

THE CITY UNIVERSITY OF NEW YORK

BRONX COMMUNITY COLLEGE WORKPLACE VIOLENCE PREVENTION  
PROGRAM

In accordance with the University's commitment to the prevention of workplace violence, Bronx Community College adopts the following as its Workplace Violence Prevention Program (the "Program"):

1. Purpose

The University's Workplace Violence Prevention Program provides information to the College community about preventing and responding to incidents of workplace violence at the College's worksites and facilities and seeks to develop programs which will prevent or reduce the likelihood of threats or acts of workplace violence. The Program seeks to ensure that any incident, complaint, or report of workplace violence is taken seriously and dealt with appropriately. The Program implements the Workplace Violence Prevention Policy adopted by the Board of Trustees on September 26, 2011. As set forth therein, workplace violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- i. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- ii. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- iii. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
- iv. Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

2. Scope

All College employees are required to comply with the Program. In addition, since students and visitors to the College are required to conduct themselves in conformity with existing law, employees who observe or experience students or visitors engaging in violent or threatening behavior should follow the procedures in the Program for reporting such behavior.

3. Workplace Violence Advisory Team ("WVAT")

- a. The WVAT/Campus Security Advisory Committee reports directly to the College President and consists of members designated by the President.

- b. The WVAT Chair, selected by the President, sets the times and agendas for meetings and establishes sub-committees, as necessary, to fulfill the WVAT responsibilities set forth herein and in sections 4, 7 and 12.
- c. The Chair and members of the WVAT and their contact information are listed in Appendix I.
- d. The WVAT will coordinate the Workplace Violence Prevention training at the Colleges.

#### 4. Risk Assessment and Evaluation Process

- a. On an annual basis, the WVAT will:
  - i. Examine the prior year's relevant records that concern workplace violence incidents to identify patterns in the type and cause of injuries.
  - ii. Assess relevant policies, work practices, and work procedures that may impact the Workplace Violence Prevention Program.
  - iii. Review survey responses received from employees of the College. Survey forms are distributed to employees via the College's e-mail broadcast system and in hard-copy at the College's Office of Public Safety and Office of Legal Counsel. Completed survey forms are to be forwarded to the Director of Public Safety, as the physical site evaluation team leader.
- b. The WVAT will conduct a physical site evaluation of the College's workplace to determine the presence of factors that may place employees at risk of workplace violence. Each authorized employee representative organization with employees at the College will be given advance notice, in writing, from the Vice President for Administration of the date(s) and time(s) of the site visit(s). Each authorized employee organization may designate a representative to participate in the site visit(s) by notifying the WVAT Chair in writing of the designated representative. In addition to the authorized employee representative(s), an employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair. The authorized employee representative(s) will be provided with incident reports (without names) for the previous year. The authorized employee representative(s) may submit to the WVAT Chair any comments regarding situations in the workplace that pose a threat of workplace violence.
- c. Following the physical site evaluation, the WVAT will prepare a report of the findings, including a list of the high risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified risk factors. The report will be submitted to the President for appropriate action. Copies of the report will be made available, upon request, to employee(s), their authorized representatives(s), and the New York State Department of Labor.

- d. Physical site evaluation/risk assessment evaluations will be conducted after an incident of workplace violence, as needed and as identified by the Department of Labor, or if it is determined that a significant trend of workplace violence is identified.

## 5. High Risk Locations/Risk Factors

Bronx Community College invited representatives from each union to participate in a physical site evaluation of the campus. The site evaluations was conducted on March 1<sup>st</sup>, October 28<sup>th</sup>, November 4<sup>th</sup>, November 9<sup>th</sup>, November 11<sup>th</sup>, and November 18<sup>th</sup>, 2011. The site evaluation was held between the hours of 10:00 a.m. and 7:00 p.m. The participating union representatives were asked to complete a building inspection report, which would also note any areas of concern in specific work sites, and each employee was asked to complete an office inspection report.

