

**THE CITY UNIVERSITY OF NEW YORK**

**THE GRADUATE CENTER 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>	<p>On 3/23/11 and again on 10/31/11, the Director of Security &amp; Public Safety and Asst. Vice President for Faculty &amp; Staff Relations met with union representatives to discuss the Graduate Center's workplace violence risk.</p> <p>An eleven year records review indicated that violent crime is rare at the Graduate Center and the few incidents of violent street crime have not impacted The Graduate Center community. Workplace violence incidents are also rare. However, there are confrontation incidents that do not meet the criminal or workplace violence standard but have the potential to escalate to violence. The most recent review of confrontation reports show a sharp decline from last year.</p> <p>The Graduate Center's workplace tasks, hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents were also reviewed. Some riskier tasks/conditions such as exchanging money, working alone or working late at night exist but the risk has been mitigated by policies, procedures, internal controls, the deployment of public safety personnel and use of electronic security systems.</p> <p>At risk positions that present a greater risk due to the nature of their jobs were identified and include public safety personnel, student affairs and human resources personnel involved in discipline, faculty and staff relations personnel, psychological counseling personnel in the Wellness Center and Child Care Center personnel. Student Services offices (Bursar, Registrar, Financial Aid and Admissions), points of confrontation at many undergraduate institutions, especially during high stress registration periods, have not been an issue at the Graduate Center. Again, the risks to these positions have been mitigated by policies, procedures, internal controls, the deployment of public safety personnel and use of electronic security systems.</p> <p>In addition, a walkthrough of the building was conducted paying special attention to areas that had increased risks due to their remote location or the nature of the operations such as Human Resources, Bursar's Office, Student Affairs, Student Services, Wellness Center/Psychological Counseling, Child Care Center, Library and various areas of public assembly. Off-campus spaces belonging to the School of Professional Studies, CUNY Graduate School of Journalism and Joseph S. Murphy Institute for Worker Education and Labor Studies were also visited. There was a concern with offices located in the remote corners of the building and while remote locations can presents a potential risk, the Graduate Center mitigates the risk with building patrols and nearby emergency assistance alarms. It should also be noted that security incident reports do not show a higher incident rate at these locations. The Graduate Center utilizes electronic security systems throughout the building to enhance its safety posture. Policies, procedures, internal controls and security patrols mitigate risks in areas without electronic security.</p> <p>On Monday, 11/14/11, representatives from the Macauley Honors College, John Jay College (JJC provides security and public safety services for MHC) met with representatives from the Professional Staff Congress to discuss the workplace violence risk at MHC's facility located at 35 West 67<sup>th</sup> Street. A tour of the four story townhouse revealed a well-lit facility protected by John Jay College public safety personnel and a closed circuit television system. It was noted that the building is not fully occupied or heavily trafficked during the day presenting an increased risk in lightly populated parts of the building. This risk has been mitigated by policies, procedures, internal controls, the deployment of public safety personnel and use of electronic security. It was recommended that certain areas be locked when not in use. A review of incident reports showed no violent incidents or other crimes against persons, indicating a minimal risk of workplace violence at this site.</p>
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<b>Description of Identified Risk Factors</b>	<p>On 1/22/14, the Director of Security &amp; Public Safety, the Assistant Vice President for Faculty &amp; Staff Relations and the CUNY School of Professional Studies' (SPS) Associate Dean for Administration &amp; Finance met with the Professional Staff Congress' union representative to discuss the workplace violence risk at SPS's new facility located at 119 West 31<sup>st</sup> Street. A tour of the building revealed a well-lit facility protected by an electronic access control and closed circuit (CCTV) surveillance systems. CUNY Public Safety officers screen visitors at the building's entrance, regularly patrol the building's floors and employ workplace hazard controls and prevention measures similar to those used at the Graduate Center. A review of work processes, Public Safety incident reports and NYPD area crime statistics indicate a minimal risk of workplace violence at this site.</p> <p>On 3/17/16, the Director of Security &amp; Public Safety, SPH Public Safety Sergeant and SPH Sr. Associate Dean for Administration met with the Professional Staff Congress' union representatives to discuss the workplace violence risk at SPH's new facility on the 7<sup>th</sup> and 8<sup>th</sup> floors of 55 West 125<sup>th</sup> Street. The walkthrough revealed a well-lit facility protected by an electronic access control and closed circuit television (CCTV) surveillance systems. CUNY Public Safety officers screen visitors, regularly patrol the building's floors and employ workplace hazard controls and prevention measures similar to those used at the Graduate Center. A review of work processes and Public Safety incident reports indicate a minimal risk of workplace violence at this site. It was noted that there have been no workplace violence incidents, confrontations or crimes against persons reported at SPH at the time of the walkthrough.