

THE CITY UNIVERSITY OF NEW YORK
YORK 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.

Student Financial Services - Standard office door entrance leading to small waiting and service area. Main waiting area for office service is outside of office. Open counter top service area exposure of office staff to public. Waist level door access way into interior office with plexi-glass exterior to prevent public from accessing locking feature. Housekeeping and maintenance is performed by Building and grounds staff that must request entry to be allowed access to area. Office has high level of direct contact with York College students as well as student desiring transfer from other institutions. Students' sensitive personal records and information are maintained at this office

Registrar's Office - Due to potential of dispute in this office panic buttons should be installed.

Bursars Office – Office appeared to be very secure devoid of potential workplace violence incidents arising for public interaction.

Counseling Office - Due to potential of disputes in this office panic buttons should be installed.

Academic Core Building

1st Floor There should be a camera or a security guard in place in the E corridor near room 1E13

2nd Floor Student Development room 2F01 a Panic button for Vice President's office, Plexiglas installed for Xeroxing area, Punch clock removed from front desk counter, and computer moved over so that staff member is visible to the public and vice or versa.

3rd Floor Social Sciences Dept. A partition should be installed in the front of the office; this will provide a much safer work environment. As this office is a very opened spaced office and there isn't anything that separates the staff from the public.

4th Floor Psychology Dept. Additional presences from public safety especially during off peak season.

Cameras should be installed on the 4th floor west end.

4th Floor Biology Dept. This office should have a one

Description of Identified Risk Factors

door entrance and exit for the public to access the office. Using both doors makes this office unsafe, especially if there is only one secretary available. A sign should be placed near the main door identifying that door as the only door for public use. There should be an immediate response from public safety, when a request is made to cut on the hallway lights on the 4th floor that are not automatic.

Registrar's Office - Due to potential of dispute in this office panic buttons should be installed.

Bursars Office – Office appeared to be very secure devoid of potential workplace violence incidents arising for public interaction.

Counseling Office - Due to potential of disputes in this office panic buttons should be installed.

Performing Arts Building

2nd Floor Office – This office has two entrances, recommendation that only one entrance is used to service the public. A sign should be placed outside of the main entrance, identifying that entrance as the only entrance and exit for the public.

Health & Physical Education Building

Recommended that the public safety officer stationed in the lobby; notify the main office of visitors prior to allowing any visitors into to the main office.

Science Building

The alarm on one of the emergency doors is not working and should be repaired.

Student Financial Services - Requires secondary exit and a more securable entrance door. Due to potential of dispute in this office panic buttons and phones at counter should be installed. Consideration for installation of glass partition at counter should be made. Office staff was aware of how to contact Public Safety.

Registrar's Office -Consideration for installation of glass partition at counter should be made. Secondary entrances to this office should remain secured.

<p>How the identified risk factors have been/ are being addressed</p>	<p>In lieu of panic buttons, one touch dialing features on all office telephones will route emergency calls directly to public safety office. (est. Spring 2012) Cameras are scheduled to be installed as part of Second Phases campus CCTV upgrade project. Increase staffing of public safety officers has been proposed to increase patrol in off-areas during off-hours.</p>
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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 promptly to a supervisor and/or the Office of Public Safety.</i></p>	<p>Chief Tyrone Forte – Director, Public Safety and Security 718-262-2218</p> <p>Public Safety Office – 718-262-2222 Public Safety Office Sgt’s Desk – 718-262-2220</p>
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<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>Tyrone Forte</td> <td>Co-Chair</td> <td>Director, Public Safety & Security</td> <td>718 262-2222</td> </tr> <tr> <td>Olga Dais, Esq.</td> <td>Co- Chair</td> <td>Executive Director, Compliance & Legal Affairs</td> <td>718 262-2140</td> </tr> <tr> <td>Stephanie Cooper</td> <td></td> <td>Recruitment Manager, Human Resources</td> <td>718 262-2315</td> </tr> <tr> <td>Dr. Susan Lindner</td> <td></td> <td>Director, Student Counseling Services Department</td> <td>718 262-2222</td> </tr> <tr> <td>Dr. Mitchell Brodsky</td> <td></td> <td>Professor, Health & Phys Ed</td> <td>718 262-2222</td> </tr> <tr> <td>Dr. Francisco Villegas</td> <td></td> <td>Professor ,</td> <td>of Psychology</td> </tr> <tr> <td>Sameea Belle</td> <td></td> <td></td> <td>Student Development</td> </tr> <tr> <td>Shyamji Srivastava</td> <td></td> <td>Director, Computer Service</td> <td>718 262-2222</td> </tr> <tr> <td>Student (TBD)</td> <td></td> <td></td> <td>Student Government</td> </tr> <tr> <td>718 262-2222</td> <td></td> <td></td> <td></td> </tr> </table> <p>Contact information on all committee members can be found in the directory section of the York College Website. (https://www.york.cuny.edu/portal_college)</p>	Tyrone Forte	Co-Chair	Director, Public Safety & Security	718 262-2222	Olga Dais, Esq.	Co- Chair	Executive Director, Compliance & Legal Affairs	718 262-2140	Stephanie Cooper		Recruitment Manager, Human Resources	718 262-2315	Dr. Susan Lindner		Director, Student Counseling Services Department	718 262-2222	Dr. Mitchell Brodsky		Professor, Health & Phys Ed	718 262-2222	Dr. Francisco Villegas		Professor ,	of Psychology	Sameea Belle			Student Development	Shyamji Srivastava		Director, Computer Service	718 262-2222	Student (TBD)			Student Government	718 262-2222			
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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 York College Workplace Violence Prevention Program can be obtained from the York College Public Safety Office – Room 1M02 or from the Public Safety webpage on the York College website: Link provided below.</p> <p>(https://www.york.cuny.edu/administrative/public-safety/guides-publications/prevention-program/view?searchterm=workplace)</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>Workplace Violence Prevention Program materials can also be found in the Office of Legal and Compliance – Room 2H05</p> <p>York College Student Counseling office Room 1G02 York College Human Resources office – Room 2H01</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>The York College Domestic Violence Liaison Officers are:</p> <p>Dr. Susan J. Lindner, Director, Student Counseling Services (Lead Coordinator) Sgt Abdulfattah, Public Safety Department (Primarily) PO Rozetta Thorbourne, Public Safety Department (Secondary) Sgt Henry, Public Safety Department (Primarily Evening)</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
Stephanie Cooper Sgt Henry,	Recruitment Manager, Human Resources Public Safety Department	718-262-2135 718-262-2222	stephani@york.cuny.edu khenry@york.cuny.edu	9am – 5pm 3pm – 11pm