As a result of the physical site evaluation and feedback from union representative and employees, following are the observations, recommendations and plans to eliminate or reduce workplace violence hazards:

### **Campus Wide Concerns & Perimeter Concerns:**

- Lighting is poor, overall needs to be fixed and new lighting installed.
- CCTV-none were recording prior to December 1, 2011 and or being used operationally.
- No Centralized Fire Panel/Communicator.
- No operational Public Safety Command Center.
- Greater than 50 % of BCC staff spoken to did not know the public safety emergency number.
- More vertical patrols in buildings during on / off hours.
- More perimeter patrols and presence in the evening to combat car break-ins and strong arm robberies.
- Consistency in ID checks at the gate and BCC ID for all persons entering the campus.
- Drop off point at main gate vehicle entrance – a concern for safety of those crossing and congestion.
- Current Burglar Alarm system needs to be updated.
- Student Parking Lot lack of lighting, surveillance, access control, perimeter fence.
- Emergency exit Detex boxes / Battery Check.
- A review of key Public Safety personnel armed in the future at BCC.

**Lighting** – Since mid-September Physical Plant Services has significantly improved lighting around the campus. Physical Plant Services and Public Safety are meeting to identify additional areas where lighting either needs to be improved and or installed. Examples would be the corner of the campus at 180<sup>th</sup> Street and University Avenue also the top lot of the student parking lot.

**CCTV** – As of November 2011, there had been no functional CCTV cameras being utilized by Public Safety and or recorded for Public Safety to use in an investigation. Public Safety, working with the Department of Information Technology, has begun to activate the existing 32 campus cameras while installing additional cameras. As of December 8, 2011, - 9 cameras are recording and that number will continue to grow weekly. Also purchase orders have been issued for (9) cameras at University Gate, (4) cameras inside the Main Gate, (3) cameras at the 180 Street gate and (12) cameras in the Bursars Office. All above mentioned camera work is expected to be completed by the first quarter of 2012. Additional areas are being investigated for CCTV deployment and Public Safety is in the process of requesting additional proposals for Osborne Gate, Corner of 180<sup>th</sup> and University Avenue, front of Altchul House, front of Snow House and the Student Parking Lot. While this is being done, the IT Department, working with Public Safety, is also installing cameras to sensitive and desolate areas identified during the walkthrough.

**No Central Fire Annunciator Panel** – At this time a majority of the fire panels do not connect to a direct central station and Public Safety. The fire panels for these building are local and Public Safety becomes aware when a building occupant advises of a strobe or audible alarm. This could significantly cut down response time in the case of a real fire. Public Safety is following up with fire system vendors and BCC Director of Capital Projects, with input from both PPS and the IT departments, to find a solution to receive all BCC Fire Panel signals at a central location.

**Public Safety Command Center** – Currently the Public Safety Command Center is located in New Hall and consists of no functioning cameras. It has an analog burglar receiver which receives signals from approximately 60 areas with burglary systems with limited information. The information is documented in handwritten form, i.e., a hand written event log, radio log and phone log. In September Public Safety began working with the Information Technology department, Physical Plant Services and Campus Planning to relocate the Command Center. With this coordinated effort, the Command Center will be relocated to the Department of Public Safety Loew Hall 5<sup>th</sup> floor on or before February 1, 2011. The Command Center is being set up to receive all the video from CCTV cameras throughout the campus. The electronic command log and the room will expand as a Campus Fire Central Station. The room will be located across the hall from the Public Safety Sergeants Office. This move will make the non-functioning command center a supervised real-time emergency operations & communications center where the operator will have multiple alarms, CCTV's and communications to assess calls and direct Public Safety or outside agencies in a Crime / Medical and Fire emergency. The 24/7/365 Command Center is expected to be fully operational by February 2012 with ongoing upgrades in technology.

**Lack of Knowledge of Public Safety Emergency Number** – Throughout the entire walk through, less than 50% of those asked were aware the Public Safety emergency number was

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5911 from any campus phone or 718-289-5911 for a cell phone or outside line. Recommendation is to have a bright sticker placed on the approximately 1800 BCC phones with the emergency # in case of Crime, Medical or Fire emergency. This recommendation is currently being implemented.

**Vertical Patrols of Buildings** – Approximately 40% of those asked requested additional patrols during off hours and/or during regular hours in the building. Public Safety agrees more vertical patrols should be conducted but is currently working with manpower restraints. The Department is in the process of hiring nine (9) positions and expects that the additional personnel will be in place by June 2012.