</p> <p>On 11/15/16, the Director of Security &amp; Public Safety, SPH Public Safety Sergeant, SPH Sr. Associate Dean for Administration and a Professional Staff Congress union representative met to discuss the workplace violence risk on the recently opened 5<sup>th</sup> and 6<sup>th</sup> floors at the CUNY Graduate School of Public Health and Health Policy's facility at 55 West 125<sup>th</sup> Street. Much like the previously examined floors, the walkthrough revealed a well-lit facility protected by an electronic access control and closed circuit television (CCTV) surveillance systems. CUNY Public Safety officers screen visitors, regularly patrol the building's floors and employ workplace hazard controls and prevention measures similar to those used at the Graduate Center. A review of work processes and Public Safety incident reports still indicate a minimal risk of workplace violence at this site. It was noted that there have been no workplace violence incidents, confrontations or crimes against persons reported at SPH at the time of the walkthrough. There were questions concerning emergency procedures and it was explained that since SPH is in a multi-occupancy high rise, we must coordinate our emergency response with building management. The PSC representative will be given copies of the emergency procedures. Also, there were safety concerns about the building's parking garage. The garage is leased so SPH and building management have no control over its security but the garage does utilize CCTV and has an on-site attendant. SPH will provide escorts to the subway station and local parking garages at assigned times to enhance security.</p>
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<p><b>How the identified risk factors have been/are being addressed</b></p>	<p>On Monday, 3/9/20, the CUNY School of Labor and Urban Studies (SLU) Associate Dean for Operations, the SLU Academic Operations Manager and Graduate Center's Director of Public Safety met with two Professional Staff Congress (PSC) representatives to discuss workplace violence risks and conduct a walkthrough of SLU's 10<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> floors. A review of security incident reports showed that there were only a few incidents at SLU since the Graduate Center was given public safety oversight responsibilities in 2011 and none of them were related to workplace violence. A review of NYPD Midtown South statistics for the building showed only one serious crime in an office suite on a non-SLU floor during the same period and the streets surrounding SLU are relatively safe. Based on the above, there is a minimal risk of workplace violence at this site. The 18<sup>th</sup> and 19<sup>th</sup> floors were recently renovated and while there was no substantial change to the floors' footprint, there was a lighting upgrade and the addition of CCTV cameras and an electronic card access system that will be operational in the near future and should make SLU a safer space. Office space was added on the 10<sup>th</sup> floor and will be protected by the same electronic security hardware. There were some questions concerning fire safety and non-fire emergencies. Protocols were discussed and it was explained that since SLU is in a leased, multi-occupancy high rise, we must coordinate our emergency response with building management. The PSC representatives also asked about medical emergencies and the Director of Public Safety offered to provide CPR training for SLU staff. There was also a discussion about a possible transition from contract security officers supplied by building management to CUNY Public Safety personnel.</p> <p>Being an open and public institution in the center of a city of this size presents certain risks. With this perspective, the Graduate Center has integrated a spectrum of workplace hazard controls and prevention measures to mitigate this risk of workplace violence. It should be noted that some specific information related to the types and locations of electronic security are confidential and are not listed to prevent exploitation by those with mal intent.</p> <p>Control Measures:</p> <ul style="list-style-type: none"> <li>• 24 hour/day, 365 days/year security coverage made up of Campus Peace Officers, Campus Security Assistants and Contract Security Officers. Campus Peace officers are equipped with batons, pepper spray, handcuffs and body armor.</li> <li>• Regular building patrols check offices, bathrooms, stairwells, etc. in an effort to deter criminal behavior.</li> <li>• Adequate lighting in and around the building.</li> <li>• Regular building patrols check the operational condition of alarms, lighting, exits, doors, locks, etc. Repairs are made by Facilities Services personnel in a timely manner.</li> <li>• Closed Circuit Television (CCTV) surveillance.</li> <li>• Emergency Assistance Alarms located in corridors, public assembly spaces and bathrooms and panic buttons in higher risk areas.</li> <li>• Access control policy that includes the locking of all 1<sup>st</sup> floor stairwell doors and requires all those entering to present a Graduate Center/CUNY ID card or another form of picture identification.</li> <li>• Regular reporting and follow-up investigations of crimes and confrontations. Reports of serious threats or incidents are forwarded to Human Resources, VP for Student Affairs or Provost, depending on persons involved.</li> </ul>
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### How the identified risk factors have been/are being addressed

