitary, hazardous, or lack proper ventilation. Whenever students are employed or trained for jobs, they shall be assigned to such jobs or training in accordance with appropriate health and safety practices.

(b) The Job Corps Director shall develop a procedure to provide appropriate protective clothing for students in work or training.

(c) The Job Corps Director shall develop procedures to ensure compliance with applicable DOL Occupational Safety and Health Administration regulations.

20 CFR Ch. V (4-1-11 Edition)

§ 638.804 Environmental health.

The Job Corps Director shall provide guidelines for proper environmental health conditions.

§ 638.805 Security and law enforcement.

(a) The Job Corps Director shall provide guidelines to protect the security of students, staff, and property on-center on a 24-hours-a-day, 7-days-a-week basis.

(b)(1) All property which would otherwise be under exclusive federal legislative jurisdiction shall be considered under concurrent jurisdiction with the appropriate State and locality with respect to criminal law enforcement as long as a center is operated on such property. This extends to portions of the property (e.g., housing and recreational facilities) in addition to the portions of the property used as the center or training facility.

(2) The Job Corps Director shall ensure that centers on property under concurrent federal-State jurisdiction establish agreements with federal, State and local law enforcement agencies to enforce criminal laws on such property. (Section 435(d))

(c) The Job Corps Director shall develop procedures to ensure that any searches of a student's personal area or belongings for unauthorized goods follow applicable right-to-privacy laws.

§ 638.806 Property management and procurement.

The Job Corps Director shall develop procedures to establish and maintain a system for acquisition, protection, preservation, maintenance, and disposition of Job Corps real and personal property, and services so as to maximize its usefulness and to minimize operating, repair, and replacement costs.

§ 638.807 Imprest and petty cash funds.

Federally operated centers shall establish auditable imprest funds. Contract centers shall establish auditable petty cash funds. The Job Corps Director shall develop procedures to ensure the security of and accountability for imprest and petty cash funds.

Employment and Training Administration, Labor

§ 686.930

individual circumstances in each claim.

(b) In general, residential students may be considered to be in the "performance of duty" when:

(1) They are on center under the supervision and control of Job Corps officials;

(2) They are engaged in any authorized Job Corps activity;

(3) They are in authorized travel status; or

(4) They are engaged in any authorized offsite activity.

(c) Non-resident students are generally considered to be "in performance of duty" as Federal employees when they are engaged in any authorized Job Corps activity, from the time they arrive at any scheduled center activity until they leave the activity. The standard rules governing coverage of Federal employees during travel to and from work apply. These rules are described in guidance issued by the Secretary.

(d) Students are generally considered to be not in the performance of duty when:

(1) They are Absent Without Leave (AWOL);

(2) They are at home, whether on pass or on leave;

(3) They are engaged in an unauthorized offsite activity; or

(4) They are injured or ill due to their own willful misconduct, intent to cause injury or death to oneself or another, or through intoxication or illegal use of drugs.

§ 686.920 How are students protected from unsafe or unhealthy situations?

(a) The Secretary establishes procedures to ensure that students are not required or permitted to work, be trained, reside in, or receive services in buildings or surroundings or under conditions that are unsanitary or hazardous. Whenever students are employed or in training for jobs, they must be assigned only to jobs or training which observe applicable Federal, State and local health and safety standards.

(b) The Secretary develops procedures to ensure compliance with applicable Department of Labor Occupa-

tional Safety and Health Administration regulations and Wage and Hour Division regulations.

§ 686.925 What are the requirements for criminal law enforcement jurisdiction on center property?

(a) All Job Corps property which would otherwise be under exclusive Federal legislative jurisdiction is considered under concurrent jurisdiction with the appropriate State and locality with respect to criminal law enforcement. Concurrent jurisdiction extends to all portions of the property, including housing and recreational facilities, in addition to the portions of the property used for education and training activities.

(b) Centers located on property under concurrent Federal-State jurisdiction must establish agreements with Federal, State and local law enforcement agencies to enforce criminal laws.

