

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

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 receive and or request 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 Director: (859) 491-8303 ext. 2203.

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 School” on the right sidebar.
2. In the “Name” field, type “Center for Employment Training”.
3. In the “City” field, type “Newport”.
4. Click “Continue.”
5. CET’s report will come up for browsing.

Campus Safety and Security Data

Please refer to pages 15- 21 of this report.

Reporting Criminal Activity

Criminal actions should be reported to your Skill Instructor, or if they are not available, to the Director 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.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

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;

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- 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.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

Emergency Action Plan

Fire Procedure

In the event of evidence of fire, and/or the sounding of the building alarm system, all trainees, guests, and employees (henceforth referred to as “individuals”) are to evacuate the facility immediately. It is the responsibility of the individual who discovers the fire to call 911 and give the operator the facility address, 601 Washington Avenue, Suite 140, Newport, KY 41071. Always provide the street address of the facility so that emergency responders are not dispatched to another Brighton Center, Inc. building.

1. All individuals will exit the building in a calm and orderly fashion and will convene on the sidewalk across the street at the corner of 6th Street and Washington Avenue (by the Watertower Square parking lot).
2. While evacuating, close, but do not lock interior CET doors. Skill division staff will bring the skill division sign-in sheets along when leaving the building for the purposes of taking attendance at the meeting point.
3. Once individuals exit the building, no one may go back inside until the all clear is given by emergency first responders.
4. Skill Instructors/Success Coaches will take attendance of all trainees who are signed in that day from the sign-in sheet.
5. Report attendance results to the CET Manager and/or Workforce Development Director, who will be standing at the corner of 6th and Washington. If the CET Manager and Workforce Development Director are not present for the emergency, the CET Financial Aid Officer will perform this duty in their absence.
6. The CET Director will report any unaccounted-for individuals (who may still be in the building) to the emergency first responders.
7. Individuals should not the facility until cleared by the emergency first responders.

Medical Emergency Procedure

It is the responsibility of the individual who discovers the medical emergency to call 911 and give the operator the facility address, 601 Washington Avenue, Suite 140, Newport, KY 41071. Always provide the street address of the facility so that first responders are not dispatched to another Brighton Center, Inc. building.

Major rescue and medical duties outside the scope of basic first aid should be left to Emergency Medical Technicians (EMT) or Paramedics, who should be notified immediately by calling 911. Unless trained to provide first aid, do not attempt to render any first aid before emergency assistance arrives. Please note that the Medical Assisting Skill Instructor is qualified to

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

administer basic first aid and should be called upon to assist until emergency responders arrive on scene.

Procedure:

1. Upon the discovery of a medical emergency, call 911.
2. Notify the CET Manager, CET Financial Aid Officer, or Workforce Development Director immediately.
3. Do not move the injured or ill person. Try to make them comfortable, if possible, and reassure them that medical attention is on the way.
3. Retrieve the first aid kit and/or AED. The AED machine is located in the Trainee Breakroom, and training is provided through CPR classes. The machine initiates verbal and pictorial use instructions once turned on. First Aid kits are located in the following locations:
 - Front desk drawer in lobby
 - Staff Breakroom file cabinet
 - Health Technology Administration skill division
 - Human Resources & Payroll Specialist skill division
 - Medical Assisting skill division
4. Universal precautions to Bloodborne Pathogens should be implemented according to agency policy while administering basic first aid. Use personal protective equipment (gloves and eye protection) when being exposed to bodily fluids (i.e. blood, vomit)
5. Once the injured/ill individual's immediate needs have been taken care of, remain nearby to assist medical services with any pertinent information about the incident.
6. After the emergency responders take control of the situation, report the incident to the CET Manager and/or Workforce Development Director and complete an Incident Report.

Public Health Emergency Procedure

It is the goal of Brighton Center, Inc. during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees and the public. Brighton Center, Inc. is committed to establishing methods for monitoring practices and safety protocols, implementing measures to minimize exposure in the workplace and sustaining operational functions while the agency is opening services to resume normal operations.

Procedure:

During times of disease outbreak, including but not limited to local, State or national emergency and/or disaster, regular monitoring of Centers for Disease Control and Northern Kentucky Health Department data will be undertaken by the Workforce Development Director and/or Brighton Center, Inc. executive leadership. Through use of the Emergency Protocol Procedure (see

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

below), the Workforce Development Director and/or executive leadership will determine and communicate necessary changes to Brighton Center – CET scope of services, staffing, work arrangements, safety protocols, etc.

