OSHA Presentation Handout

George Allen, PhD, CIC, CNOR
Infection Preventionist and Director, Infection Control
## Hospital Epidemiology Department Staff

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE</th>
<th>BEEPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Augenbraun, MD</td>
<td>Hospital Epidemiologist Director, Hospital Epidemiology</td>
<td>270-2234</td>
<td>(917) 760-0293</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INFECTION CONTROL PROGRAM</strong></td>
<td></td>
<td>270-1940</td>
<td></td>
</tr>
<tr>
<td>George Allen, Ph.D, CIC</td>
<td>Program Director</td>
<td>270-2344</td>
<td>(917) 760-1866</td>
</tr>
<tr>
<td>Timothy Sheard, RN, MA</td>
<td>Assistant Director, Infection Control Program</td>
<td>270-2868</td>
<td>(917) 760-0594</td>
</tr>
<tr>
<td>Jemma Bascombe-Gordon</td>
<td>Infection Control Coordinator</td>
<td>270-4057</td>
<td>(917) 760-0592</td>
</tr>
<tr>
<td>Jean Powell, NP</td>
<td>Infection Control Nurse</td>
<td>221-5686</td>
<td>(917)762-2225</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HIV COUNSELING PROGRAM</strong></td>
<td></td>
<td>270-4099</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albert Oppermann, BA, MA</td>
<td>HIV Counselor</td>
<td>270-4120</td>
<td>(917) 760-0595</td>
</tr>
<tr>
<td>Olivia Sinclair, BS</td>
<td>HIV Counselor</td>
<td>270-4121</td>
<td>(917) 760-1655</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUPPORT STAFF</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geraldine Browne</td>
<td>Senior Staff Assistant</td>
<td>270-4059</td>
<td></td>
</tr>
<tr>
<td>Dirk Joseph</td>
<td>Staff Assistant</td>
<td>270-4099</td>
<td></td>
</tr>
</tbody>
</table>
INFECTION CONTROL TRAINING PRESENTATION

I ________________________________________, have attended a Infection program on Infection Control  (Please PRINT)

Please circle one:  Attending  Resident  Other Employee (Title) ___________________________  Student

The topics CHECKED were covered in the class.

- OSHA Bloodborne Exposure Standard  - Epidemiology & Symptoms of Bloodborne Diseases
- Modes of Transmission  - Exposure Control Plan
- Recognizing Potential Exposure  - Use/Limitations of Exposure Control Methods
- Personal Protective Equipment (PPE)  - Selection of PPE
- Hepatitis B Immunization Program  - Emergencies Involving Blood and OPIM
- Exposure Follow-up Procedures  - Post Exposure Evaluation & Follow-up
- Signs, labels, color codes  - Patient care procedure precautions
- Universal/Standard Precautions  - Specimen handling and transport
- Role of Handwashing  - Sharps disposal (point of use system)
- Waste handling (regular vs regulated)  - Other
- Hepatitis C

- Opportunity for Questions/Answers

________________________________________________________________________
Attendee’s Signature  SID#

_________________________  ____________________________  __________________________
Department  Extension  Date

PRESENTER: Sigrid Ulrich, MD
STATE UNIVERSITY OF NEW YORK
DOWNSTATE MEDICAL CENTER

UNIVERSITY POLICE/PUBLIC SAFETY
“WORKING FOR A BETTER COMMUNITY”

THOMAS F. DUGAN
CHIEF OF POLICE
May 2012
Dear Member of the Downstate Medical Center:

On behalf of the men and women of the University Police/Public Safety Department, I would like to welcome you to Downstate Medical Center. Our Department is committed to providing a safe and secure environment. To this end, the Center has developed a series of policies and procedures designed to assure that proper precautions are taken to protect persons and property on the campus. All members of the campus community, including faculty, staff and students, are responsible for following a number of security measures to ensure that they and their possessions are adequately protected, and we request your cooperation in this matter.