(c) The Secretary develops procedures to ensure that any searches of a student's person, personal area, or belongings for unauthorized goods follow applicable right-to-privacy laws.

§ 686.930 Are Job Corps operators and service providers authorized to pay State or local taxes on gross receipts?

(a) A private for-profit or a non-profit Job Corps service provider is not liable, directly or indirectly, to any State or subdivision for any gross receipts taxes, business privilege taxes measured by gross receipts, or any similar taxes in connection with any payments made to or by such service provider for operating a center or other Job Corps program or activity. The service provider is not liable to any State or subdivision to collect or pay any sales, excise, use, or similar tax imposed upon the sale to or use by such deliverer of any property, service, or other item in connection with the operation of a center or other Job Corps program or activity.

(b) If a State or local authority compels a center operator or other service provider to pay such taxes, the center operator or service provider may pay the taxes with Federal funds, but must document and report the State or local requirement according to procedures issued by the Secretary.

5.3 SAFETY AND SECURITY

REQUIREMENTS

R1. Center Safety and Security Standard Operating Procedures

- a. Center operators must establish and comply with agreements with law enforcement, in accordance with the requirements of Sections R3 and R4 below. Center operators must submit these law enforcement agreements to the National Office of Job Corps (NOJC) and the Regional Offices (ROs) as required by Exhibit 5-2.
- b. Center operators must establish and comply with their Center Safety and Security Standard Operating Procedure (SOP). This SOP will supplement a local law enforcement agreement, or when necessary, govern how the center operator will respond to center security issues that are not addressed in a local law enforcement agreement. Center operators must submit these SOPs to the NOJC and the ROs as required by Exhibit 5-2.
- c. A Center Safety and Security SOP must address the following requirements:
 1. How it will regulate the entry, exit, and conduct of any person who seeks access to the campus, including students, staff, family, and visitors. The SOPs must include language indicating that a map of the campus will be displayed in a prominent location and will also be made readily available to law enforcement and medical personnel in emergency situations.
 2. How the center will handle, secure, and timely dispose of any illegal drugs and all weapons (as defined in Section R5 below) confiscated or otherwise found on center or in a center-sponsored activity that the local law enforcement agency will not retrieve. Disposal must be done in accordance with state and local law. Disposal of illegal drugs must be consistent with the center SOP on Medication Management.
 3. How the center operator will address the confiscation and return of weapons and items that are barred from Job Corps centers under R5 below, but that students may legally possess off-center, such as licensed or registered firearms. This procedure must align with R6 (d) below.
 - (a) Such weapons and items must always be confiscated and must not be returned to the student while the student is still on center.
 - (b) The Center Safety and Security SOP also must include what steps the center operator, in conjunction with local law enforcement where possible, will take to verify if the student complied with any registration and licensing requirements to possess the confiscated weapons or items.
 - (c) Even if the student can legally possess a weapon or other prohibited item off center, the center still must sanction any student determined to have brought a weapon or other unauthorized good on center,

according to Exhibit 2-1.

4. How the center operator will handle, secure, and, if necessary, timely dispose of other unauthorized goods prohibited from being on center in Section R5 below.
5. How the center will record and track all illegal drugs and all weapons confiscated or otherwise found on center. The SOP must include the date the illegal drugs or weapons were found, the date(s) they were secured and where they were secured, and the date on which they were disposed or returned and how they were disposed or returned. If illegal drugs or weapons are found or confiscated from a student or staff member, this record must include the student's or staff member's name and identification number, how the illegal drugs or weapons were located, and what disciplinary actions the student or staff member faced following the discovery.
6. The circumstances and process under which law enforcement will be contacted, consistent with Section R2 and any law enforcement agreement.
7. How the center operator will return stolen property to its rightful owner.