**Request for Greater Visibility on the Perimeter** – Public Safety has been made aware of (13) car break-ins, (12) Robberies and (1) Felony Assault, all since August 15<sup>th</sup> 2011 on the campus Perimeter. While the deployment of CCTV will aid as a force multiplier and in an evidentiary / investigation capacity, additional marked and unmarked patrols will be required to suppress / move the crime and or apprehend criminals. Public Safety agrees more marked and unmarked vehicle patrols should be conducted. The Public Safety Department will continue to make its best effort to protect those coming to and from BCC and its perimeter.

**Consistency in ID Checks at the Gate and BCC ID for all Persons Entering the Campus** – The Public Safety Department is enforcing a policy of checking BCC identifications before entering the property and or signing in. Public Safety is attempting to verify who legitimately belongs on the campus and who does not. Currently there are several outstanding Orders of Protection held by members of the campus community. Public Safety is vigilant in keeping off known offenders. Below are the issues Public Safety is currently correcting:

1. Not all programs on BCC have a BCC Identification. Public Safety has been notified about these departments and is working with them and administration on the best way going forward to identify who belongs and who should have BCC ID. The Public Safety Department intends to resolve this matter in the first quarter of 2012.
2. Not all students and staff were aware Public Safety was enforcing the BCC Policy – At the beginning of the Spring Semester, a BCC Broadcast of the ID Policy will be put out. ID Policy will be put out on BCC social networks and officers conducting vertical patrols and or involved in Crime Prevention talks will inform the campus community.
3. Improved signage that clearly advises of the identification policy and the area is under surveillance. Also clearly identifying Public Safety booths with a CUNY Public Safety Logo and additional signage. Acquiring improved signage is underway.
4. University Gate and Main Gate need to be properly staffed by Public Safety personnel to conduct identification checks. Currently, the college has posted several positions in effort

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to improve staffing by hiring qualified candidates, which will aid in remedying some of the manpower issues for access control and some additional patrols. These positions should be filled by the first half of 2012.

5. Replace the handwritten sign in sheet which is time consuming and sloppy with a small portable scanner where Public Safety can quickly scan an ID of anyone who does not have a BCC ID and the information can be downloaded at the end of each tour.
6. The 180<sup>th</sup> Street Gate which was being constantly left open giving unfettered access has now been secured by PPS and is only used when needed.

**Current Burglar Alarm System Needs to be Updated** – Public Safety, working with the IT Department and outside vendors, is currently researching how to turn the current analog burglar alarm receiver into a cost effective PC based alarm station for better tracking and assessment of alarms. It is anticipated that this matter will be resolved in the first quarter of 2011.

**Student Parking Lot Lack of Lighting, Surveillance, Access Control, Perimeter Fence** – Currently there are several issues with this area. The Security Booth needs to be replaced and Public Safety is in the process of obtaining pricing for a new booth. The existing motorized arms are not functioning. A speed bump prior to the Security Booth of those exiting should be installed.

Public Safety will follow up with Physical Plant Services in an attempt to repair the motorized arms in order to better physically control vehicles from entering or exiting. There are multiple CCTV cameras that are not functioning in the area. Public Safety is obtaining quotes from vendors to activate and add cameras to the area which can be observed from the Public Safety Command Desk. It is anticipated that this will be done by the third quarter of 2012.

Currently the interior of MacCracken gate, which leads to the upper student lot, is being left open for pedestrian traffic but is being abused by parkers who have not paid for a parking permit as well as by neighborhood residents. Public Safety is working with Campus Planning and PPS to have a new gate installed with a pedestrian size gate to prohibit vehicles from going through. Public Safety will conduct checks of both lots and vehicles. Vehicles without a parking permit will be issued parking tickets. On a December 9, 2011 Public Safety and PPS conducted another evening survey, there was a clear improvement in a majority of areas and PPS is making a diligent effort to address areas where improvement can be made.

**Emergency Exit Detex Boxes / Battery Check** – During the walk through of the complex, a majority of the battery operated emergency exit alarmed detex boxes did not have functioning batteries for its attached alarm. Public Safety will work with PPS to identify and have this situation remedied during the first quarter of 2012, as well as work on a monthly inspection of same.

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**Improve BCC Public Safety Crime Prevention Outreach** – During the site inspection and campus specific training, it became evident that a number of BCC staff and students not know the Public Safety emergency number and were not aware of the services provided by the Department.