Brighton Center, Inc. will continue to monitor and communicate safety measures in compliance with Federal, State, and local laws and guidance. Brighton Center, Inc. will adjust the Healthy at Work Protocol according to communications from these entities.

Severe Weather Procedures

Tornado

When weather conditions appear threatening, employees shall turn on either television or radio to ensure prompt notification of tornado or severe storm watches and warnings issued by the National Weather Service. A tornado *watch* means conditions are favorable for a tornado to develop. A tornado *warning* means an actual tornado has been sighted in the area.

1. During a tornado watch, employees should alert all other employees in the building of the weather status. Any outdoor activities will be postponed until the watch has been cancelled by the National Weather Service.
2. During a tornado warning, all trainees, guests, and employees shall proceed to the safe area (see below) and position themselves so as to protect their eyes and head by assuming a curled (fetal) position with head and face covered by arms as much as possible.

The designated safe areas within CET are:

- Medical Assisting skill division
- Conference Room
- Hallway between Medical Assisting and the Conference Room

If time does not permit entry into the safe area, all individuals should stay together and go immediately to the safest area available. Areas that may afford the most protection include:

- Spaces below ground level
- Spaces farthest from exterior doors and windows
- Structures that do not have wide, free span roofs

Winter Weather

Brighton Center, Inc. will be closed for all non-emergency services, including Center for Employment Training, in the event of a Level 3 Snow Emergency issued by the county in which the facility is located. Outside of a Level 3 Snow Emergency, training will be cancelled when the Newport Independent School District declares a snow day; however, staff will report to work

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

and the facility shall remain open. The CET Director is responsible for posting closing/delay information on CET social media outlets, including Facebook and Instagram.

Flood Procedure

1. Evacuate immediately, if told to evacuate by first responders or emergency radio broadcast alert. Never drive around barricades. Emergency responders use them to safely direct traffic out of flooded areas.
2. If trapped by flood waters, evacuate to the 4th floor of the Watertower Square building. Only get on the roof if necessary. Do not attempt to leave the facility or drive away.
3. Once on the highest floor in the building, call 911 and give the operator the facility address, 601 Washington Avenue, Suite 140, Newport, KY 41071. Always provide the street address of the facility so that first responders are not dispatched to another Brighton Center, Inc. building.
4. If driving or outside, do not walk, swim or drive through flood waters. Stay off bridges over fast-moving water. Fast-moving water can wash bridges away without warning. If driving, stay inside your car if it is trapped in rapidly moving water. Get on the roof if water is rising inside the car.
5. Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions regarding flooding.

Earthquake Procedure

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. Earthquakes strike suddenly, without warning, and they can occur at any time of the year, day or night. In the event of an earthquake, complete the following:

1. Pick safe places in each room of the building. A safe place should be under a piece of furniture or against an interior wall away from windows, bookcases, or tall furniture that can fall on you. Stay away from windows to avoid being injured by shattered glass.
2. Sit on the floor, protect your head, and hold to available fixtures, desks, or tables. If you do not have sturdy furniture to hold on to, sit in the floor next to an interior wall and cover your head and neck with your arms. Stay indoors until the shaking stops and you are sure it is safe to exit.
3. If you are outside when the shaking begins, find a clear spot and drop to the ground. Stay there until the shaking stops (sway from buildings, power lines, trees, and streetlights).
4. If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses, and power lines if possible. Stay inside the vehicle with seatbelts fastened until the shaking stops.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

Then, drive carefully, avoiding bridges and ramps that may have been damaged. If a power line falls on your vehicle, do not get out. Wait for assistance.

5. Be aware that fire alarm systems frequently go off in buildings during an earthquake, even if there is no fire.
6. After an earthquake, the disaster may continue. Expect and prepare for aftershocks. Each time you feel an aftershock, repeat steps 1-4. Stay indoors until the shaking stops and you are sure it is safe to exit.
7. When the shaking stops, check yourself and other individuals for injuries and get/perform first aid if necessary. Call 911 immediately to report medical emergencies, if applicable.
8. Fire is the most common hazard after an earthquake. Extinguish any small fires and evacuate utilizing the Fire Procedure as much as is possible.
9. If not in immediate danger, look quickly in and around the building for hazards. Evacuate the facility, if unsafe and call 911 to report significant structural damage, fire, gas leaks, etc. Be aware of hazards such as broken furniture, glass, downed power lines, and broken gas lines. Wear gloves to protect from broken objects. Do not enter damaged areas. Open closets and cabinets carefully as contents may have shifted.
10. Listen to emergency radio broadcasts for updated emergency information and instructions.