R2. Requirement to Contact Local Authorities

- a. Center operators must report criminal incidents according to the terms of the law enforcement agreements described in R3 and R4.
- b. Regardless of the terms of the law enforcement agreements described in R3 and R4, center operators must contact local law enforcement if a serious crime or emergency occurs on center or in a center-sponsored activity. A serious crime includes, but is not limited to:
 1. A homicide
 2. A theft of a vehicle or other significant government-owned property
 3. An assault or battery
 4. A riot or similarly violent incident involving five or more students or persons
 5. A sexual assault or rape as defined under state law. Center operators also must comply with the requirements of Chapter 5, Section 5.1, R39 in dealing with sexual assaults and rapes.
 6. Unauthorized distribution of a controlled substance
- c. Center operators may not prohibit any center personnel or student from calling 911 or any law enforcement agency, and may not limit the personnel or students who may call 911 or law enforcement.

R3. Agreements with Local Law Enforcement Agencies

- a. Pursuant to Job Corps' regulations at 20 C.F.R. § 686.925(b), center operators must develop and maintain written cooperative agreements with its nearest local law enforcement agency. An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that upcoming program year.

These agreements must contain, at a minimum:

1. The names of each center and of the local law enforcement agency
 2. The roles and responsibilities of the center operator and the local law enforcement agency, including at a minimum:
 - (a) The circumstances and process under which the center's operator will contact the local law enforcement agency consistent with the requirements of Sections R1 and R2 above.
 - (b) How the center operator will handle, secure, and timely dispose of illegal drugs and all weapons confiscated or otherwise found on center or in a center-sponsored activity, as well as the handling, securing, and, if necessary, disposal of any other unauthorized good prohibited from being on center in Section R5 below.

This portion of the agreement also should address how the center operator will work with local law enforcement to ensure that students have met the licensing and registration of items, such as firearms, that are barred from Job Corps centers under R5 below, but that students may otherwise legally possess.
 - (c) A statement that the local law enforcement agency will be contacted for searches as required at Section R9 below.
 3. The expiration date for the agreement;
 4. The process for renewing, altering, or terminating the agreement;
 5. The signatures of the operator's center director and an authorized signatory from the local law enforcement agency;
 6. The date the operator and the local law enforcement agency signed the agreement
- b. If the center operator is unable to reach an agreement with the local law enforcement agency, or the local law enforcement agency will not agree to address all of the topics described in subsection R3 (a) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:
 1. Written evidence of the operator's good faith effort to reach an agreement with the local law enforcement agency on all of these terms. For the purposes of this

requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and

2. What, if any, agreement the center operator was able to reach with the local law enforcement agency.
3. The portions of the SOP established as a supplement to or in place of a law enforcement agreement in accordance with R1.

R4. Agreements with Federal and State Law Enforcement Agencies

- a. Pursuant to Job Corps' regulations at 20 C.F.R. § 686.925(b), center operators must establish agreements with federal and state law enforcement agencies for criminal enforcement purposes by reaching out to the local offices of state law enforcement and the Federal Bureau of Investigation (for contract centers) or Forest Service Law Enforcement for Job Corps Civilian Conservation Centers (CCCs). An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that program year. Such agreements must contain the same terms described in Section R3 (a)(1)-(6) above;
- b. If the center operator is unable to reach an agreement with the local office of the federal or state law enforcement agency, or the local office of the federal or state law enforcement agency will not agree to address all of the topics described in subsection R3 (a)(1)-(6) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:
 1. Written evidence of the operator's good faith effort to reach an agreement with the local office of the federal or state law enforcement agency on all of these terms. For the purposes of this requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and
 2. What, if any, agreement the center operator was able to reach with the local office of the federal or state law enforcement agency.

R5. Unauthorized Goods

Center operators must ensure that the following unauthorized goods are not permitted on center:

- a. Firearms and ammunition
- b. Explosives and incendiaries
- c. Knives

- d. Homemade weapons
- e. All other weapons and instruments for which the primary use is to inflict injury
- f. Drugs, defined as any substance listed on any schedule of the Controlled Substances Act, including seeds and residue, except when the drug is possessed and used in accordance with a valid prescription; and drug paraphernalia

Note: Under the Controlled Substances Act, no valid prescription can be provided for Schedule I drugs, including marijuana.