- Regular review of NYPD crime reports for the area surrounding The Graduate Center along with monthly meetings with the NYPD's Midtown South Precinct to be apprised of area crime trends.
- Office of Security & Public Safety maintains a file of security alerts (along with photographs when available), instructing officers to deny access to individuals who have caused problems within The Graduate Center or have harassed members of The Graduate Center community outside of the building.
- Orders of Protection submitted by members of the GC community to the Office of Security & Public Safety are also kept on file and peace officers are instructed to arrest violators.
- A Workplace Violence Advisory Team was established to assist the President in responding to workplace violence, facilitating appropriate responses to reported violent incidents as well as assessing the potential problem of workplace violence and the college's readiness for dealing with workplace violence.
- A Behavioral Intervention Team was established to assess potential threats and risks of GC community members who display concerning or disruptive behaviors.
- A Risk Management Committee was established to document risk management activities and develop strategies to prevent or minimize the adverse effects of incidents that may impact the campus.

## 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.*

Office of Security & Public Safety  
Lobby Desk-24 Hours/Day  
212-817-7777  
security@gc.cuny.edu

John Flaherty, Director of Security & Public Safety  
Room 9117.01  
212-817-7761  
jflaherty@gc.cuny.edu

Diane Rosenblum, Assistant to the Director of Security & Public Safety  
Room 9117  
212-817-7769  
drosenblum@gc.cuny.edu

## 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>The list of Workplace Advisory Team members can be found at:</p> <p><a href="https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Workplace-Violence">https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Workplace-Violence</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>The Graduate Center’s Workplace Violence Prevention Program can be found at:</p> <p><a href="https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Security%20and%20Public%20Safety/wpv-prevention-program-(Original).pdf?ext=.pdf">https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Security%20and%20Public%20Safety/wpv-prevention-program-(Original).pdf?ext=.pdf</a></p> <p>You can request a hardcopy of the program by calling 212-817-7761.</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><b>For Further Assistance and Resources:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Security (24 Hours)</td> <td style="text-align: right;">7777</td> </tr> <tr> <td>Director of Security &amp; Public Safety</td> <td style="text-align: right;">7761</td> </tr> <tr> <td>Human Resources</td> <td style="text-align: right;">7770</td> </tr> <tr> <td>Police (Emergency)</td> <td style="text-align: right;">911</td> </tr> <tr> <td>New York City Services (Information)</td> <td style="text-align: right;">311</td> </tr> </table> <p>NYS DOL Safety and Health – <a href="https://www.labor.ny.gov/workerprotection/safetyhealth/workplaceviolence.shtml">https://www.labor.ny.gov/workerprotection/safetyhealth/workplaceviolence.shtml</a></p> <p>NIOSH – <a href="https://www.cdc.gov/niosh/topics/violence/default.html">https://www.cdc.gov/niosh/topics/violence/default.html</a></p> <p>FBI – <a href="https://www.fbi.gov/file-repository/workplace_violence.pdf/view">https://www.fbi.gov/file-repository/workplace_violence.pdf/view</a></p>	Security (24 Hours)	7777	Director of Security & Public Safety	7761	Human Resources	7770	Police (Emergency)	911	New York City Services (Information)	311
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## 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.*

Graduate Center Domestic Violence Liaison –  
David Boxill, Executive Director of Human Resources, 212-817-7706 or  
[dboxill@gc.cuny.edu](mailto:dboxill@gc.cuny.edu)

NYC Domestic Violence Hotline (24 Hours)	1-800-621-HOPE
NYC Domestic Violence Hotline (24 Hours) For the Hearing Impaired	1-800-810-7444
NYS Domestic Violence Hotline	
English	1-800-942-6906
Spanish	1-800-942-6908

Brooklyn Criminal Court	718-643-4044
Brooklyn Family Court	718-643-2650
Bronx Criminal Court	718-590-2000
Bronx Family Court	718-590-3319
Manhattan Criminal Court	212-374-4984
Manhattan Family Court	212-386-5170
Queens Criminal Court	718-520-3469
Queens Family Court	718-298--0197
Staten Island Criminal Court	718-390-8400
Staten Island Family Court	718-390-5460

VINE (Victim Information Notification Everyday) 1-888-VINE-4-NY  
VINE is a 24 hour automated hotline that provides victims with the release date of inmates that are in the custody of the New York City or State Department of Correction prison system.

New York State Office for the Prevention of Domestic Violence – 1-800-942-6906  
<http://www.opdv.ny.gov/>

## 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
John Flaherty	Director of Security & Public Safety	212-817-7761	jflaherty@gc.cuny.edu	Monday-Friday 9AM-5PM