Bomb Threat Procedure

In the event of a bomb threat, all trainees, guests, and employees (henceforth referred to as “individuals”) are to evacuate the facility immediately. The individual who received the bomb threat will immediately notify the CET Manager, Workforce Development Director, and or CET Financial Aid Officer, whose responsibility it is to immediately give the order to evacuate and to call 911 and give the operator the facility address, 601 Washington Avenue, Suite 140, Newport, KY 41071. Always provide the street address of the facility so that first responders are not dispatched to another Brighton Center, Inc. building.

1. All individuals will exit the building in a calm and orderly fashion and will convene on the sidewalk across the street at the corner of 6th Street and Washington Avenue (by the Watertower Square parking lot).
2. While evacuating, close, leave interior CET doors propped open, if possible. Skill division staff will bring the skill division sign-in sheets along when leaving the building for the purposes of taking attendance at the meeting point.
3. Once individuals exit the building, no one may go back inside until the all clear is given by emergency first responders.
4. Skill Instructors/Success Coaches will take attendance of all trainees who are signed in that day from the sign-in sheet.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

5. Report attendance results to the CET Manager and/or Workforce Development Director, who will be standing at the corner of 6th and Washington. If the CET Manager and Workforce Development Director are not present for the emergency, the CET Financial Aid Officer will perform this duty in their absence.
6. The CET Director will report any unaccounted-for individuals (who may still be in the building) to the emergency first responders.
7. Individuals should not the facility until cleared by the emergency first responders.

Workplace Violence Procedures

Workplace Violence

A violent situation is when an individual is creating a threatening situation. This could involve threatening speech, a weapon, or a condition that seems to be escalating beyond one's control.

Preventative Measures:

CET has one entrance unlocked during business hours. All other entrances are locked from the outside. Staff monitor the main entrance at all times. All non-agency visitors must sign in at the front desk upon entry. Any visitor that attempts entry without signing in will not be permitted entry. CET has several exits throughout the facility. Employees and trainees are instructed on evacuation routes.

Procedures for employees responding to a violent situation:

1. Try to defuse the situation. Respond to the individual quietly and calmly.
2. Try to seek additional information from the perpetrator and offer possible resolutions.
3. Offer an apology. This is good customer service and may calm the violent individual.
4. Never touch the violent individual. The action could be interpreted as threatening.
5. Signal for assistance. Call a colleague, preferably a supervisor, and say, "hold my calls." Upon receiving this notification, staff will immediately respond to the situation and prepare to call 911, if necessary.
6. If the situation escalates, make an excuse to leave and evacuate the facility, if necessary.

Procedures for communicating among staff regarding violent situations:

1. Be aware of when colleagues are meeting with individuals.
2. Communicate with colleagues about upcoming meetings with individuals that have a violent history or if there are related concerns.
3. Never schedule a meeting with an individual that has a violent history in isolation.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

4. If you discover a violent situation, alert colleagues that there is an emergency. This allows them to assist with the situation, notify the authorities, as well as help others to move to a safe area.
5. If a situation escalates, contact the authorities.

Hostage Situations

In the event of a hostage situation, remain calm and cooperate with the perpetrator. If possible, call 911 and alert other employees. Employees made aware of a hostage situation should immediately call 911 and initiate evacuating individuals from the facility using the following procedure:

1. All individuals will exit the building in a calm and orderly fashion and will convene on the sidewalk across the street at the corner of 6th Street and Washington Avenue (by the Watertower Square parking lot).
2. While evacuating, close, leave interior CET doors propped open, if possible. Skill division staff will bring the skill division sign-in sheets along when leaving the building for the purposes of taking attendance at the meeting point.
3. Once individuals exit the building, no one may go back inside until the all clear is given by emergency first responders.
4. Skill Instructors/Success Coaches will take attendance of all trainees who are signed in that day from the sign-in sheet.
5. Report attendance results to the CET Manager and/or Workforce Development Director, who will be standing at the corner of 6th and Washington. If the CET Manager and Workforce Development Director are not present for the emergency, the CET Financial Aid Officer will perform this duty in their absence.
6. The CET Director will report any unaccounted-for individuals (who may still be in the building) to the emergency first responders.
7. Individuals should not the facility until cleared by the emergency first responders.