- g. Stolen property
- h. Alcohol
- i. Tobacco for minors
- j. Any other items that are illegal under state law or that could pose a danger to safety and security

R6. Disposal of Unauthorized Goods

Center operators must dispose of unauthorized goods as follows:

- a. Stolen property must be returned to its rightful owner.
- b. Illegal drugs (as defined in R5.f, above) must be secured and disposed of according to agreements described in R3 and R4. Disposal of any substance not covered by an agreement described in R3 and R4 must be disposed of in accordance with state and local law, consistent with center SOPs on Medication Management and Center Safety and Security.
- c. Confiscated weapons (including firearms) must be secured and reported to law enforcement and disposed of according to agreements described in R3 and R4 and in accordance with the center operator's Center Safety and Security SOPs. The center must track and record all weapons and illegal drugs, including: the individual's name and his or her staff or student identification number, the date the illegal drugs or weapons were found, how they were located, disciplinary actions faced following the discovery, disposition of the illegal drugs or weapons and the date of disposition.
- d. When a student brings a weapon or potentially dangerous item that the student may legally own but is not permitted to possess on center, the item must be returned to the student according the student's choice of either:
 - 1. Returning the item after the student is sent home in accordance with the student disciplinary process, by arranging a date on which the student may safely pick up

the item; or

2. Mailing or shipping the item to an address where the student may later safely pick it up.

If a student does not want the item returned or does not provide an address for return, the item shall be considered abandoned property and the center operator must dispose of it according to the requirements of its local law enforcement agreement and Center Safety and Security SOP. Center operators must comply with all PRH recording and reporting requirements for these items before making arrangements for their return.

R7. Prohibition of Firearms

Center operators must not allow anyone to bring a firearm onto a Job Corps Center except for:

- a. Licensed security personnel contracted by the center operator to provide security during distribution of student payroll; and
- b. Law enforcement personnel when:
 1. Providing security services to a Job Corps Center pursuant to a written agreement between the center operator and the relevant law enforcement agency outlining the terms and condition of the arrangement, which addresses licensure, firearms certification, type of firearm, and additional weapons requirements and verification requirements, including the law enforcement personnel's duties at the center; or
 2. Employed by a center operator as center security personnel and acting within the scope of their duty, provided that such employment, including the use of their official firearm or other licensed firearm, is permitted by the relevant law enforcement agency.

NOTE: Nothing in this policy prohibits law enforcement personnel from conducting official law enforcement activities, including the use of firearms in accordance with the established policy of that agency, in the line of duty, including when law enforcement personnel are in the line of duty and armed on a Job Corps center campus.

R8. Active Shooter Response

An active shooter is defined as an individual actively engaged in killing/injuring or attempting to kill/injure people in a confined and populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims.

Upon discovery of an Active Shooter event, as soon as it is safe to do so, law enforcement (911) must be called, and communicate, "There is an Active Shooter event in progress."

The 911 call (from a safely concealed area) should provide the following information:

- a. Description and possible location of suspect(s) if known
- b. Number and types of weapons
- c. Suspect's direction of travel
- d. Location and condition of any victim(s)

Safety and Security Officers and/or the person in charge must be prepared to meet and guide law enforcement officers if possible. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent any deaths or injuries.

In response to an Active Shooter event, the guidelines listed below should be followed.

