

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 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

Factors that might place an employee at risk including but not limited to:

- 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.
- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts.
- 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.
- 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 & Compliance.
- 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.
- 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.
- 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.

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. Designated Events – Metal Detectors
 - vi. Armed Officers.
 - vii. Security Cameras – Bursar’s Office, Cyber Café, OIT facilities, outside perimeter and various other locations at the main campus and throughout the St. George campus.
 - viii. Public address system in academic and administrative buildings.
 - ix. Talk-a-Phone Blue Light System 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 repair.
 - v. Customer Management System similar to the system used by the Department of Motor Vehicles was added to student services hub.
 - vi. Public Safety must be notified and must provide authorization for off-hour access.
 - vii. Campus and buildings are patrolled by Public Safety 24/7.
 - viii. Departments follow cash management policy.
- c. Personal Protective Equipment (PPE) and Safety Devices.
 - i. Two Way Radios (Public Safety, Buildings & Grounds, Parking Services and Operational Services).
 - ii. Public Safety bulletproof vests, collapsible batons, pepper spray, handcuffs, Narcan and firearms for trained and licensed officers.
 - iii. Cell Phones (Emergency Management Team, OIT).
 - iv. Emergency Phones in the lobby of every building.

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 the 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>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 website (i.e.; URL).</i></p>	Members of the College of Staten Island WVAT:	
	Mr. Michael Lederhandler (Co-Chair) Director, Office of Public Safety Michael.Lederhandler@csi.cuny.edu	718-982-2113
	Ms. Jessica Collura (Co-Chair) Exec. Dir. Of Human Resources/Interim Chief of Staff Jessica.Collura@csi.cuny.edu	718-982-2376
	Mr. Robert Wallace Interim Vice President & Executive Legal Counsel Robert.Wallace@csi.cuny.edu	718-982-2355
	Ms. Catherine Ferrara Interim Legal Counsel & Labor Relations Director Catherine.Ferrara@csi.cuny.edu	718-982-2346
	Ms. Danielle Dimitrov Executive Director of Student Services Danielle.Dimitrov@csi.cuny.edu	718-982-2335
	Dr. Kimberly Montagnino Licensed Psychologist/Counselor Kimberly.Montagnin@csi.cuny.edu	718-982-2388
	Dr. Andrew Poje Professor, Mathematics Department Andrew.Poje@csi.cuny.edu	718-982-3611
	Mr. Abner Felix Director of Environmental Health & Safety Abner.Felix@csi.cuny.edu	718-982-3215

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

**Instructions on
accessing your
College's
Workplace
Violence
Prevention
Program**

*Including contact
information OR
location where this
information is
made available by
the College.*

The City University of New York's Campus and Workplace Violence Prevention Policy and The College of Staten Island's Workplace Violence Prevention Program can be found on the Public Safety web site located at:

<https://www.csi.cuny.edu/campus-life/safety-security/office-public-safety/publications/workplace-violence-prevention-program>

<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 Training Administrators:</p> <p>Jessica Collura Executive Director of Human Resources/Interim Chief of Staff (718)982-2376 Jessica.Collura@csi.cuny.edu</p>
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KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<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>Tara Mastrangelo – Title IX Officer 718-982-2250 – Tara.Mastrangelo@cis.cuny.edu</p> <p>Robert Yurman – Associate Public Safety Director 718-982-2114 – Robert.Yurman@csi.cuny.edu</p> <p>Winnie Eng – Counselor, Counseling Center 718-982-2738 – Winnie.Eng@csi.cuny.edu</p>
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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
Michael Lederhandler	Director, Office of Public Safety	718-982-2113	Michael.Lederhandler@csi.cuny.edu	Monday through Friday 9:00 am to 5:00 pm
Jessica Collura	Executive Director of HR/ Interim Chief of Staff	718-982-2376	Jessica.Collura@csi.cuny.edu	Monday through Friday 9:00 am to 5:00 pm