

CET Campus Security Report 2019

CET's Annual Campus Security Report

In 1990, Congress passed a law called the Student-Right-To-Know Act that established the right of students, their parents and employees to know about crimes committed on campuses and about campus security policies and procedures. In compliance with this law, the *Jeanne Clery Disclosure of Campus Security* policy and *Campus Crime Statistics Act*, the Center for Employment Training presents information related to campus security and safety.

All currently enrolled trainees, prospective trainees, CET employees and prospective employees are entitled to request a copy of the CET Annual Campus Security Report. The report contains crime statistics about certain specified crimes/incidents that have been reported to the local police department over the past three years and which have occurred either on CET property or on public property adjacent to the campus.

This report also contains policies and practices pertaining to campus safety, crime prevention and reporting, alcohol and drug abuse prevention and assistance programs.

Requests for the report should be made to CET's Outreach and Recruitment Specialist, (859) 491-8303 x2201.

The Campus Safety and Security report that is submitted annually to the Dept. of Education can be viewed online at <http://ope.ed.gov/security/index.aspx>. Instructions to search for CET are as follows.

1. Choose "Get data for one institution/campus" on the right side bar.
2. Under "Name of Institution" type "Center for Employment Training".
3. Under "Institution City" type "Newport".
4. Click "search"
5. CET's report will come up for browsing.

Reporting Criminal Activity

Criminal actions should be reported to your skill instructor, or if they are not available, to the Coordinator or other member of CET administration as soon as an incident occurs. Brighton Center's procedures for completing incident reports will be followed as with any notable incident, and will be forwarded to the agency Risk Management Team. Notice of criminal activity will be reported to staff in a written notification via email within one business day of the incident. Occurrences also will be disclosed on the CET Annual Campus Security Report.

Annual Campus Security Reporting

The CET Annual Campus Security Report is completed during the Fall of each year, and is comprised of information collected from the Newport Police Department, and from reports of any criminal incidents documented through Incident Report forms.

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Access to Facilities

The only access point that is unlocked during normal business hours is the front door into the lobby of CET. The reception desk is always staffed during business hours, and visitors are required to sign in and out at the reception desk.

Law Enforcement

Criminal activity will be reported to the Newport Police Department by the staff member who has been notified of the criminal incident. If staff members are not available in an emergency, please call Newport Police at 911.

Newport Police can be contacted either by dialing 911 in an emergency, or by calling (859) 292-3622. The police department is located at 998 Monmouth St., Newport, Kentucky, 41071.

Drug and Alcohol Prevention

CET is committed to providing a drug and alcohol prevention program that follows all regulatory guidelines. This is an important component of CET's career development and success skills. CET instructors spend time covering the effects of drugs, alcohol, and other substances on the individual, the family and the community.

Trainees are expected to conduct themselves against defined principles of conduct at all times. This includes a zero tolerance policy concerning substance abuse. Abuse of any drug, which includes alcohol, prescription drugs, or illegal substances while attending CET is strictly prohibited, and will subject any violator of this policy to disciplinary action, including withdrawal from the program. Any violation of this policy, while on CET property, constitutes grounds for immediate expulsion. By signing this policy, trainees agree to drug testing at the request and expense of CET at any time. Refusal of said testing demand will result in disciplinary actions, including expulsion. This policy has been adopted in order to protect the trainees attending CET, as well as to comply with accepted practices in the workplace. Most employers demand such tests of their potential employees, as well as random screens for their current workforce.

CET will annually distribute to all staff and trainees a drug and alcohol prevention program that includes the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by trainees and employees on our property or as part of any of our activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

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- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that CET imposes disciplinary actions or sanctions on trainees and employees (consistent with local, State, and Federal law) for violations of standards of conduct required by regulation. These disciplinary actions are outlined in the Trainee Catalog for trainees and Brighton Center's policy and procedure manual for employees. These disciplinary actions are up to and including official withdrawal from CET for trainees to separation of employment for employees, and referral for legal prosecution. A disciplinary sanction or action may include the completion of an appropriate rehabilitation program.

To ensure compliance with Department of Education regulations and the Drug Free Schools and Campus Act, CET will conduct a biennial review to determine our program's effectiveness and implement changes to the program if they are needed; and ensure that the disciplinary sanctions are consistently enforced.

Sexual Assault Prevention and Awareness

Brighton Center's first core value is "each individual has inherent worth and dignity." All Brighton Center programs strive to provide a space for consumers that is secure and that reinforces the value of each individual.

The Center for Employment Training offers Life Skills/Human Development topics relating to

- sexual health, disease prevention, and abstinence;
- domestic violence resources and issues;
- sexual assault topics, including
 - preserving evidence,
 - reporting sexual assault, and
 - resources for recovery from sexual assault
- sexual harassment, both pertaining to employment and personal relations.

CET maintains the safety of trainees as a top priority. Criminally assaultive behaviors are considered unacceptable and are grounds for immediate withdrawal from the program, in keeping with CET's disciplinary action procedures.

State and National sex offender registries can be checked at <http://kspsor.state.ky.us/> for any concerned trainees.

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Emergency Action Plan

In Case of Emergency:

In all cases of emergency, remain calm. Notify your instructor or closest CET staff member immediately. Allow the staff person to assess the situation and call 911 if necessary. Follow the protocol listed below for specific emergency situations.

In Case of Fire:

Remain calm in all cases of fire; notify your instructor or the closest CET staff person.

Go to the nearest exit. The escape route assignments are posted at each of the skill area doors, as well as the doors of common areas. All fire doors will be closed upon exit. Instructors will provide verbal instructions to trainees during exit. All are required to exit in an orderly fashion. The instructors will inform trainees of pre-established meeting locations outside the building.

Once outside, trainees and staff will meet in the parking lot across the street from CET, at the corner of Washington and Sixth streets. The instructors will take attendance of trainees in their skill area.

In Case of Tornado:

Remain calm and return to your skill area immediately. Follow the verbal instructions given by your instructors. Find a place under your desk/table/etc. and place arms over your head. If you have a jacket, place it over your head as well.

In Case of Accident/Illness:

Remain calm. In all cases of accident, notify your instructor or closest CET staff member immediately. The staff person will assess the situation and determine if a 911 call is necessary for further medical attention.

The instructor will provide verbal instructions for those involved in the incident. In addition, they will notify the emergency contact person listed in the trainee's file.

When a trainee feels ill, she/he should notify the instructor immediately. The instructor will decide if the trainee needs to be dismissed. In cases of severe/sudden illnesses, the emergency contact person will be notified and arrangements will be made to transport the trainee to a doctor.

Inclement Weather

CET will be physically closed in the event of a **Level 3** snow emergency. If Newport Independent Schools are closed, then trainees are not required to report to CET. If the school district in which a trainee resides is closed, that trainee is not required to report to CET.