The Department operates 24 hours a day, 7 days a week, not only for your protection but also to provide any assistance you might need. Please feel free to call us at any time - 270-2626 - or visit our office on the first floor of University Hospital, room A1-339.

Once again, welcome to Downstate Medical Center.

Sincerely,

Thomas F. Dugan
Chief of Police
May 2012

To: The Downstate Community

From: Thomas F. Duggan  
Chief of University Police

Re: Safety on and around campus

The University Police/Public Safety Department is a professional campus police agency whose purpose is to provide for the safety of members of the Health Science Center community and the security of all property on campus. Our mission is to ensure a safe problem-free environment for students, faculty, staff and visitors, and to enforce University policies and applicable State and local laws. The Department also ensures the efficient utilization and equitable distribution of available parking spaces and provides transportation and escort services for our community. In order to achieve these goals, I ask that you follow the following guidelines:

Always be aware of your surroundings, whether working or walking in the area of Downstate Medical Center.

Do not display electronic devices, such as cell phones or Ipods while walking on the street or riding the subway.

Walk in groups whenever possible.

Please take advantage of the University Police Department’s Shuttle Service.
UNIVERSITY POLICE/PUBLIC SAFETY
AWARENESS MESSAGE

We in the University Police/Public Safety Department provide the following information in the hope that it will help strengthen our vital partnership with you. Please take the time to familiarize yourself with our many services and take advantage of them, when possible.

ESCORT SERVICE:

Escort Service is an unscheduled service designed to move faculty, staff and students at off-peak hours to local destinations (i.e., Dorms to KCH, UH to the garage, etc.) is available from 11:00 PM to 5:00 AM and on holidays and weekends. To obtain this service, please call Ext. 2626 and explain your request.

SHUTTLE SERVICE:

Shuttle service is a daily service for all faculty, staff and students. The service is available Monday through Friday (Holidays excluded) per the following schedule:

From 5:00 A.M. to 1:00 A.M., shuttle service is available for our off-campus parking facilities to the HSC. The schedule for service is on demand. Your Downstate ID card must be presented to access this service.

From 3 P.M. to 10:45 P.M., a van will depart at 15 minute intervals from both UH and the HSEB en route to:
- Beneficial Fund Parking Lot;
- Subway at Nostrand and Winthrop;
- 711 Parkside Avenue;
- 323-359 Clarkson Avenue;
- 225 Clarkson Avenue;
- Church and Nostrand Avenues

After 11:00 P.M., Escort Service is available upon demand.

IDENTIFICATION CARDS:

Identification cards are issued by the ID Card Office, located at 825 New York Avenue, Monday through Friday from 8:30 A.M. to 4 P.M.

PARKING OFFICE:

The Parking Office is located at 825 New York Avenue.

INVESTIGATION UNIT:

The Investigation Unit encourages you to report all crimes and suspicious incidents in order for the investigators to conduct follow-up investigations. A liaison is maintained with the NYC Police Department’s 67th and 71st precincts.

IMPORTANT NUMBERS TO REMEMBER:

Main University Police/Public Safety Office - Ext. 2626
Chief of Police - Ext. 3161
Parking Office - Ext. 3163
Investigations Unit - Ext. 4210

4/12
PARKING

Parking at Downstate Medical Center is limited and what we have has been divided as fairly as possible among the many groups who frequent the Center: faculty, staff, students, patients and visitors etc. It is our practice to identify the numerical population of each group and to allocate parking proportionately to the percentage which each group represents within the DMC community.

