



## **CAMPUS-SPECIFIC TRAINING SUPPLEMENT FOR WORKPLACE VIOLENCE PREVENTION**

Please click on the following link: [http://www.citytech.cuny.edu/adminfinance/publicSafety/ps\\_index.shtml](http://www.citytech.cuny.edu/adminfinance/publicSafety/ps_index.shtml) for information related to City Tech's workplace violence prevention training, including:

- Significant campus risk factors identified in the College's most recent workplace site evaluation.
- Actions taken by the College to address the identified risk factors.
- Specific campus resources and contacts for issues or complaints related to workplace violence.
- How to access our campus WVAT roster and CUNY Policy Statement.
- How to access our College's Workplace Violence Prevention Program.
- Where to direct any questions you may have regarding the information presented in the College's workplace violence prevention training.

As required by the Department of Labor's Public Employee Safety and Health Bureau (PESH), this training is mandatory for all employees.

Additional college-specific information is listed below.

**THE CITY UNIVERSITY OF NEW YORK  
NEW YORK CITY COLLEGE OF TECHNOLOGY WORKPLACE VIOLENCE PREVENTION PROGRAM  
CAMPUS-SPECIFIC INFORMATION**

**HIGH RISK LOCATIONS/RISK FACTORS**

*This section has been completed by the 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>New York City College of Technology invited representatives from each union to participate in a physical site evaluation of the campus on March 7 and 8, 2011. Factors that might place an employee at risk include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Controller’s Office; Student Accounting Services.</li> <li>• Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Student Accounts, Academic Advising Offices, Office of Services for Students with Disabilities and Offices of the Deans.</li> <li>• Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources</li> <li>• Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support</li> <li>• Work sites containing employees who work late at night or early in the morning or on weekends: Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty</li> </ul>
---	--

## HIGH RISK LOCATIONS/RISK FACTORS

*This section has been completed by the 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.*

<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. Engineering Controls. <ul style="list-style-type: none"> <li>i. Bullet Proof Glass (Bursar), Safes (Bursar/Controller/Student Accounting Services).</li> <li>ii. Card Access, Turnstiles.</li> <li>iii. Video Cameras – Elevators, Elevator Lobbies, Outside Perimeter, Some Interior Stairwells (Library, Vertical Campus Locations). There are over 100 cameras in place at this time.</li> </ul> </li> <li>ii. Administrative or Work Practice Controls. <ul style="list-style-type: none"> <li>i. Sign-in/Sign-out procedure for off-hour access</li> <li>ii. At all entry points on campus a Public Safety officer is stationed on a Fixed Post, controlling entry onto campus.</li> <li>iii. Public Safety Officers patrol the campus 24 hours per day, 7 days per week.</li> </ul> </li> <li>iii. Personal Protective Equipment (PPE). <ul style="list-style-type: none"> <li>i. Walkie-Talkies (Public Safety/Buildings &amp; Grounds).</li> <li>ii. Emergency Contact for Public Safety from any phone on campus.</li> <li>iii. Panic Buttons</li> </ul> </li> </ul>
---	--

## KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Campus Office of Public Safety</b>  <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>New York City College of Technology Department of Public Safety</p> <p>Director Lionel Presume      718-260-5552  Lieutenant Efren Maldonado    718-260-5563  Department of Public Safety    718-260-5550</p>
---	--

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

**Workplace Violence  
Advisory Team (WVAT)**

*List of members with  
contact information OR  
location where this  
information is posted  
on campus or on the  
College web site (i.e.,  
URL).*

**Workplace Violence Advisory Team – WVAT**

Miguel Cairol (VP Administration & Finance) - 718.260.5600  
[mcairol@citytech.cuny.edu](mailto:mcairol@citytech.cuny.edu)

Marcela Armoza (VP Student Affairs) - 718.260.4999  
[marmoza@citytech.cuny.edu](mailto:marmoza@citytech.cuny.edu)

Rena Dabydeen (Bio Sci) - 718.260.5517  
[rdabydeen@citytech.cuny.edu](mailto:rdabydeen@citytech.cuny.edu)

Lionel Presume (Director, Public Safety) - 718.260.5552  
[LPresume@citytech.cuny.edu](mailto:LPresume@citytech.cuny.edu)

Efren Maldonado (Lieutenant, Public Safety) - 718.260.5563  
[EFMaldonado@citytech.cuny.edu](mailto:EFMaldonado@citytech.cuny.edu)

