

THE CITY UNIVERSITY OF NEW YORK

CITY COLLEGE OF NEW YORK WORKPLACE VIOLENCE PREVENTION PROGRAM

CAMPUS-SPECIFIC INFORMATION

HIGH RISK LOCATIONS/RISK FACTORS

This section is completed by your College, based on the results of the most recent physical site evaluation. It lists the risk factors identified during the physical site evaluation and recommends appropriate measures to address these risks.

Description of Identified Risk Factors

City College invited representatives from each union to participate in a physical site evaluation on the campus. Factors that might place an employee at risk include but are not limited to:

- Offices handling the exchange of money, including cash, checks, money orders and credit card receipts, such as the Bursar's Office.
- Offices that handle issues stressful to students, such as the Wellness and Counseling Center, Student Affairs, AccessAbility Center, Enrollment Management Offices, and advising offices.
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources and the Payroll Office.
- Work sites containing employees who work alone or in small groups such as academic offices, faculty offices, the campus for custodial staff, and IT support.
- Work sites containing employees who work late at night or early in the morning or on weekends, such as the campus for custodial staff and Public Safety staff, Library faculty and staff, and faculty.

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How the identified risk factors have been/are being addressed

In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:

Engineering Controls:

- (a) Emergency assistance call boxes
- (b) Closed Captioned Television (CCTV) cameras throughout the campus monitored continuously by the Department of Public Safety
- (c) Secure doors separating offices and hallways
- (d) Room alarms
- (e) Bullet resistant glass
- (f) Safes
- (g) Building card access
- (h) Emergency speaker and audible alarm in elevators
- (i) CUNY ALERT System (upon activation by the college, this system sends message during emergency events via email, text message and telephone)

Administrative or Work Practice Controls:

- (a) The main campus grounds, the contiguous geographic perimeter of the main campus, the off-campus sites, the entry gates and the parking areas are patrolled on a 24-hour basis by Public Safety Officers. Public Safety Officers are sworn law enforcement/NYS Peace Officers under Criminal Procedure Law 2.10 subsection 9 and have the power to make arrests.
- (b) Public Safety Officers serve primarily as a deterrent force but are fully trained to take action in the event a crime is committed. In addition to Peace Officers, Campus Security Assistants and Contracted Security Guards are assigned to parking lots and other fixed posts. Campus Security Assistants and Contracted Guards are licensed as NYS Licensed Security Guards.
- (c) Public Safety Officers patrol both interior and exterior areas of campus on foot and by motor vehicle on a continuous basis.
- (d) Employees are encouraged to advise Public Safety when they are working late and are leaving the building late at night. Peace Officers provide an escort service when the college community is traveling from one campus location to another with a greater sense of security.
- (e) There is a free college shuttle service that loops the campus and also goes to the nearest subway stations.
- (f) Access to all campus buildings is limited to faculty, staff, students, guests and visitors who are conducting official college business. When entering a building, all faculty, staff and students are required to wear college issued identification cards on campus at all times. Visitors must

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obtain temporary ID Cards from the Office of Public Safety or the ID Office to gain access to CCNY buildings. Buildings allowing public access are staffed by Public Safety personnel who are responsible for identifying every individual entering the building and approving his/her access.

(g) Members of the CCNY Department of Public Safety meet regularly and/or on an as needed basis with the respective commanding officers from the NYPD 26th and 30th police precincts. The NYPD is contacted immediately in all matters involving; violent threats or actions, the actual or reported possession of dangerous weapons, any felonious or victimizing crimes.

(h) The CUNY ALERT System is tested monthly for administrative users and one (1) full scale test of the system to all users annually. New employees are also provided with information on signing up for CUNY ALERT at orientations.

(i) Each City College building has an emergency evacuation plan including egress routes and exterior areas of assembly. These evacuation plans are posted at all elevator locations within the buildings. In addition, emergency procedures posters are displayed in the public areas of offices and on the public safety website.

(j) The Department of Public Safety issues safety alert bulletins and provides Timely Warning Notices (paper/electronic form) to the campus community when serious crimes occur in areas on or near the campus.

(k) The Department of Public Safety offers crime prevention safety awareness programs including: maintaining a Crime Prevention information station each Thursday between 12 noon and 2:00 p.m.; presenting bi-annual seminars to inform members of the college community about safety techniques and public safety procedures. In addition, the personnel of the Public Safety Office are available for consultation, advice and guidance on security related matters.

(l) Administrators, faculty and staff are issued keys to their respective offices and/or buildings on an as-needed basis. Buildings and doors are locked after scheduled classes or special events. During non-business hours when the college is closed entry to buildings is not allowed except with written authorization.

(m) Security staff patrol buildings and grounds. Security personnel report unlocked offices, entry door problems, elevator malfunctions and other security issues.

(n) In order to promote a safe and secure environment on campus, Public Safety Officers conduct a continuous inspection of campus facilities and

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grounds, reporting to the appropriate campus department(s) unlocked offices and rooms, entry door problems, elevator malfunctions, lighting outages and other security issues and areas in need of maintenance and/or repair.