EMPLOYEES

A waiting list is established and maintained for each category of faculty and staff at the Parking Office, which is located at 825 New York Avenue, 1st floor. The telephone extension is 3163. For persons interested in obtaining parking, it is important they visit the Parking Office, Monday - Friday, 9:00 A.M. - 4:30 P.M., and sign the waiting list. If your name has already been placed on the list, there is no need to visit the office.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>$6.00 plus tax per month - paid semiannually or annually</td>
</tr>
<tr>
<td>Overnight</td>
<td>$15.00 plus tax per month - paid quarterly/semiannually/annually</td>
</tr>
<tr>
<td>Transient</td>
<td>There is no transient parking in the State Garage for employees or students between the hours of 5:00 AM to 2:30 PM, Mon. To Fri. After 2:30 PM, and before 5:00 AM, employees/students may utilize the Garage on a transient basis.</td>
</tr>
<tr>
<td>Special Reduced Rate</td>
<td>$1.00 per twelve hours Monday through Friday from 2:30 P.M. to 8:30 A.M.; and on Saturdays, Sundays and Holidays. (with valid HSCB ID)</td>
</tr>
</tbody>
</table>

STUDENTS

Availability is as follows:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>YEAR</th>
<th>CAP</th>
<th>METHOD OF DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRP</td>
<td>2nd</td>
<td>25</td>
<td>Lottery</td>
</tr>
<tr>
<td>Nursing</td>
<td>2nd</td>
<td>25</td>
<td>Lottery</td>
</tr>
<tr>
<td>Medicine</td>
<td>3rd</td>
<td>While doing rotations at UH or KCH</td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>4th</td>
<td>While doing mandatory sub-internships &amp; ambulatory care.</td>
<td></td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>As openings</td>
<td>16</td>
<td>Lottery</td>
</tr>
<tr>
<td></td>
<td>occur within cap.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HANDICAPPED PARKING

Reserved parking privileges shall be made available to handicapped individuals as follows:

A. All permanently handicapped individuals who apply for them and show evidence of possessing a current NY City Special Parking Permit issued by the NYC Department of Transportation. Persons who currently have reserved parking due to being permanently handicapped shall be required to obtain a NYC Special Parking Permit within sixty (60) days of notification of this requirement.

B. Individuals with temporary disabilities that make walking difficult - at the discretion of the Chief of Police. Such parking privileges shall be granted for a fixed period of time to be determined by the Chief of Police and shall be terminated upon expiration of the specified period of time unless renewed by the Chief upon request of the applicant.
HSCB FOUNDATION PARKING LOT (404 Winthrop Street)

The HSCB Foundation Lot is a non-State facility owned and operated by the HSCB Foundation. Parking privileges are available to all Downstate employees and students who place their names on the waiting list in the Faculty Student Association (FSA) Office located in Room 203 at the Student Center. The FSA Office is responsible for determining parking availability and identifying and notifying the next person on the waiting list of the availability of parking privileges.

The parking fee for this lot is $30.00 a month or $90.00 for three (3) months for faculty, staff or students. A limited number of pre-paid transient parking tickets are available at the FSA Office on a weekly basis upon presentation of a valid Downstate ID card. The transient rate tickets are $20 for five tickets. Please call x 3187 or x 3148 for details. The lot is open Monday through Friday from 6:00 A.M. to 10:00 P.M., and security personnel are assigned during those time periods. It is closed on Saturdays, Sundays and Holidays.

Your use of this lot will not affect your status on the present waiting list for State parking. When your name is reached on the list, you will be offered the option to relocate to the State parking facility which may be assigned to you at the prevailing rates.

To register for the HSCB Foundation Lot, please bring the following items to the FSA Office:

- Vehicle Registration
- Driver's License
- Downstate ID Card
- Check payable to "The HSCB Foundation"

For further information, please call the FSA Office at Ext. 3187 or 3148
May 2012

To: The Downstate Community

From: Thomas F. Dugan
Chief of University Police

The Downstate Medical Center University Police/Public Safety Department prepares and publishes an annual security report which complies with the Crime Awareness on Campus Security Act - better known as the Clery Act. This report outlines our crime reporting policies and procedures, as well as our response to those incidents. It also includes some of the security initiatives and services provided by the University Police/Public Safety Department in order to provide for the safety and security of our faculty, staff, students, patients and visitors. There are institutional policy statements on access to the campus facilities and residence halls, the enforcement and arrest/authority of University Police personnel, our working relationship with local police agencies, and recommended security precautions. It further delineates steps to be taken in the event someone is the victim of a sex offense and includes crisis intervention contact numbers.