During the first quarter of 2012 a Public Safety Crime Prevention Team will be formed from members of the Public Safety Department with the mission of giving crime prevention tips, making the college community more knowledgeable about street awareness, institute crime prevention programs as well as conduct workplace violence workshops and improve domestic violence awareness in conjunction with the WVAT/Campus Security Advisory Committee.

#### 6. Employee Information and Training

All employees must participate in training on the risks of workplace violence in their workplace at the time of initial employment and at least annually thereafter. The College Campus Security Advisory Team has been conducting workplace violence training session for faculty, staff and students on a consistent basis over the past four (4) years.

During the period November, 2011 through January, 2012, every employee was invited to attend a campus specific workplace violence training session, in addition to completing the University's on line program. Approximately seven hundred (700) of the approximately fifteen hundred (1500) employees attended a campus specific training session during this period.

The employee training and information program includes information regarding the Policy and Program. The training program addresses the following essential topics and provides the following information:

- a. An overview and definition of workplace violence;
- b. The College's commitment to providing a safe workplace;
- c. A copy of the written Policy and information about the Program;
- d. Discussion of significant identified risk factors;
- e. Techniques on how to recognize and avoid potentially violent situations, including de-escalation techniques;
- f. How employees can protect themselves and how employees can suggest improvements to the Program;
- g. The importance of reporting incidents and how to report such incidents;
- h. Where employees can seek assistance during a dangerous situation; and
- i. Resources, such as trauma counseling, that may be available to employees after an incident has occurred.

Additional training will be conducted as necessary and as determined by the needs of the College.

## 7. Reporting Process/Procedures to Report Incidents of Workplace Violence

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 718-289-5923. The Public Safety emergency number is 718-289-5911.

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.

- a. The College uses a form developed by the University's Office of Public Safety to record incidents of workplace violence. The College Office of Public Safety will maintain all records of initial reports and the results of any investigative reports relating to Workplace Violence at the College. 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.
- b. The WVAT/Campus Security Advisory Committee reviews the investigation results of incidents and complaints, determines whether there is a violation of the Policy and provides a report to the President.
- c. The WVAT/Campus Security Advisory Committee, with the participation of the authorized employee representative(s), conducts a review of the Campus Workplace Violence Incidents Report at least annually to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken.

## 8. Confidentiality of Certain Information

Nothing in this Program requires the disclosure to any person or entity, other than to the Commissioner of the Department of Labor as directed by the New York State Labor Law, of information otherwise kept confidential for security reasons, such as information that if disclosed may:

- i. Interfere with law enforcement investigations or judicial proceedings;
- ii. Deprive a person of the right to a fair trial or impartial adjudication;

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- iii. Identify a confidential source or disclose confidential information relating to a criminal investigation;
- iv. Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- v. Endanger the life or safety of any person.

#### 9. Report of Violations of the Workplace Violence Prevention Policy and Program

Any employee or authorized employee representative who believes that the College's Workplace Violence Prevention Program is in violation of CUNY's Workplace Violence Prevention Policy, New York State Department of Labor Regulation Section 800.6 and New York State Labor Law Section 27(b), should bring their concerns to the attention of the proper authorities.

Events involving the threat of imminent danger should be immediately brought to the attention of the College's Department of Public Safety.

Events relating to concerns of other types of reportable incidents should be reported as detailed in Paragraph 7, above, and brought to the attention of the University's Senior University Executive Director of Human Resources Strategic Planning, 535 East 80th Street, New York, NY 10075.

If a matter has been brought to the proper College authority and the College has had a reasonable opportunity to correct the activity, policy or practice, the matter has not been resolved, and an employee or authorized employee representative still believes that serious violation of the program remains, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation. This notice to the Commissioner must be in writing and shall set forth with reasonable particularity the grounds for the notice and shall be signed by the employee or authorized employee representative in compliance with New York State Labor Law Section 27(b) and its implementing Regulations.

#### 10. Retaliation

No employee is subject to criticism, reprisal, retaliation or disciplinary action by the College for good faith reporting pursuant to the Program. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints that, even if erroneous, are made in good faith, may be subject to disciplinary or other appropriate action.