1. **Evacuate.** If there is an accessible escape path, attempt to leave the premises
 - (a) Have an escape route and plan in mind
 - (b) Evacuate regardless of whether others agree to follow
 - (c) Leave belongings behind
 - (d) Help others escape, if possible
 - (e) Prevent individuals from entering an area where the active shooter may be
 - (f) Do not attempt to move wounded people
 - (g) Call 911 when you are safe
 - (h) Follow the instructions of any law enforcement officials/authorities
 - (i) Keep your hands visible in the presence of law enforcement officials/authorities
2. **Hide Out.** If evacuation is not an option, find a place to hide where the active shooter is less likely to go. Direct others into resident rooms or adjacent rooms, close the door and attempt to barricade the door. The hiding place should:
 - (a) Be out of the active shooter's view
 - (b) Provide protection if shots are fired
 - (c) Not entrap or restrict options for movement

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or other electronic devices
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Blockade the door with heavy furniture
- Stay as low to the floor as possible and remain quiet

If evacuation and hiding out are not options:

- Remain calm
- Call 911, if possible, to alert police to the active shooter's location

- If you cannot speak, leave the line open and allow the dispatcher to listen
3. **Take Action.** If your life is in imminent danger, as a last resort, attempt to disrupt and/or incapacitate the active shooter by:
 - (a) Acting as aggressively as possible against the active shooter
 - (b) Throwing items and improvising weapons
 - (c) Yelling
 - (d) Committing to your actions

Announce an "All Clear" when the scene is declared safe by law enforcement officials/authorities.

R9. Search and Seizure

Center operators shall conduct searches and seizures only in the following circumstances:

- a. General inspections of dorm rooms, lockers, and other center facilities may be conducted periodically.
- b. Searches for unauthorized goods may be conducted only when the Center Director believes such goods are being hidden on center. The reasons for the search must be documented.
- c. The scope of search may be no wider than what is necessary to accomplish the specific purpose of the search. Unauthorized goods found as a result of a search must be confiscated.
- d. A search of a person of an entire group of Job Corps students is prohibited when the information in the possession of Job Corps officials indicates that only some members, or less than all members, of the group are in possession of contraband that is prohibited on center property.
- e. Job Corps shall not conduct strip searches of students. If the Center Director believes a strip search of a student is necessary, local law enforcement authorities must be contacted and requested to perform the search.
- f. Searches for evidence of crime may be conducted for evidence in criminal prosecution. These must always be done by a law enforcement officer with a search warrant, except when delay would endanger the physical well-being of students.

R10. Student Notification

Center operators must notify all students of the center's policies and procedures regarding unauthorized goods, and search and seizures.

R11. Use of Physical Restraint and Isolation

Center operators must:

- a. Limit use of physical restraint to only those situations that seriously threaten persons or property. Ensure that no student is restrained for more than one hour without at least verbal consultation and approval from a physician. Staff cannot use handcuffs, mace, pepper spray (or any derivatives) on students. Staff must be aware of and abide by any state laws regarding restraint and isolation.
- b. Use on-center isolation facilities for temporary segregation of students from their peers only when behavior constitutes an immediate threat to themselves, other persons, or property.

A student placed in an isolation facility must be observed every 15 minutes and this observation must be documented on a signed log giving the exact time of observation and the signature of the staff member conducting the observation. Isolation cannot exceed 12 hours unless accompanied by a statement from the center physician that the isolation is not medically prohibited.

R12. Student Vehicles

Centers must not permit residential students to keep personal vehicles at Job Corps centers.

R13. Safety Hotline Education

Use of the Job Corps' national, toll-free Safety Hotline is the right of all students, staff, and visitors on the Job Corps Center premises. To support hotline usage among all center stakeholders, centers must ensure:

- a. All staff are adequately trained, understanding how to support and respond to questions by students regarding the Safety Hotline.
- b. Response team members are trained to triage tips, perform follow-up actions, and provide updates in the web-based Safety Hotline portal.
- c. All students are introduced to the Safety Hotline during the Career Preparation Period through the Safety Hotline orientation video.
- d. All students receive a monthly reminder on the purpose and use of the hotline.
- e. Adequately promote the Safety Hotline by:
 1. Providing wallet cards containing Safety Hotline information to each student during CPP.
 2. Promoting the use of the Safety Hotline App during CPP.

