

**THE CITY UNIVERSITY OF NEW YORK**

**COLLEGE OF STATEN ISLAND | 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*

<b>Description of Identified Risk Factors</b>	Factors that might place an employee at risk including but not limited to: <ul style="list-style-type: none"><li>• Campus grounds which consist of 204 acres of park like property connected by over 10 miles of roads and walkways. The quality of exterior lighting.</li><li>• Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts.</li><li>• Offices that handle issues stressful to students, such as the Counseling Center, Admissions Office, Financial Aid Office, Registrar, Child Care Center, Public Safety Office, Parking Services, Office of Academic Advisement, Office of Disability Services and the Student Affairs Office.</li><li>• Offices that handle issues stressful to faculty and staff, such as the Public Safety Office, the Office of Human Resources, Legal Affairs and Office of Diversity &amp; Compliance.</li><li>• Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, Public Safety, parking enforcement and OIT support.</li><li>• Work sites centered on parking lots, and vehicle roadways where incidents stressful to the entire campus community may occur. These sites include employees involved in traffic accidents and parking disputes as well as employees responsible for driving buses, directing traffic and enforcing parking regulations.</li><li>• Work sites containing employees who work late at night, early in the morning or on weekends: Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty.  </li></ul>
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## 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.*

### How the identified risk factors have been/are being addressed

In response, the College utilizes or is in process of upgrading the following control measures to eliminate or reduce workplace violence hazards:

- a. Engineering Controls.
  - i. Campus wide outdoor lighting projects have been completed. These projects included building down lighting, replacement of roadway lighting, walkway lighting and parking lot lighting with new high efficiency fixtures.
  - ii. Bullet Proof Glass (Bursar) was installed.
  - iii. Safes have been installed in all areas that handle money.
  - iv. Card Access in various labs and other high risk locations, OIT facilities, faculty & staff parking lots and turnstiles in 1L Library.
  - v. Events – Metal Detectors.
  - vi. Security Cameras – Bursar’s Office, Cyber Café, OIT facilities, outside perimeter.
  - vii. Public address system in academic and administrative buildings.
  - viii. Talk-a-Phone Blue Light System consisting of 66 Blue Light emergency communication towers were installed throughout the campus grounds.
- b. Administrative or Work Practice Controls.
  - i. Public Safety Officer controls main gate for off-hour access.
  - ii. Public Safety Office located in strategic area.
  - iii. Public Safety is notified in advance by Human Resources and Student Affairs when they are meeting with a particular student or employee that they believe may present a higher risk of confrontation.
  - iv. Public Safety conducts lighting surveys of every outdoor fixture on our 204 acre campus and reports results to Building and Grounds for timely repair.
  - v. Customer Management System similar to the system used by the Department of Motor Vehicles was added to student services hub.
  - vi. Authorization required and Public Safety notification needed for off-hour access.
  - vii. Campus and buildings are patrolled by Public Safety 24/7.
  - viii. Daily deposit required at Bursar’s for all areas that handle money.
- c. Personal Protective Equipment (PPE).
  - i. Walkie-Talkies (Public Safety, Buildings & Grounds, Parking Services and Operational Services).
  - ii. Public Safety - bulletproof vests, collapsible batons, pepper spray and handcuffs.
  - iii. Cell Phones (Emergency Management Team, OIT).
  - iv. Emergency Button with direct line for Public Safety from office phones.
  - v. Emergency Phones in the lobby of every building.
  - vi. Panic Buttons in Bursar’s office.

## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

### **Campus Office of Public Safety**

*Incidents of workplace violence and behavior that you believe may lead to potential workplace violence must be reported promptly to a supervisor and/or Office of Public Safety*

In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College's Office of Public Safety is 718-982-2111. Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the Office of Public Safety. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources.

The College will use a form developed by the University's Office of Public Safety to record incidents of workplace violence. As set forth therein, investigative reports must include:

- i. Workplace location where the incident occurred;
- ii. Time of day/shift when the incident occurred;
- iii. A detailed description of the incident, including events leading up to the incident and how the incident ended;
- iv. Names and job titles of employees involved;
- v. Name or other identifier of other individual(s) involved;
- vi. Nature and extent of injuries arising from the incident; and
- vii. Names of witnesses.