#### 11. Recordkeeping

All recordkeeping and reporting shall be made in compliance with the applicable law and regulation (currently New York Labor Law Sections 27-a and 27-b and 12 NYCRR Part 800.6) and the Policy and Program.

## 12. Program Effectiveness and Evaluation/Post-Incident Response

At least annually or after serious incidents, the WVAT, together with the participation of the Authorized Employee Representatives, evaluates the effectiveness of the Workplace Violence Prevention Program, including post-incident responses and evaluation processes. The review focuses on incident trends and the effectiveness of the control measures taken by the College. The review also assesses whether the reporting and recordkeeping systems are effective in collecting relevant information.

# Appendix I

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Augusto Quinones, Student Affairs / Judicial Affairs	718-289-5886	augusto.quinones@bcc.cuny.edu
Vickie Shankman, Assistant Director of Human Resources	718-289-5112	vickie.shankman@bcc.cuny.edu
David A. Taylor, Dean of Administrative and Finance	718-289-5598	david.taylor@bcc.cuny.edu
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James Verdicchio, Director, Department of Public Safety	718-289-5923	james.verdicchio@bcc.cuny.edu
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INVEST IN NY



**THE CITY UNIVERSITY OF NEW YORK**

**BRONX COMMUNITY COLLEGE | WORKPLACE VIOLENCE PREVENTION PROGRAM**

**CAMPUS-SPECIFIC INFORMATION**

<b>HIGH RISK LOCATIONS/RISK FACTORS</b>	
<b>Description of Identified Risk Factors</b>	<ul style="list-style-type: none"> <li>• Lighting is poor, overall needs to be fixed and new lighting installed.</li> <li>• CCTV-none were recording prior to December 1, 2011 and or being used operationally.</li> <li>• No Centralized Fire Panel/Communicator.</li> <li>• No operational Public Safety Command Center.</li> <li>• Greater than 50 % of BCC staff spoken to did not know the public safety emergency number.</li> <li>• More vertical patrols in buildings during on / off hours.</li> <li>• More perimeter patrols and presence in the evening to combat car break-ins and strong arm robberies.</li> <li>• Consistency in ID checks at the gate and BCC ID for all persons entering the campus.</li> <li>• Drop off point at main gate vehicle entrance – a concern for safety of those crossing and congestion.</li> <li>• Current Burglar Alarm system needs to be updated.</li> <li>• Student Parking Lot lack of lighting, surveillance, access control, perimeter fence.</li> <li>• Emergency exit Detex boxes / Battery Check.</li> <li>• A review of key Public Safety personnel armed in the future at BCC.</li> </ul>

## HIGH RISK LOCATIONS/RISK FACTORS

**How the identified risk factors have been/are being addressed**

**Lighting** – Since mid-September Physical Plant Services has significantly improved lighting around the campus. Physical Plant Services and Public Safety are meeting to identify additional areas where lighting either needs to be improved and or installed. Examples would be the corner of the campus at 180<sup>th</sup> Street and University Avenue also the top lot of the student parking lot.

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### **Lack of Knowledge of Public Safety Emergency Number –**

Throughout the entire walk through, less than 50% of those asked were aware the Public Safety emergency number was 5911 from any campus phone or 718-289-5911 for a cell phone or outside line.

Recommendation is to have a bright sticker placed on the approximately 1800 BCC phones with the emergency # in case of Crime, Medical or Fire emergency. This recommendation is currently being implemented.

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### **Consistency in ID Checks at the Gate and BCC ID for all Persons**

**Entering the Campus** – The Public Safety Department is enforcing a policy of checking BCC identifications before entering the property and or signing in. Public Safety is attempting to verify who legitimately belongs on the campus and who does not. Currently there are several outstanding Orders of Protection held by members of the campus community. Public Safety is vigilant in keeping off known offenders. Below are the issues Public Safety is currently correcting:

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6. The 180<sup>th</sup> Street Gate which was being constantly left open giving unfettered access has now been secured by PPS and is only used when needed.

**Current Burglar Alarm System Needs to be Updated** – Public Safety, working with the IT Department and outside vendors, is currently researching how to turn the current analog burglar alarm receiver into a cost effective PC based alarm station for better tracking and assessment of alarms. It is anticipated that this matter will be resolved in the first quarter of 2011.