The security report also lists crime statistics for the previous three years in specified categories as required by the Clery Act. This report is available on line at http://www.downstate.edu/police/report.html

Printed copies are available upon request. You may contact the University Police Administrative Office, 450 Clarkson Avenue, Box 1201, Brooklyn, New York 11203 or call 718-270-3161.
FOR YOUR PERSONAL SAFETY

ON THE STREET...

• AVOID WALKING ALONE AT NIGHT.
• IF YOU MUST WALK ALONE, MOVE ALONG BRISKLY AND CONFIDENTLY.
• WALK IN WELL-LIGHTED AREAS.
• DON'T STOP TO GIVE DIRECTIONS OR TIME OF DAY TO STRANGERS.
• WALK NEAR THE CURB, AWAY FROM ALLEYS, ENTRYWAYS AND BUSHES WHERE SOMEONE COULD BE HIDING.
• BE AWARE OF YOUR SURROUNDINGS. IF A SITUATION FEELS UNCOMFORTABLE, IT MAY BE DANGEROUS.
• IF YOU FEAR DANGER, SCREAM LOUDLY TO ATTRACT ATTENTION.
• IF SOMEONE SUSPICIOUS IS BEHIND YOU OR AHEAD OF YOU, CROSS THE STREET. IF NECESSARY, CRISCCROSS FROM ONE SIDE TO ANOTHER, BACK AND FORTH. DON'T BE AFRAID TO RUN.
• DON'T DANGLE PURSE AT ARMS LENGTH; HOLD CLOSE TO THE CHEST AREA.
• DON'T CARRY LARGE SUMS OF MONEY, CONSPICUOUS JEWELRY OR OTHER VALUABLES. DIVIDE YOUR MONEY AMONG YOUR BAG, POCKETS, AND ON YOUR PERSON.
• IF YOU ARE BEING HARASSED BY OCCUPANTS OF A VEHICLE, TURN AROUND AND WALK IN THE OPPOSITE DIRECTION.

TRAVEL SAFETY ...

• THE NEW YORK CITY TRANSIT SYSTEM IS THE WORLD'S LARGEST TRANSPORTATION SYSTEM AND PRESENTS UNPARALLELED OPPORTUNITIES FOR CRIME. YOU CAN AVOID MOST CRIMES BY BEING AWARE AND TAKING THESE SIMPLE PRECAUTIONS:
• IN AN EMERGENCY NOTIFY THE POLICE VIA THE MOTORMAN, CONDUCTOR, TOKEN BOOTH ATTENDANT, OR CALL 911. EACH TRAIN IS IN RADIO CONTACT WITH THE POLICE AND EVERY TOKEN BOOTH HAS A TELEPHONE.
• DON'T STAND AT THE END OF AN EMPTY SUBWAY PLATFORM. IF POSSIBLE, WAIT FOR THE NEXT TRAIN NEAR THE TOKEN BOOTH. ALWAYS STAY NEAR OTHER PASSENGERS.
• DURING NON-RUSH HOURS RIDE THE CENTER OF THE TRAIN NEAR THE CONDUCTOR'S POSITION, OR IN THE FRONT CAR NEAR THE MOTORMAN.
• DON'T STAND AT THE EDGES OF THE PLATFORM.
• DON'T INVITE TROUBLE BY NEEDLESS DISPLAY OF JEWELRY. KEEP CHAINS OUT OF SIGHT; TURN RINGS AROUND SO STONES ARE ON THE PALM SIDE OF YOUR HAND.
• CARRY YOUR WALLET IN AN INSIDE COAT OR SIDE TRouser POCKET. NEVER IN THE REAR TRouser POCKET.
• BEWARE OF LOUD ARGUMENTS OR COMMOTION. INCIDENTS CAN BE STARTED TO DISTRACT YOU WHILE YOUR POCKET IS PICKED.
• IF YOU CARRY A HANdBAG, KEEP A FIRM GRIP ON THE BAG. AVOID USING THE HANDLE. UNDER NO CIRCUMSTANCES WRAP THE HANDLE AROUND YOUR HAND OR WRIST AS THIS IS LIKELY TO CAUSE YOU TO BE PULLED DOWN IF THE BAG IS GRABBED. IF YOU ARE THE VICTIM OF A PURSE SNATCH, DO NOT PULL ON TO YOUR BAG, ESPECIALLY IF THERE IS A WEAPON INVOLVED.
• TO PREVENT OTHERS FROM KNOWING WHERE AND HOW MUCH MONEY YOU ARE CARRYING, USE EXACT CHANGE TO BUY TOKENS.
• WHEN POSSIBLE, USE THE ATTENDED ENTRANCES WHEN ENTERING OR LEAVING THE STATIONS.

