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.
### 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.*

<table>
<thead>
<tr>
<th>Description of Identified Risk Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td>- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Controller’s Office; Student Accounting Services.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources</td>
</tr>
<tr>
<td>- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support</td>
</tr>
<tr>
<td>- 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</td>
</tr>
</tbody>
</table>
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.

In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:

i. Engineering Controls.
   i. Bullet Proof Glass (Bursar), Safes (Bursar/Controller/StudentAccounting Services).
   ii. Card Access, Turnstiles.
   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.

ii. Administrative or Work Practice Controls.
   i. Sign-in/Sign-out procedure for off-hour access
   ii. At all entry points on campus a Public Safety officer is stationed on a Fixed Post, controlling entry onto campus.
   iii. Public Safety Officers patrol the campus 24 hours per day, 7 days per week.

iii. Personal Protective Equipment (PPE).
   i. Walkie-Talkies (Public Safety/Buildings & Grounds).
   ii. Emergency Contact for Public Safety from any phone on campus.
   iii. Panic Buttons

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>Campus Office of Public Safety</th>
<th>New York City College of Technology Department of Public Safety</th>
</tr>
</thead>
</table>
| 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. | Director Lionel Presume 718-260-5552
Lieutenant Efren Maldonado 718-260-5563
Department of Public Safety 718-260-5550 |
<table>
<thead>
<tr>
<th>Workplace Violence Advisory Team (WVAT)</th>
<th>Workplace Violence Advisory Team – WVAT</th>
</tr>
</thead>
</table>
| *List of members with contact information OR location where this information is posted on campus or on the College web site (i.e., URL).* | Miguel Cairo (VP Administration & Finance) - 718.260.5600  
mcariol@citytech.cuny.edu  
Marcela Armoza (VP Student Affairs) - 718.260.4999  
marmoza@citytech.cuny.edu  
Rena Dabydeen (Bio Sci) - 718.260.5517  
rldabydeen@citytech.cuny.edu  
Lionel Presume (Director, Public Safety) - 718.260.5552  
LPresume@citytech.cuny.edu  
Efren Maldonado (Lieutenant, Public Safety) - 718.260.5563  
EFMaldonado@citytech.cuny.edu  
Dorie Clay (Director, Student Life and Dev't) - 718.260.5680  
dclay@citytech.cuny.edu  
Debbie Waksbaum (Counselor, Counseling Center) - 718.260.5030  
dwaksbaum@citytech.cuny.edu  
Wayne Robinson (Executive Director for Business Management) - 718.473.8969  
wrobinson@citytech.cuny.edu  
Catherine McManus (Asst. Prof., Nursing) - 718.260.5665  
cmcm anus@citytech.cuny.edu  
Cynthia Bink (Director, Counseling) - 718.260.5030  
cbink@citytech.cuny.edu  
Evans Lespinasse (Asst. Prof., Rad Tech) - 718.260.5294  
elespinasse@citytech.cuny.edu  
Deborah Boyd (Academic Advisement) - 718.260.5656  
dboyd@citytech.cuny.edu |
**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

| Instructions on accessing your College’s Workplace Violence Prevention Program | Information is available at the following location  
Department of Public Safety Web site  
Department of Public Safety main office Namm 109  
Department of Human Resources  
Howard Building Room 1102  
Phone: 718.473.8701 |
| --- | --- |

| Domestic Violence Prevention Resources | Lionel Presume  
718.260.5552  
LPresume@citytech.cuny.edu  
Efren Maldonado  
718.260.5563  
EFMaldonado@citytech.cuny.edu  
Cynthia Bink  
718.260.5030  
cbink@citytech.cuny.edu |
| --- | --- |

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

*Concerns about domestic violence entering or affecting the workplace may be reported to your DV Liaison, a supervisor or to Public Safety.*
**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.*

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