3. Provide wallet cards containing Safety Hotline information to each staff member upon hire.
4. Post Safety Hotline information in dormitory community areas and other high traffic areas and gathering spaces at the center.

R14. Response Team Composition and Functions

- a. Response Team members have a unique username and password (i.e., no shared accounts) within the hotline system provided by Job Corps.
- b. Each center must have a minimum of four (4) staff on the Response Team with system access who Safety Hotline operators can contact, as needed, to respond to tips. The Response Team must include the following key personnel:
 1. Center Director
 2. Health and Wellness Director or other Registered Nurse
- c. Contact information for Response Team members must be reviewed monthly and updated as changes occur.
- d. Centers must investigate each Safety Hotline tip and use the hotline system provided by Job Corps to:
 1. Acknowledge the tip by placing the incident into "Confirmed Status" within 24 hours.
 2. Initiate appropriate action to resolve the tip within 7 days.
 3. Place the tip into "Resolved" Status within 7 days.
 4. Respond within 24 hours to Regional or National Office requests for information related to tips or investigations.

R15. Protection Against Retaliation

Centers must ensure that students, operator staff and authorized on-center visitors have access to the safety hotline and can use it without fear of retribution, isolation, or retaliation by peers or operator staff. Center operators are charged with protecting the integrity of the Safety Hotline and must ensure:

- a. Students, operator staff, and authorized visitors are to be protected from retaliation for using the hotline. Such stakeholders are to be protected from retaliation for using the hotline regardless of the ultimate outcome or result of the underlying complaint or tip reported to the hotline, so long as the hotline was used in good faith.

- b. Retaliation by center staff against students, other staff, or authorized visitors based on actual or suspected use of the hotline is prohibited. Retaliation includes any conduct intended to dissuade a reasonable person from using the hotline, including but not limited to, confronting the individual outside of the Center's investigation (discussed below), name calling, removing privileges or imposing punishments.
- c. Suspected retaliation must be reported to the hotline. Center staff that receive a complaint of retaliation must report the retaliation through the hotline. The operator of the hotline will route complaints and tips to the Office of Job Corps and/or the center operator in question, as determined by contract or agreement between DOL and the hotline operator.
- d. If Center staff receive notice either through the operator of the hotline or through Job Corps that a complaint of alleged retaliation was received, center operators are required to conduct an investigation. The investigation must:
 1. Commence within three days and be conducted promptly after the center operator receives notice of the complaint as described above.
 2. Be conducted exclusively by Center staff that are not supervised by or otherwise within the responsibility of the subject of the complaint, if the subject of the complaint is a supervisor. In the event that the subject of the complaint is the Center Director, Deputy Center Director, or Health and Wellness staff, the investigation shall proceed as directed by the Job Corps Regional Office.
 3. The results of the investigation must be provided to the Job Corps Regional Office.
 4. Appropriate disciplinary steps must be taken by the center operator according to the operator's policies if the investigation concludes that retaliation occurred.
- e. Job Corps' Protection Against Retaliation Policy in no way alters or limits rights that students, operator staff, or visitors would otherwise have under federal or state law, Department of Labor regulations, or Department of Labor policies, including the PRH.

**LONG BEACH JOB CORPS
CENTER MAP**









BUILDINGS

- 1- WELLNESS
- 2- BASIC EDUCATION
- 3- CAFETERIA
- 4- CHILD DEVELOPMENT CENTER
- 5- EAST DORMITORY
- 6- PHYSICAL EDUCATION
- 7- MAINTENANCE/ WAREHOUSE
- 8- SOUTH VOCATIONAL EDUCATION
- 10- ADMINISTRATION
- 13- NORTH VOCATIONAL EDUCATION
- 14- WEST DORMITORY