COMING HOME LATE AT NIGHT ...

• AVOID SHORTCUTS THAT ARE NOT WELL TRAVELED OR WELL LIT.
• KNOW WHICH STORES ARE OPEN IN YOUR NEIGHBORHOOD LATE AT NIGHT. IF YOU SUSPECT YOU ARE BEING FOLLOWED, STAY AWAY FROM DESERTED BLOCKS AND HEAD FOR A STORE THAT YOU KNOW TO BE OPEN.
• IF SOMEONE DROPS YOU OFF AT HOME BY AUTO, ASK THE DRIVER TO WAIT UNTIL YOU ARE SAFELY INSIDE.
IF YOU ARE DRIVING ... 

- Keep windows rolled up, except for a small ventilation space, and keep your doors locked.

- Be especially aware at a red light or stop sign. Be prepared to drive away sounding a horn if you are threatened by someone. Drive to the nearest police station and report the incident.

- If someone attempts to force you off the road, don't panic; blow your horn constantly to attract attention. If you are forced over, as soon as your car comes to a stop, put your car in reverse and back away; keep the car moving and blow the horn.

- If you suspect that another car is following yours, make a few turns down busy streets, if possible. If the other auto makes the same turns, head for the nearest police station, fire house or open store. Don't try to make it home.

- Before getting into your car, look inside first to make sure that no one is hiding in the back seat. When leaving your car, make sure it is locked.

- Try to park your car in a well-lit area. This will not only discourage a personal attack on you but also reduces the chance of auto theft. Look around before you get out of your car.

AT HOME ... 

- Have your key ready (but not in full view) before you get to the front door.

- Make sure your entranceway is well lit.

- If you live in an apartment, don't be polite and hold the door open for a stranger who has been waiting.

- List only your last name and first initial on your mailbox.

- Don't buzz someone inside unless you know the person.

- If a stranger wants to use your phone for any kind of call, do not let the person in; make the call yourself. If there are any problems or you are in doubt, call the police.

- If you arrive home and find your door open, do not go inside. Call the police from a pay phone or a neighbor's house and ask them to meet you.

- Don't get on an elevator with a stranger if your own good judgment warns you against it. If you need an excuse to avoid embarrassment, say something like, "Oh, I forgot my mail!"

DEALING WITH ROBBERIES ... 

- If someone confronts you with a weapon, do not resist.

- Try to remain calm during a holdup. Robbers usually are excited and may be provoked easily, especially if they are under the influence of drugs.

- Observe as much as you can about the criminal(s). Notice any details that will help you describe the person or his/her mannerisms. When trying to determine age, height, weight and appearance, make comparisons between him/her and yourself or people you know.

- Memorize peculiarities such as tattoos, scars, and prominent physical features.

- Notice the type and color of clothing worn by the criminal but keep in mind that clothes can be changed. Try to concentrate on physical characteristics.

- Be able to describe the size, type and color of guns or other weapons used.

- Observe the direction in which the suspect(s) fled. If the suspect flees in a car, remember the make, model, color, and any outstanding features (dents, missing lights, etc.). If you get a license plate number, write it down immediately and give it to the police.

- Call 911 as soon as possible. The sooner the crime is reported, the greater the chance is that the criminal(s) will still be in the area and can be apprehended easier.

