



# JOLIET JOB CORPS CENTER

---

1101 Mills Road Joliet Illinois 60433 – (815) 727-7677 – FAX (815) 727-5428

## MEMORANDUM OF UNDERSTANDING AGREEMENT

BETWEEN

JOLIET POLICE DEPARTMENT

AND

THE JOLIET JOB CORPS CENTER

RELATING TO CAMPUS LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered on the 15th day of July, 2025, by and between the JOLIET POLICE DEPARTMENT and the Joliet Job Corps Center witnessed that:

WHEREAS, the parties have determined that as entities which have certain responsibilities for the safety of the staff, students and visitors of the campus, and the citizens of Joliet, Illinois, and that the common good would be served by an Agreement between the parties outlining responsibilities with respect to the buildings and grounds located at the Joliet Job Corps Center.

NOW, THEREFORE, the parties agree as follows:

### I. PARTIES

The parties to this Agreement are the JOLIET POLICE DEPARTMENT and the Joliet Job Corps Center.

### II. PURPOSE

The Joliet Police Department and the Joliet Job Corps Center have certain responsibilities for the safety of staff, students and visitors of the Joliet Job Corps Center. They recognize that cooperative and effective interaction is imperative to the successful accomplishment of their collaborative mission. This Agreement serves as an operational framework for their ongoing and cooperative public safety efforts.

### III. THE CAMPUS

The campus is generally defined as property owned, leased, or used by the Joliet Job Corps Center in furtherance of its educational purpose located on 1101 Mills Road Joliet, Illinois 60433.

### IV. THE JOLIET POLICE DEPARTMENT RESPONSIBILITIES

The Joliet Police Department agrees to:

1. Respond to call for service in both emergency and non-emergency situations including situations of missing minors as stated in the National Child Search Assistance Act of 1990. This Act requires each Federal, State, and Local law enforcement agency to enter each case of a missing child under the age of 18 into the National Crime Information Center (NCIC). The Illinois State Police of

Investigation's NCIC telephone contact numbers is (304) 625-2000.

The requirements of Act, as stated in the Congressional Record dated 11/02/1990, indicate that "each state reporting under the provisions of this Act shall:

Ensure that no law enforcement agency within the state establishes or maintains any policy that requires the observance of any waiting period before accepting missing child or unidentified person report."

2. Investigate all crimes reported to have occurred on the Center or crime against government property.
3. Take custody of weapons or illegal substances that are confiscated by center Safety personnel.
4. Provide training to Center Staff in regards to public safety and gang recognition to include, the wearing of gang clothing, colors; using signs or handshakes associated with known gangs identified by law enforcement; using gang names or displaying gang symbols or slogans.
5. Provide training to center staff and students in regards to the active shooter emergency plan created by the center with the support of law enforcement.
6. Participate and observe center practice drills to ensure the effectiveness of the active shooter center plan.
7. Upon discovery of an active shooter situation, as soon as it is safe to do so, law enforcement (911) will be called and advised there is an Active Shooter event in progress. 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 additional deaths or injuries.
8. Continue to follow COVID19 regulations and abide by all CDC and center requirements.

#### V. JOLIET JOB CORPS CENTER RESPONSIBILITIES

Joliet Job Corps Center agrees to:

1. Provide full cooperation with request for information made by authorized representatives of the Joliet Police Department when not prohibited by law.
2. Provide proactive security services to the Joliet Job Corps Center buildings and surrounding grounds to deter criminal activity. All suspicious acts will be referred to the proper authority.
3. Provide access to all facilities on the Joliet Job Corps Center for the Joliet Police Department when requested to deter and at a time does not interfere with student education and training.
4. Provide floor plans of all the buildings on the Joliet Job Corps Center campus.
5. Search and Seizure: Joliet Job Corps Center 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. 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 the

students.

6. Disposal of Unauthorized Goods

Joliet Job Corps Center shall dispose of unauthorized goods; i.e., prohibited items/drugs/drug paraphernalia, as follows:

Once a prohibited item, drugs, drug paraphernalia is seized, Safety personnel will notify the Office of the District Attorney within the hour of confiscation. The seized item(s) will be released to the Joliet Police Department in the form of a receipt. This receipt will include time, date and Joliet Police Officer taking custody of seized item(s).

7. Unauthorized Absences

If the investigation fails to identify the missing minor or adult student's location, the Joliet Job Corps Center shall contact the Joliet Police Office and adhere to their guidelines for reporting of missing persons.

8. Sexual Assaults

All sexual assaults will be reported to law enforcement authorities as required by state and local laws, and to Job Corps administration as significant incidents.

## SPECIAL EVENTS

From time to time large events are planned on the Joliet Job Corps Center campus to include visits from Elected Officials and other dignitaries that may have an impact on greater Joliet Community. The Joliet Job Corps Center will provide timely communication and information in advance of planned events to ensure that the event is appropriately staffed and public safety is ensured. The Joliet Job Corps Center Safety & Security Department Manager or Center Director will contact the Joliet Police Department as early as practical to initiate the planning process.

1. CALL FOR SERVICE

The Joliet Police Department shall be summoned for assistance by calling (815) 726-2491 for non-emergency calls.

Requests directed to the Joliet Job Corps Center shall be directed to the Safety & Security Department Manager at (815) 409-2910 or the Center Director's office at (815) 768-8900.

2. SEVERABILITY

If any provisions of this Agreement shall be deemed invalid by a court of competent jurisdiction, the remainder of this Agreement, to the extent practicable, shall remain in full force and effect.

3. ANNUAL REVIEW

This Agreement shall be reviewed annually by the involved parties during the month of May. Changes may be made at that time by mutual Agreement of the Joliet Job Corps

Center and the Joliet Police Department designee.

4. TERMS OF AGREEMENT

This Agreement remains in effect indefinitely upon execution by both parties. Either party may terminate this Agreement upon 30 day written notice to other.

5. DUPLICATE ORIGINALS

This Agreement is executed in two counterparts, each one of which shall be deemed an original for each party.

IN WITNESS WHEREOF, the parties have set their hand and date heretofore set forth.

---

Cashanna Armstrong, Center Director  
Joliet Job Corps Center

---

Chief of Joliet Police Department