Active Shooter/Person with Weapon Procedures

According to the Department of Homeland Security (DHS), an “Active shooter/Person with Weapon is an individual actively engaging in killing or attempting to kill people in a confined and populated area.” Typically, the immediate deployment of law enforcement is the response action taken to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes – before law enforcement arrives on the scene – individuals must be prepared both mentally and physically to deal with the situation. Active shooter violence tends to be highly random and sporadic and is usually motivated by either a personal grievance (workplace violence) or the result of a mental illness.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

The ALICE procedure focuses on maximizing survivability in an active shooter situation by being proactive and provides additional options beyond traditional lockdown. In the event of an active shooter/person with a weapon within the facility, the ALICE procedure should be used.

A – Alert: The sooner you understand that you are in danger, the sooner you can save yourself. A speedy response is critical. Seconds count. Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

L – Lockdown: Barricade the room. Prepare to *counter* or *evacuate*, if needed.

If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

I – Inform: Communicate the assailant's location and direction in real time. The purpose of *inform* is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced *lockdown* and prepare to *counter*.

C – Counter: Create distractions by way of noise, movement, and distance. The intent is to reduce the shooter's ability to shoot accurately. *Counter* is not fighting.

ALICE training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. *Counter* is a strategy of last resort. *Counter* focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

E – Evacuate: When safe to do so, remove yourself from the danger zone. Police and emergency personnel will enter the building to assist with evacuation and administer first aid to injured individuals.

Procedures for employees in an Active Shooter/Person with Weapon situation:

1. In the event of an Active Shooter/Person with a Weapon onsite communication to all persons in the building will take place through blowing the air horn located in the Safety Bag in each room. 911 should be called immediately via landline if close by or cell phone to alert first responders. All individuals must run from the air horn, not towards.
2. Employees will proceed to secure their areas. Assertively and firmly direct trainees and guests to shut and lock the skill division doors and barricade entrances by moving furniture, equipment, or any objects that may make it more difficult for the assailant to enter the room.
3. Locate the Safety Bag in each area, utilize the doorstep and rope to secure door and administer First Aid if needed. Each office and skill area will have a small fire extinguisher and

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

safety bag (gloves, bandages, rope, duct tape, doorstops, tape, and gauze) to assist with *lock down*, *counter*, and first aid administration.

4. If safe, use cell phone to communicate information via text message or discreet phone call regarding the intruder with police and colleagues within the building to ensure all are aware of the situation.
5. Employees must keep all individuals quiet and remain in place until police and first responders reach them. At that time, police take responsibility for the situation and all are required to adhere to their direction.

Emergency Protocol Procedure

Brighton Center, Inc. may activate an emergency protocol in the event of a local, state or national emergency and/or disaster. The protocol will be in place to maintain operations and provide flexibility in the workforce.

Procedure:

Upon Emergency Protocol activation, the Workforce Development Director and/or Executive Leadership will determine temporary changes to the scope of services (for example program procedures, postponements, etc.) and model for staffing (including work assignments, daily scheduling, alternate work arrangements, telecommute requirements, use of paid time off, and/or other related needs) to assure continuity of program services and administrative operation. Status of changes made during Emergency Protocol will be reviewed regularly and communicated appropriately.

Emergency Maintenance Procedure

In the event of a maintenance emergency, the individual discovering the problem should contact the CET Manager or Workforce Development Director immediately. The Manager (or Director) will contact Hemmer Management Group, the owners and facility management company of Watertown Square. Hemmer Management Group is responsible for facility upkeep and will assume responsibility in the event of a maintenance emergency.

Emergency Temporary Workplace Procedure

Emergency Worksite

If a worksite is closed, the Workforce Development Director will consult with Brighton Center, Inc. executive leadership to determine a temporary Emergency Worksite at another Brighton Properties facility. Maintaining safety while attempting to provide uninterrupted service delivery will be the goal.

Computer Data Recovery

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

A full backup of Brighton Center, Inc. servers is completed regularly. It is important to save documents on the network so they are backed up. Individual computer hard drives are not backed up.

Emergency Phone, Internet, and Fax Use

The Emergency Worksite will provide telephone, internet, and fax use, as needed, to provide uninterrupted service delivery.