- Keep alert. Only you can reduce the opportunity of crime.

If you are the victim of a crime, report it to the police as soon as possible, and then report it to University Police/Public Safety at 276-2626. We will assist you in your dealings with the police, prosecutors, or any appearances you might have to make in connection with an incident. Give us a call and give us the opportunity to help you.
ACQUAINTANCE RAPE

WHAT IS ACQUAINTANCE RAPE?

Acquaintance rape is forced sexual intercourse between people who know each other. The rapist may be the victim's boyfriend, date, family member, neighbor, teacher, employer, doctor, etc. Force can include anything from emotional and economic coercion, to physical restraint, to beating, to the threat of harm, with or without a weapon. Acquaintance rapes are frequently as premeditated and as violent as stranger rapes, though they less often involve lethal weapons.

VICTIMS:

- can be any woman.
- may feel betrayed, enraged, ashamed, frightened, humiliated.
- may feel a loss of control over their lives.
- may blame themselves.
- may have their judgment questioned by themselves and others.
- may be disbelieved by friends, family, police.

ACQUAINTANCE RAPISTS:

- are not particularly different from "normal" men, though they tend to subscribe to traditional male roles and values.
- have a mean age of 20.3 for college date rapes.
- beat or threaten victims with injury, including weapons, 15-20% of the time.
- physically overpower or restrain victims 80-85% of the time.

ACQUAINTANCE RAPE IS VERY COMMON:

Two studies of college women found:

- 50-80% had experienced sexual violence or aggression, ranging from unwanted fondling to battery, verbal threats to physical coercion.
- approximately 13-20% had been raped, though only 3-4% labeled it rape.
- more than one in three women had experienced rape or attempted rape by acquaintances.
- movies, magazines, and socialization of feminine passive/masculine aggressive roles frequently give the message that acquaintance rape is natural, necessary, and good fun. Men are led to believe that the woman will come around and enjoy it eventually. Women are led to believe that it is their own fault when acquaintance rape does occur.
- acquaintance rape, like any rape, is a violent act of woman-hating. It expresses domination, aggression, contempt, rage, and desire to humiliate.
- acquaintance rapes among college students most often happen: on the second or third date, to college freshman, on the rapist's turf.

REPORTING:

Acquaintance rapes are rarely reported.
- In one college study of 600 date rape victims, only 4 had reported their rape to the police.

Reporting rates may be so low because:

- a woman may be uncertain whether what happened was actually a rape — especially since force in sex is so widely accepted as "normal".
- a woman may blame herself — she may fear she didn't give clear enough sexual messages, or didn't fight hard enough, or didn't avoid the entire situation.
- a victim thinks she will be disbelieved or even blamed by police, courts, and friends.
- acquaintance rapes are often trivialized as not so bad or not real rapes.
- acquaintance rapes are rarely successfully prosecutable.

THE SOCIAL ENVIRONMENT THAT BREEDS ACQUAINTANCE RAPE

WOMEN ARE TAUGHT:

- to be nice.
- to be passive.
- good girls don't choose sex.
- not to acknowledge and make choices about their own sexuality.
- not to take care of men’s needs and desires.
- not to assert their own choices.
- nice girls are not raped.
- to blame themselves if they are sexually assaulted.
- to feel humiliated or ashamed by having been a victim of sexual assault.

MEN ARE TAUGHT:

- to "score".
- that force and even violence are normal parts of sexual encounters.
- that women who say "no" don't mean it.
- that women use sex to manipulate and control men.
- that men have uncontrollable sexual urges.
that men are not responsible for their actions once sexually aroused or drunk.
* that women need coercion.
* that women want to be dominated.
* that avoiding rape or unwanted sexual pressure is women's responsibility.
* that rape is shameful for the victim, not the rapist.
* that rape is not really rape unless between strangers, with deadly force used.
* that rapists are a breed apart; normal men using sexual force are not rapists.

