

**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.*

<b>Description of Identified Risk Factors</b>	Factors that might place an employee at risk include but are not limited to: <ul style="list-style-type: none"><li>• Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar, Department of Public Safety, Business Office and Library.</li><li>• Offices that handle issues stressful to students, such as: Registrar, Academic Advisement, Accessibility Services, Financial Aid, Wellness Center, Dean of Students Office and the Department of Public Safety.</li><li>• Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources, Office of the Legal Counsel, Office of the Provost and the Department of Public Safety.</li><li>• Work sites containing faculty and staff who work late at night, early in the morning or on weekends including the: Facilities Management, the Department of Public Safety and Library.</li></ul>
<b>How the identified risk factors have been/are being addressed</b>	In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards: <ul style="list-style-type: none"><li>• ID Card Access and/or turnstiles at all campus buildings</li><li>• Metal Detectors utilized at events based on an evaluation by Public Safety with the written consent of the College President</li><li>• Surveillance Cameras which are located in elevators, elevator lobbies, outside perimeter, and other strategic locations.</li><li>• Increased patrols to monitor that the exterior lighting on College facilities is functioning</li><li>• Sign-in procedure for campus visitor access</li><li>• Daily Public Safety patrols to ensure the campus is safe and secure.</li><li>• Two-way radios are issued to Public Safety, Facilities Management and Theatre Services</li></ul>

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- Emergency contact to Public Safety from devices such as phones and duress stations are located in some restrooms, classrooms, elevator lobbies, hallways and other strategic locations. These devices are tested on a monthly basis.
- Security Mirrors are installed throughout the campus buildings in strategic locations.
- The College's Children's Center located at 11th Avenue entrance has panic alarms installed. Monthly evacuation drills are conducted. Public Safety conducts safety training.
- Stickers with the Public Safety Emergency phone extension 8888 were distributed to campus Departments to be adhered to desk phones.
- As a safety precaution active shooter locks which can lock the room from the inside were installed in classrooms.
- In each classroom active shooter opaque panel covers are available. In the event of an active shooter the opaque panels can be placed over the glass panel of the classroom door to prevent someone from seeing into the room.
- An overnight depository box was installed in the Bursar's Office to secure cash collected during evening events.
- The conference rooms in Westport South have card readers that are programmed to only grant access to individuals authorized to enter.
- Emergency phones were installed in the Westport South restrooms.
- College employees who are working beyond normal business hours are encouraged to advise Public Safety's Command Center ext. 8524, so they are aware of who is in the building in the event of an emergency.
- Public Safety provided a safety assessment prior to the occupation of the 10<sup>th</sup> floor BMW suite. As a result, safety devices such as cameras and keypad access were installed in the suite.
- Emergency Response Guides are hung in each classroom.
- Public Safety offers CPR/AED, Stop the Bleed and Active Shooter Awareness training to the College community.
- As a result of the walk-through of the library special collections area emergency phone and panic button will be installed after furniture placement is determined.

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### 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.*

Diego Redondo, Director of Public Safety (212)237-8521

**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="https://www.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/public-safety/policies-procedures/workplace-violence-prevention-program">https://www.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/public-safety/policies-procedures/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="https://www.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/public-safety/policies-procedures/workplace-violence-prevention-program">https://www.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/public-safety/policies-procedures/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>Keisha Pottinger-Moore, Human Resources, Director of Operations (212) 484-1152</p>

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

**Domestic Violence  
Prevention Resources**

*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.*

Keisha Pottinger-Moore, Human Resources (212) 484-1152

NYC Domestic Violence Hotline (24 hours) 1-800-621- HOPE (4673) For the Hearing Impaired 1-866-604-5350 NYC Domestic Violence Hotline Spanish 1-800-942-6908

## 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
Keisha Pottinger-Moore	Director of Human Resources Operations	212-484-1152	<a href="mailto:kpottingermoore@jjay.cuny.edu">kpottingermoore@jjay.cuny.edu</a>	9-5

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