Dorie Clay (Director, Student Life and Dev't) - 718.260.5680  
[dclay@citytech.cuny.edu](mailto:dclay@citytech.cuny.edu)

Debbie Waksbaum (Counselor, Counseling Center) - 718.260.5030  
[dwaksbaum@citytech.cuny.edu](mailto:dwaksbaum@citytech.cuny.edu)

Wayne Robinson (Executive Director for Business Management) -  
718.473.8969  
[wrobinson@citytech.cuny.edu](mailto:wrobinson@citytech.cuny.edu)

Catherine McManus (Asst. Prof., Nursing) - 718.260.5665  
[cmcmanus@citytech.cuny.edu](mailto:cmcmanus@citytech.cuny.edu)

Cynthia Bink (Director, Counseling) - 718.260.5030  
[cbink@citytech.cuny.edu](mailto:cbink@citytech.cuny.edu)

Evans Lespinasse (Asst. Prof., Rad Tech) - 718.260.5294  
[elespinasse@citytech.cuny.edu](mailto:elespinasse@citytech.cuny.edu)

Deborah Boyd (Academic Advisement) - 718.260.5656  
[dboyd@citytech.cuny.edu](mailto:dboyd@citytech.cuny.edu)

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

<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>Information is available at the following location                  Department of Public Safety Web site                  Department of Public Safety main office Namm 109</p> <p>Department of Human Resources                  Howard Building Room 1102                  Phone: 718.473.8701</p>						
<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 border="0"> <tr> <td><b>Lionel Presume</b> 718.260.5552</td> <td><b>Director of Public Safety</b> <a href="mailto:LPresume@citytech.cuny.edu">LPresume@citytech.cuny.edu</a></td> </tr> <tr> <td><b>Efren Maldonado</b> 718.260.5563</td> <td><b>Lieutenant/Public Safety</b> <a href="mailto:EFMaldonado@citytech.cuny.edu">EFMaldonado@citytech.cuny.edu</a></td> </tr> <tr> <td><b>Cynthia Bink</b> 718.260.5030</td> <td><b>Director, Counseling</b> <a href="mailto:cbink@citytech.cuny.edu">cbink@citytech.cuny.edu</a></td> </tr> </table>	<b>Lionel Presume</b> 718.260.5552	<b>Director of Public Safety</b> <a href="mailto:LPresume@citytech.cuny.edu">LPresume@citytech.cuny.edu</a>	<b>Efren Maldonado</b> 718.260.5563	<b>Lieutenant/Public Safety</b> <a href="mailto:EFMaldonado@citytech.cuny.edu">EFMaldonado@citytech.cuny.edu</a>	<b>Cynthia Bink</b> 718.260.5030	<b>Director, Counseling</b> <a href="mailto:cbink@citytech.cuny.edu">cbink@citytech.cuny.edu</a>
<b>Lionel Presume</b> 718.260.5552	<b>Director of Public Safety</b> <a href="mailto:LPresume@citytech.cuny.edu">LPresume@citytech.cuny.edu</a>						
<b>Efren Maldonado</b> 718.260.5563	<b>Lieutenant/Public Safety</b> <a href="mailto:EFMaldonado@citytech.cuny.edu">EFMaldonado@citytech.cuny.edu</a>						
<b>Cynthia Bink</b> 718.260.5030	<b>Director, Counseling</b> <a href="mailto:cbink@citytech.cuny.edu">cbink@citytech.cuny.edu</a>						

## QUESTIONS?

*If you have questions about the information provided in your campus workplace violence prevention training, please contact one of the following representatives at the College.*

Name	Title/Department	Phone	Email	Hours of Availability
<b>Lionel Presume</b>	<b>Director of Public Safety</b>	<b>718-260-5552</b>	<a href="mailto:LPresume@citytech.cuny.edu">LPresume@citytech.cuny.edu</a>	<b>9:00a.m.— 5:00p.m. Monday— Friday</b>
<b>Efren Maldonado</b>	<b>Lieutenant /Department of Public Safety</b>	<b>718-260-5550</b>	<a href="mailto:EFMaldonado@citytech.cuny.edu">EFMaldonado@citytech.cuny.edu</a>	<b>6:30a.m.— 2:30p.m. Monday- Friday</b>