WHAT CAN HELP:

* getting help and support, if you are raped.
* understanding that you are the victim - you have nothing to feel ashamed about, if you are raped.
* believing a woman who says she has been raped by an acquaintance.
* fighting back skillfully works better, statistically, than pleading or trying to talk the rapist out of it.
* knowing what you want and don’t want sexually, and communicating it clearly and assertively - including calling for help when you need it.

IF YOU NEED HELP, CALL THE FOLLOWING:

New York City Police Department - Rape Hotline:
24 hours (Female Detective)
(212) 267-7273 267-RAPE

University Police/Public Safety:
24 hours
(718) 270-2626

IF YOU ARE THE VICTIM OF A RAPE:

1. Report crime immediately to police - dial 911.
2. Do not wash or douche.
3. Have a medical exam and internal gynecological exam as soon as possible accompanied by a police officer preferably.
   A. Inform doctor of exact acts committed upon you and have a note made of any medical evidence of them.
   B. Semen smears must be taken by the doctor.
   C. Doctor should note any bruises or injuries (bleeding, lacerations, etc.) external or internal.
   D. Have the doctor test for venereal diseases (and pregnancy later if relevant).
4. Inform police of all details of the attack, however intimate, and of anything unusual you might have noted about the attacker. Remember, what he said and how he said it may lead to his arrest.
5. Show police any external bruises or injuries however minor, resulting from the attack. Also show them to a friend or relative who might be available as a corroborative witness at the trial.
6. Give the undergarments to the police for semen analysis.
7. Give any torn or stained clothing to the police.
8. When calm, make note of events of
DOMESTIC VIOLENCE AND
THE WORKPLACE POLICY

Policy Statement
Domestic violence permeates the lives and compromises the safety of thousands of New York State employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

Domestic violence is defined as a pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the individuals it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and coworkers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

SUNY Downstate Medical Center, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.

Definitions
For purposes of this policy, the following terms will be defined as follows.

**Domestic Violence:** A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Intimate Partner:** Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time, couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

**Abuser:** A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Victim:** The person against whom an abuser directs coercive and/or violent acts.

August 2008
**Guidelines**

I. **Employee Awareness**

SUNY Downstate Medical Center shall take all reasonable actions to educate employees regarding the effects of domestic violence, ways to prevent and curtail violence, and methods to report such violence to authorities.

It is the policy of SUNY Downstate Medical Center that information on domestic violence and available resources shall be posted and, if necessary, replaced or reposted annually in areas where other employment policies and information are traditionally posted. This information shall include the topics addressed in the appendix.

II. **Non-Discriminatory and Responsive Personnel Policies for Victimized Employees**

SUNY Downstate Medical Center shall ensure that personnel policies and procedures do not discriminate against victims of domestic violence and are responsive to the needs of victims of domestic violence.

   a) New York State law makes it a crime for employers to penalize an employee who, as a victim or witness of a criminal offense, is appearing as a witness, consulting with a district attorney, or exercising his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law. This law requires employers, with prior day notification, to allow time off for victims or subpoenaed witnesses to exercise his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law [Penal Law §215.14]. If there are any questions or concerns regarding the leave that must be granted to victims or subpoenaed witnesses, contact Adriana Conde-Billy, DMC Deputy Director of Labor Relations, at 718-270-1972.

   b) SUNY Downstate Medical Center, upon request, will assist the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of being a victim of domestic violence. If an employee requests time off to care for and/or assist a family member who has been a victim of domestic violence, SUNY Downstate Medical Center will evaluate the employee’s request for leave for eligibility under existing law and collective bargaining agreements applicable to the employee and the attendance rules.

   c) SUNY Downstate Medical Center understands that victims of domestic violence may lack the required documentation or have difficulty obtaining the required documentation to justify absences without compromising their safety. Therefore, Adriana Conde-Billy, DMC Deputy Director of Labor Relations, at 718-270-1972 will consult with the employee to identify what documentation she/he might have, or be able to obtain, which will not compromise his/her safety-related needs and will satisfactorily meet the documentation requirement of the employer. Because there are confidentiality issues associated with the submission of documentation in these instances, SUNY Downstate Medical Center may choose to consult with the Attendance and Leave Unit at the Department of Civil Service, when questions arise.