Emergency Communications Procedures

Emergency Communications

The Workforce Development Director will contact the executive leadership of Brighton Center, Inc. to coordinate communication to employees, individuals and families served, and the media. The President and CEO of Brighton Center, Inc. is responsible for notifying applicable members of the Brighton Center, Inc. Board of Directors of the emergency.

Media Communication Procedures

Refer all media inquiries in an emergency to the Workforce Development Director. Media handling procedures are provided in the Brighton Center Policies and Procedures Manual for further clarification.

Reporting and Investigating Accidents

In case of accidents or incidents, Brighton Center – CET trains all employees on incident reporting procedures. Staff members document details and involved parties of an accident or incident on the Incident Report Form. The form is reviewed by the CET Manager and Workforce Development Director, and incident reports are reviewed in Risk Management Committee, a meeting of Brighton Center, Inc. upper management to assess risk, liability, and safety issues that may need attention. The CET Director follows up on incident reports to debrief staff and trainees as needed.

<p>SECURITY OFFICER</p> <p>Name: Jonika Greene Title: Workforce Development Director Address: 601 WASHINGTON AVE., SUITE 140 NEWPORT, KY 41071 Phone: (859) 491-8303 ext. 2203 Email: jgreene@brightoncenter.com</p> 	<p>FIRE SAFETY OFFICER</p> <p>Name: Jonika Greene Title: Workforce Development Director Address: 601 WASHINGTON AVE., SUITE 140 NEWPORT, KY 41071 Phone: (859) 491-8303 ext. 2203 Email: jgreene@brightoncenter.com</p> 	<p>LEAD TITLE IX COORDINATOR</p> <p>Name: Jonika Greene Title: Workforce Development Director Address: 601 WASHINGTON AVE., SUITE 140 NEWPORT, KY 41071 Phone: (859) 491-8303 ext. 2203 Email: jgreene@brightoncenter.com</p> 
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/>			
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/>									
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

CRIMINAL OFFENSES HATE CRIMES VAWA OFFENSES ARRESTS DISCIPLINARY ACTIONS UNFOUNDED CRIMES

– Criminal Offenses - On campus

Criminal Offense	2019	2020	2021
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

– Criminal Offenses - Public Property

Criminal Offense	2019	2020	2021
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
- As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses – Nonforcible were no longer collected.

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

— Hate Crimes - On campus

Criminal Offense	Category of Bias for crimes reported in 2021									
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2020									
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

— Hate Crimes - Public Property

Criminal Offense	Category of Bias for crimes reported in 2021									
	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2020									
	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Brighton Center’s Center for Employment Training (CET) Annual Campus Security Report – 2023

Criminal Offense	Category of Bias for crimes reported in 2019								
	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated Assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- o Prior to the 2010 data collection, Simple assault statistics were reported as Any other crime involving bodily injury.
 - o Larceny-theft, Intimidation, and Destruction/damage/vandalism of property statistics were not collected prior to the 2010 data collection.
 - o As of the 2010 data collection, negligent manslaughter is no longer a category because it cannot be a hate crime.
 - o Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
 - o As of the 2015 data collection, statistics for Sex offenses - Forcible and Sex offenses - Non-forcible are no longer collected.
 - o The Gender Identity category of bias was added in the 2015 data collection.
 - o As of the 2015 data collection the Ethnicity/National origin category of bias was split into separate Ethnicity and National origin categories.
- These hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity / national origin.

CRIMINAL OFFENSES HATE CRIMES **VAWA OFFENSES** ARRESTS DISCIPLINARY ACTIONS UNFOUNDED CRIMES

— VAWA Offenses - On Campus

Crime	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

— VAWA Offenses - Public Property

Crime	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- o Statistics for VAWA Offenses were not collected prior to the 2015 data collection.

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report – 2023

— Arrests - On campus

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

— Arrests - Public Property

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

— Disciplinary Actions - On Campus

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

— Disciplinary Actions - Public Property

Law Violation	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

CRIMINAL OFFENSES HATE CRIMES VAWA OFFENSES **ARRESTS** DISCIPLINARY ACTIONS **UNFOUNDED CRIMES**

Unfounded Crimes - Unfounded Crimes

	2019	2020	2021
a. <u>Total unfounded crimes</u>	0	0	0

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

- o Statistics for Unfounded Crimes were not collected prior to the 2015 data collection.