STRUCTURE

- 3A- PERGOLA
- 8A- STORAGE
- 9- GATEHOUSE
- 11- STORAGE
- 13A- BCT STORAGE
- 13B- PERGOLA
- 14B- GAZEBO

FUNCTION LEGEND

	ADMINISTRATION
	CAFETERIA
	DORMITORY
	EDUCATION
	MEDICAL/DENTAL
	RECREATION
	STORAGE
	VACANT

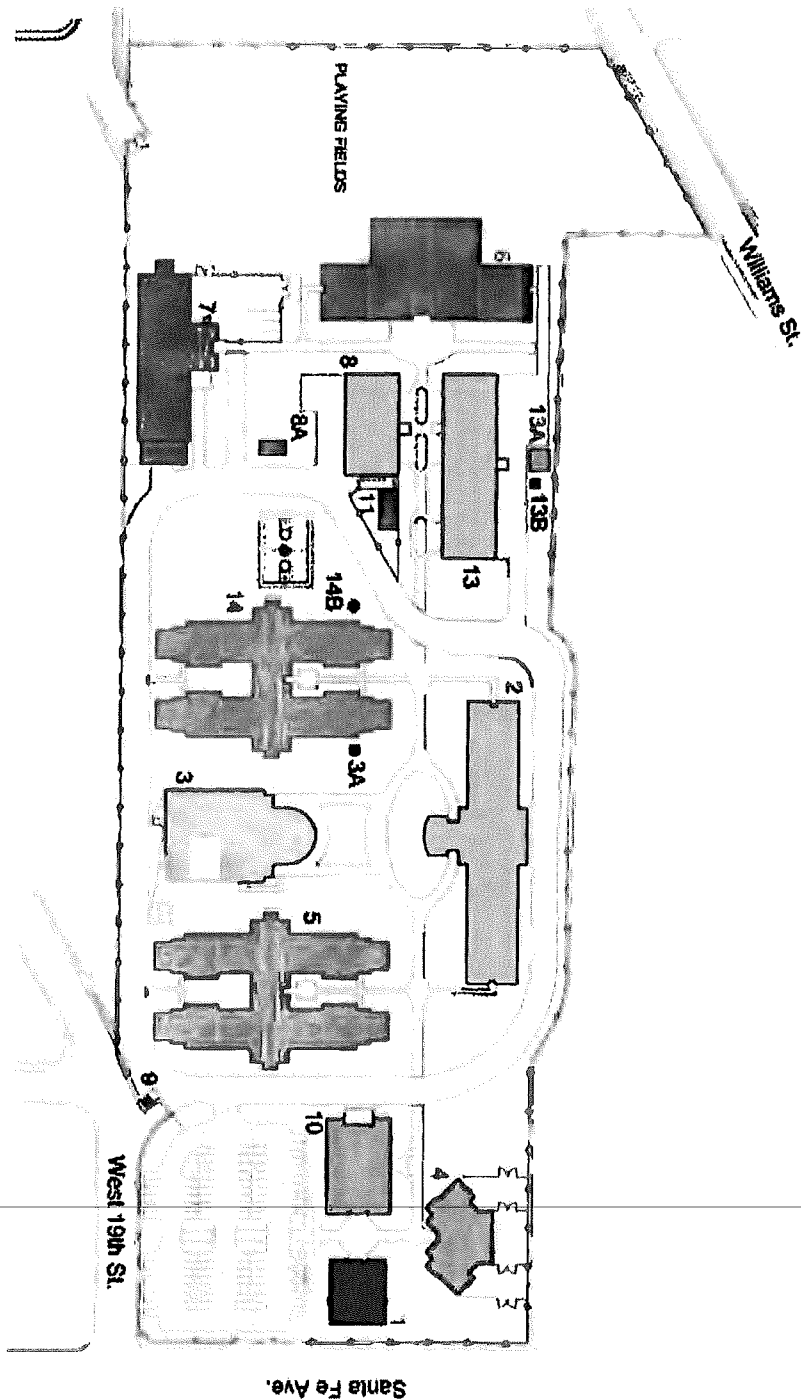


Figure ES-1

Existing Site Plan

0 100 200 400 Feet



North
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