**Student Parking Lot Lack of Lighting, Surveillance, Access Control, Perimeter Fence** – Currently there are several issues with this area. The Security Booth needs to be replaced and Public Safety is in the process of obtaining pricing for a new booth. The existing motorized arms are not functioning. A speed bump prior to the Security Booth of those exiting should be installed.

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	<p>attached alarm. Public Safety will work with PPS to identify and have this situation remedied during the first quarter of 2012, as well as work on a monthly inspection of same.</p> <p><b><u>Improve BCC Public Safety Crime Prevention Outreach</u></b> – During the site inspection and campus specific training, it became evident that a number of BCC staff and students not know the Public Safety emergency number and were not aware of the services provided by the Department.</p> <p>During the first quarter of 2012 a Public Safety Crime Prevention Team will be formed from members of the Public Safety Department with the mission of giving crime prevention tips, making the college community more knowledgeable about street awareness, institute crime prevention programs as well as conduct workplace violence workshops and improve domestic violence awareness in conjunction with the WVAT/Campus Security Advisory Committee.</p>
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### KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p><b>Campus Office of Public Safety</b></p> <p><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>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Department of Public Safety</td> <td style="width: 33%;">Loew Hall , 5th Floor</td> <td style="width: 33%;">718-289-5923</td> </tr> <tr> <td>Department of Public Safety Emergency Number</td> <td></td> <td>718-289-5911</td> </tr> </table>	Department of Public Safety	Loew Hall , 5th Floor	718-289-5923	Department of Public Safety Emergency Number		718-289-5911
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## 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>Mary T. Rogan, 718-289-5157  mary.rogan@bcc.cuny.edu  Chairperson, Labor Designee and Legal Counsel</p> <p>Richard Cacciato, 718-2895927  richard.cacciato@bcc.cuny.edu  Assistant Director of Public Safety</p> <p>Ted Ingram, 718-289-5819  ted.ingram@bcc.cuny.edu  Student Support Services / General Counseling</p> <p>Anthony Laperuta, 718-289-5876  anthony.laperuta@bcc.cuny.edu  Crime Prevention Specialist</p> <p>Grisselle Nadal Arroyo, 718-289-5487  grisselle.nadal@bcc.cuny.edu  Assistant to Labor Designee &amp; Legal Counsel</p> <p>Augusto Quinones, 718-289-5886  augusto.quinones@bcc.cuny.edu  Student Affairs / Judicial Affairs</p> <p>Vickie Shankman, 718-289-5112  vickie.shankman@bcc.cuny.edu  Assistant Director of Human Resources</p> <p>David A. Taylor, 718-289-5598  david.taylor@bcc.cuny.edu  Dean of Administrative and Finance</p> <p>Alexandria Torres, 718-289-5923  alexandria.torres@bcc.cuny.edu  Public Safety Officer</p> <p>James Verdicchio, 718-289-5923  james.verdicchio@bcc.cuny.edu  Director, Department of Public Safety</p> <p>Alyce Zimmerman, 718-2895453  alyce.zimmerman@bcc.cuny.edu  Executive Assistant to SVP of Administration &amp; Finance</p>
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**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>Department of Public Safety      Loew Hall, 5<sup>th</sup> floor</p> <p>Office of Legal Counsel              Language Hall 27</p> <p>Human Resources Department      South Hall 104</p> <p>Bronx Community College Web Site  </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>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>	<p>Office of Legal Counsel              Language Hall 27              718-289-5151</p> <p>Mary T. Rogan, Legal Counsel              718-289-5157</p> <p>Grisselle Nadal-Arroyo, Assistant to Legal Counsel              718-289-5487</p> <p>Department of Public Safety              Loew Hall, 5<sup>th</sup> floor              718-289-5923</p>

**KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES**

	Department of Human Resources	South Hall 104	718-289-5119
	Office of Vice President of Student Affairs	Loew Hall 201	718-289-5864

## 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
James Verdicchio	Director of Public Safety	718-289-5923	<a href="mailto:James.verdicchio@bcc.cuny.edu">James.verdicchio@bcc.cuny.edu</a>	9:00 a.m. to 5:00 p.m.
Mary Rogan	Labor Designee and Legal Counsel	718-289-5157	Mary.rogan@bcc.cuny.edu	9:00 a.m. to 5:00 p.m.