

**THE CITY UNIVERSITY OF NEW YORK**

**[JOHN JAY COLLEGE] WORKPLACE VIOLENCE PREVENTION PROGRAM**

**CAMPUS-SPECIFIC INFORMATION**

<p><b>HIGH RISK LOCATIONS/RISK FACTORS</b></p> <p><i>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.</i></p>	
<p><b>Description of Identified Risk Factors</b></p>	<p>Factors that might place an employee at risk include but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Department of Public Safety; Library.</li> <li><input type="checkbox"/> Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Academic Advisement, Accessibility Services, Financial Aid, Offices of Student Affairs and Department of Public Safety.</li> <li><input type="checkbox"/> Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources, Office of the Labor Designee, Office of the Provost and the Department of Public Safety.</li> <li><input type="checkbox"/> Work sites containing faculty and staff who work late at night or early in the morning or on weekends including the: Facilities Management, Public Safety and Library.</li> </ul>
<p><b>How the identified risk factors have been/are being addressed</b></p>	<p>In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:</p> <ul style="list-style-type: none"> <li>i. ID Card Access and/or turnstiles at all campus buildings</li> <li>ii. Metal Detectors: Utilized at events that Public Safety deems necessary with the written consent of the President of the College.</li> <li>iii. Surveillance Cameras are located in the following areas: elevators, elevator lobbies, outside perimeter, and other strategic locations.</li> <li>iv. Increased Public Safety patrols to monitor that exterior lighting is functioning</li> <li>v. Sign-in procedure for campus visitor access.</li> <li>vi. Daily Public Safety patrols to ensure the campus is safe and secure.</li> <li>vii. Two way radios are issued to: Public Safety, Facilities Management and Theater Services, other Departments can request radios from Public Safety for special events.</li> <li>viii. Emergency Contact to Public Safety from devices such as phones and duress stations are located in some restrooms, classrooms,</li> </ul>

### HIGH RISK LOCATIONS/RISK FACTORS

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	<p>elevator lobbies, hallways and other strategic locations. Public Safety tests these devices on a monthly basis.</p> <p>ix. Security Mirrors are installed throughout the campus buildings in strategic locations.</p> <p>x. The College’s Children’s Center located at 11<sup>th</sup> Avenue entrance has panic alarms installed. Monthly evacuation drills are conducted.</p> <p>xi. Stickers with the Public Safety Emergency phone extension 8888 were distributed to campus Departments to be adhered to desk phones.</p> <p>xii. Active shooter locks were installed in classrooms– they can secure a room from inside so an individual outside the room cannot enter</p> <p>xiii. Active shooter locks were installed in classrooms– they can secure a room from inside so an outside individual cannot enter</p> <p>xiv. In the event of an active shooter opaque panel covers which can be placed over the glass panel in the classroom door are available to prevent someone from seeing into the room from outside the door.</p> <p>xv. An overnight depository box was installed in the Bursar’s Office for cash collected during evening events.</p> <p>xvi. Public Safety is assessing the type of active shooter locks to install in rooms with keypad entry in Westport’s new construction area.</p> <p>xvii. DOIT installed Emergency Phones in the restrooms Westport’s new construction area.</p>
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### KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Campus Office of Public Safety</b></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>Diego Redondo, Director of Public Safety (212)237-8521  <a href="mailto:dredondo@jjay.cuny.edu">dredondo@jjay.cuny.edu</a></p>
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**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><a href="http://www.jjay.cuny.edu/workplace-violence-prevention-program">http://www.jjay.cuny.edu/workplace-violence-prevention-program</a></p>
<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><a href="http://www.jjay.cuny.edu/workplace-violence-prevention-program">http://www.jjay.cuny.edu/workplace-violence-prevention-program</a></p>
<p><b>Additional Campus Resources and Contacts</b></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>Paul Wyatt, Human Resources, Director of Performance Development 212.237.8871 <a href="mailto:pawyatt@jjay.cuny.edu">pawyatt@jjay.cuny.edu</a></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>	<table> <tr> <td>Paul Wyatt</td> <td style="text-align: right;">212-237.8871</td> </tr> <tr> <td>Jessica Greenfield</td> <td style="text-align: right;">646- 557-4535</td> </tr> <tr> <td>NYC Domestic Hotline (24 hours) For the Hearing Impaired</td> <td style="text-align: right;">1-800-621- HOPE (4673) 1-866-604-5350</td> </tr> </table>	Paul Wyatt	212-237.8871	Jessica Greenfield	646- 557-4535	NYC Domestic Hotline (24 hours) For the Hearing Impaired	1-800-621- HOPE (4673) 1-866-604-5350
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## 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
Diego Redondo	Director of Public Safety	212.237.8521	<a href="mailto:dredondo@jjay.cuny.edu">dredondo@jjay.cuny.edu</a>	9- 5
Paul Wyatt	Human Resources Director of Performance Development	212.237.8871	<a href="mailto:pawyatt@jjay.cuny.edu">pawyatt@jjay.cuny.edu</a>	9-5