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

<p><b>Workplace Violence Advisory Team (WVAT)</b></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>	<p>Members of the College of Staten Island WVAT:</p> <p>Mr. Michael Lederhandler 718-982-2113          (Co-Chair) Director, Office of Public Safety  <a href="mailto:michael.lederhandler@csi.cuny.edu">michael.lederhandler@csi.cuny.edu</a></p> <p>Ms. Jessica Collura 718-982-2376          (Co-Chair) Director of Employee Relations and Labor Designee  <a href="mailto:jessica.collura@csi.cuny.edu">jessica.collura@csi.cuny.edu</a></p> <p>Mr. Robert Wallace 718-982-2355          Executive Legal Counsel  <a href="mailto:robert.wallace@csi.cuny.edu">robert.wallace@csi.cuny.edu</a></p> <p>Ms. Hope Berte 718-982-2401          Deputy to President/Chief of Staff  <a href="mailto:hope.berte@csi.cuny.edu">hope.berte@csi.cuny.edu</a></p> <p>Mr. Cameron Christensen 718-982-3209          AVP Campus Planning &amp; Facilities Management  <a href="mailto:cameron.christensen@csi.cuny.edu">cameron.christensen@csi.cuny.edu</a></p> <p>Ms. Danielle Dimitrov 718-982-2250          Director Diversity &amp; Compliance  <a href="mailto:danielle.dimitrov@csi.cuny.edu">danielle.dimitrov@csi.cuny.edu</a></p> <p>Dr. Kimberly Montagnino 718-982-2388          Counseling Center  <a href="mailto:kimberly.montagnino@csi.cuny.edu">kimberly.montagnino@csi.cuny.edu</a></p> <p>Dr. Andrew Poje 718-982-3611          Mathematics Department  <a href="mailto:andrew.poje@csi.cuny.edu">andrew.poje@csi.cuny.edu</a></p>

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

<p><b>Instructions on accessing your College's Workplace Violence Prevention Program</b></p> <p><i>Including contact information OR location where this information is made available by the College.</i></p>	<p>The City University of New York's Campus And Workplace Violence Prevention Policy can be found on the Public Safety web site located at:</p> <p><a href="https://www.cuny.edu/public-safety/wp-content/uploads/2018/07/CUNY-NY-WorkplaceViolencePolicyandProcedure.pdf">CUNY_NY_WorkplaceViolencePolicyandProcedure.pdf</a></p> <p>The College of Staten Island's Workplace Violence Prevention Program can be found on the Public Safety web site located at:</p> <p><a href="https://www.csi.cuny.edu/campus-life/safety-security/office-public-safety/publications/workplace-violence-prevention-program">/campus-life/safety-security/office-public-safety/publications/workplace-violence-prevention-program</a>  </p>
<p><b>Additional Campus Resources and Contacts</b></p>	

## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Domestic Violence Prevention Resources</b></p> <p><i>Including contact information for your campus <b>Domestic Violence Liaison(s)</b>. 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>Hope Berte – Deputy to the President/Chief of Staff 718-982-2401 <a href="mailto:hope.berte@csi.cuny.edu">hope.berte@csi.cuny.edu</a></p> <p>Robert Yurman – Associate Director, Public Safety 718-982-2114 <a href="mailto:robert.yurman@csi.cuny.edu">robert.yurman@csi.cuny.edu</a></p> <p>Winnie Eng – Counselor, Counseling Center 718-982-2738 <a href="mailto:winnie.eng@csi.cuny.edu">winnie.eng@csi.cuny.edu</a></p>
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## QUESTIONS:

*If you have questions about the information provided in your campus workplace violence prevention training,*

Name	Title/Department	Phone	Email	Hours of
Michael Lederhandler	Director, Office of Public Safety	718-982-2113	<a href="mailto:michael.lederhandler@csi.cuny.edu">michael.lederhandler@csi.cuny.edu</a>	Monday 9- 11am
Hope Berte	Deputy to the President/ Chief of Staff	718-982-2401	<a href="mailto:hope.berte@csi.cuny.edu">hope.berte@csi.cuny.edu</a>	Wednesday 2- 4pm