

THE CITY UNIVERSITY OF NEW YORK

[JOHN JAY COLLEGE] 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	John Jay College invited representatives from each union to participate in a physical site evaluation of the campus on March 25 and March 31, 2011. Factors that might place an employee at risk include but are not limited to: <ul style="list-style-type: none">• Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Department of Public Safety; Library.• Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Academic Advising Offices, Accessibility Services and Offices of the Deans.• Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources and Office of the Labor Designee.• Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, and IT support.• Work sites containing employees who work late at night or early in the morning or on weekends: Entire campus for custodial staff and Public Safety staff, Library faculty and staff, Faculty.
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How the identified risk factors have been/are being addressed

- i. Engineering Controls.
 - i. Increased security measures in locations conducting financial transactions
 - ii. Card Access and/or turnstiles at all five sites
 - iii. Metal Detectors: Utilized at events that pose Public Safety issues such as student dances
 - iv. Surveillance Cameras: Elevators, Elevator Lobbies, Outside Perimeter, Interior Stairwells and other strategic locations.
 - v. Increased lighting for improved visibility on building perimeter and in secluded areas
- ii. Administrative or Work Practice Controls.
 - i. Sign-in/Sign-out procedure for campus access.
 - ii. Vertical Patrol rounds.
- iii. Personal Protective Equipment (PPE).
 - i. Two way radios: Public Safety, Facilities Management, Theater Services, IT, and strategically provided to other John Jay departments
 - ii. Cellular Phones: IT, Media Staff, Public Safety, Facilities, IT, Theater Services, Human Resources
 - iii. Emergency Contact for Public Safety from various phones on campus such as: All restrooms, classrooms, elevator lobbies, hallways and other strategic locations
 - iv. Stickers detailing Public Safety emergency phone number are placed on every office phone
 - v. Motion Sensor and panic buttons strategically located throughout the building
 - vi. Security Mirrors throughout the buildings in strategic locations

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

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<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 promptly to a supervisor and/or the Office of Public Safety.</i></p>	<p>Stephen Hollowell, Director of Public Safety 212.237.8521 Isabelle L. Curro, Deputy Director of Public Safety 212.237.8529 Ryan Eustace, Risk Management Manager 212.237.8524</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>Stephen Hollowell</td><td>(212) 237-8529</td></tr> <tr><td>Isabelle L. Curro</td><td>(212) 237-8529</td></tr> <tr><td>Rosemarie Maldonado</td><td>(212) 237-8911</td></tr> <tr><td>Francis Sheehan</td><td>(212) 237-8951</td></tr> <tr><td>Danielle Officer</td><td>(212) 237-8185</td></tr> <tr><td>Herbert Johnson</td><td>(212) 237-8618</td></tr> <tr><td>Liza Yukins</td><td>(212) 237-8083</td></tr> <tr><td>Norman Groner</td><td>(212) 237-8834</td></tr> <tr><td>Wayne Edwards</td><td>(212) 237-8211</td></tr> <tr><td>Paul Wyatt</td><td>(212) 237-8871</td></tr> <tr><td>Janet Winter</td><td>(212) 237-8626</td></tr> <tr><td>Diana Lopez</td><td>(212) 237- 8514</td></tr> <tr><td>Ryan Eustace</td><td>(212) 237-8524</td></tr> </table>	Stephen Hollowell	(212) 237-8529	Isabelle L. Curro	(212) 237-8529	Rosemarie Maldonado	(212) 237-8911	Francis Sheehan	(212) 237-8951	Danielle Officer	(212) 237-8185	Herbert Johnson	(212) 237-8618	Liza Yukins	(212) 237-8083	Norman Groner	(212) 237-8834	Wayne Edwards	(212) 237-8211	Paul Wyatt	(212) 237-8871	Janet Winter	(212) 237-8626	Diana Lopez	(212) 237- 8514	Ryan Eustace	(212) 237-8524
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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>Located online at http://www.jjay.cuny.edu/Workplace_Violence_Prevention_Program.pdf http://inside.jjay.cuny.edu/emp_current.asp</p>																										

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<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>Diana Lopez Coordinator of Talent & Performance Mgmt. (212) 237-8514 Yvonne Purdie- Deputy Director of Human Resources (212) 237-8554 Gulen Zubizarreta-Interim Director of Human Resources (212) 237-8479</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>Yvonne Purdie – Deputy Director of Human Resources (212) 237-8554 Diana Lopez – Coordinator of Talent & Performance Mgmt. (212) 237-8514</p>

QUESTIONS?

If you have questions about the information provided in your campus workplace violence prevention training, please contact the following representative(s) at the College.

Name	Title/Department	Phone	Email	Hours of Availability
Stephen Hollowell	Public Safety	212.237.8529	shollowell@jjay.cuny.edu	9-5 p.m.
Isabelle Curro	Public Safety	212.237-8529	icurro@jjay.cuny.edu	9-5 p.m.
Ryan Eustace	Public Safety	212.237.8524	reustace@jjay.cuny.edu	4p.m.-12 mid.
Diana Lopez	Human Resources	212.237.8514	dlopez@jjay.cuny.edu	9-5 p.m.
Yvonne Purdie	Human Resources	212.237.8554	ypurdie@jjay.cuny.edu	9-5 p.m.