(o) City College is in the process of securing enhanced campus-wide alarm services. Additionally, the vendor will provide equipment to increase security areas of special security concern including: Bursar, Registrar, Admissions and Financial Aid. The new alarm service will directly report active alarm activity to the Department of Public Safety. These enhanced alarm services will increase the CCTV coverage and number of panic button devices installed on campus.

Personal Protective Equipment:

(a) Bullet resistant vests are worn by Public Safety Officers on patrol.

(b) Cell phones are issued to Public Safety personnel, some Buildings and Grounds staff, Administrators and support staff.

(c) Walkie-Talkies are used by Public Safety personnel along with Buildings and Grounds staff.

(d) Emergency and Non-Emergency contact to the Public Safety and Security through the call boxes located throughout the campus.

(e) All employees have access to Public Safety personnel 24 hours a day, 7 days a week via the Department of Public Safety Office located in NAC 4/201 and via the emergency telephone line (212-650-7777) or Extension 7777 within the college's telephone system.

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p>Campus Office of Public Safety</p> <p><i>Incidents of workplace violence and behavior that you believe may lead to potential workplace violence must be reported</i></p>	<p>Public Safety and Security Office Emergency Phone Number: 212-650-7777 Non-Emergency Phone Number: 212-650-6911 North Academic Center (NAC) 4/201 Pat Morena, Executive Director of Public Safety and Security 212-650-7997</p>																		
<p>Workplace Violence Advisory Team (WVAT)</p> <p><i>List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).</i></p>	<table border="0"> <tr><td>Denise Dyce, Chair of WVAT</td><td>212-650-7239</td></tr> <tr><td>John Siderakis</td><td>212-650-7226</td></tr> <tr><td>Pat Morena</td><td>212-650-7997</td></tr> <tr><td>Richard Belgrave</td><td>212-650-5080</td></tr> <tr><td>Diedra Hill</td><td>212-650-5310</td></tr> <tr><td>Teresa Walker</td><td>212-650-8222</td></tr> <tr><td>Paul Occhiogrosso</td><td>212-650-8276</td></tr> <tr><td>Juana Reina</td><td>212-650-7679</td></tr> <tr><td>Erica Stephen</td><td>212-650-7506</td></tr> </table>	Denise Dyce, Chair of WVAT	212-650-7239	John Siderakis	212-650-7226	Pat Morena	212-650-7997	Richard Belgrave	212-650-5080	Diedra Hill	212-650-5310	Teresa Walker	212-650-8222	Paul Occhiogrosso	212-650-8276	Juana Reina	212-650-7679	Erica Stephen	212-650-7506
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<p>Instructions on accessing your College’s Workplace Violence Prevention Program</p> <p><i>Including contact information OR location where this information is made available by the College.</i></p>	<p>The Workplace Violence Prevention Plan may be accessed online at: https://www.ccny.cuny.edu/hr/policies and in the Human Resources Office, Shepard Hall, Room 50 between the hours of 9:00 a.m. and 5:00 p.m. Monday – Friday.</p>																		
<p>Additional Campus Resources and Contacts</p> <p><i>List of additional campus contacts and resources available to assist with awareness and prevention efforts, training, or issues related to workplace violence.</i></p>	<p>Public Safety Email Address: publicsafety@ccny.cuny.edu</p> <p>Campus Crime Alerts: http://www1.ccny.cuny.edu/current/security/alerts.cfm</p> <p>Campus Emergency Response Protocol: http://www1.ccny.cuny.edu/current/security/emergencies.cfm</p> <p>Campus Transportation Services: http://www1.ccny.cuny.edu/current/subway.cfm</p>																		

<p>Domestic Violence Prevention Resources</p> <p><i>Including contact information for your campus Domestic Violence Liaison(s). Concerns about domestic violence entering or affecting the workplace may be reported to your DV Liaison, a supervisor or to Public Safety.</i></p>	<p>Liaison: Teresa Walker 212-650-8222</p> <p>Safe Horizons NYC Domestic Violence Hotline: 1-800-621-4673</p> <p>NYS Domestic Violence Hotline (English): 1-800-942-6906</p> <p>NYS Domestic Violence Hotline (Spanish): 1-800-942-6908</p> <p>National Domestic Violence Hotline: 1-800-799-7233</p> <p>Rape Hotline: 1-212-227-3000</p> <p>NYPD Crisis Hotline: 1-212-267-7273</p>
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<p>QUESTIONS?</p> <p><i>If you have questions about the information provided in your campus workplace violence prevention training, please contact the following representative(s) at the College.</i></p>				
Name	Title/Department	Phone	Email	Hours of Availability
John Siderakis	Assistant Vice President/ Human Resources	212-650-7226	jsiderakis@ccny.cuny.edu	M-F 9:00–5:00
Pat Morena	Executive Director/ Public Safety and Security	212-650-7997	pmorena@ccny.cuny.edu	M-F 9:00-5:00