   d) Employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), shall be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.

   e) SUNY Downstate Medical Center will not make inquiries about a job applicant's current or past domestic violence victimization, and employment decisions will not be based on any assumptions about or knowledge of such exposure.

   f) In cases in which it is identified that an employee's work performance difficulties are a result of being a victim of domestic violence, said employee shall be afforded all of the proactive measures outlined in this policy, and shall be provided clear information about performance expectations,
priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee's situation. SUNY Downstate Medical Center shall utilize all reasonable available options to resolve work-related performance problems, and may make a referral to the Employee Assistance Program, consistent with existing collective bargaining unit agreements, statute, regulations and agency policy.

g) If reasonable measures have been taken to resolve domestic violence-related work performance problems of victimized employees, but the performance problems persist and the employee is terminated or voluntarily separates from employment due to these domestic violence related issues, and the employee conveys to SUNY Downstate Medical Center that the separation is due to these domestic violence issues, SUNY Downstate Medical Center shall inform the employee of his or her potential eligibility for unemployment insurance and respond quickly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. [§593 of NYS Labor Law.]

III. Workplace Safety Plans

By means of a domestic violence workplace safety response plan, SUNY Downstate Medical Center shall make employees aware of their options and available resources and help employees safeguard each other and report domestic violence to designated officials.

a) The designated liaison between SUNY Downstate Medical Center and SUNY System Administration is David C. Pappalardo, Assistant Vice President for Labor Relations, at 718-270-1972. This liaison will ensure campus-wide implementation of this policy, and serve as the primary liaison with System Administration regarding this policy. The System Administration designated liaison will communicate with the Office for the Prevention of Domestic Violence (OPDV) on behalf of campuses as relate to reporting.

b) Additionally, the following DMC individuals/offices are designated as available to support those in need of assistance concerning domestic violence: Thomas Dugan, Chief of University Police or designee, at 718-270-3161; Lorraine Brooks, EAP Coordinator, at 718-270-1489; Sigrid Ulrich, M.D., Physician, Employee Health Services, at 718-2701969; Roger Holt, M.D., Emergency Department, at 718-270-4580; Barry Mandel,

c) SUNY Downstate Medical Center complies with enforcement of all known valid court orders of protection that are brought to the attention of SUNY Downstate Medical Center. SUNY Downstate Medical Center shall comply with Federal and State Law when information is requested by domestic violence victims or law enforcement regarding an alleged violation of an order of protection.

d) SUNY Downstate Medical Center maintains an emergency security response plan, which includes procedures for contacting University Police and possibly other appropriate law enforcement agencies, and which provides employees with clear instructions about what to do and who to contact if they observe anyone engaging in threatening behavior.

e) SUNY Downstate Medical Center will discuss with a known victim of domestic violence the limitations on confidentiality under New York State Law (See Section VII [h]; NYS Agencies Responsibility d – g).

f) As part of an emergency security response plan, SUNY Downstate Medical Center shall take actions to assist in mitigating reoccurrence of domestic violence in an effort to protect all employees as well as the victim(s). These actions may include, but are not limited to, advising co-workers and, upon request, the employee's bargaining representative, of the situation; setting up procedures for alerting University Police; temporary relocation of the victim to a secure area; options for voluntary transfer
or permanent relocation to a new work site; change of work schedule, reassignment of parking space; escort for entry to and exit from the building; responding to telephone, fax, e-mail or mail harassment; and keeping a photograph of the abuser and/or a copy of any existing court orders of protection in a confidential on-site location and providing copies to University Police. SUNY Downstate Medical Center will address any additional concerns raised by a situation in which both the victim and offender are employed by or at SUNY Downstate Medical Center.

g) This policy shall be reviewed annually. Any substantive policy revisions and updates shall be forwarded to OPDV.

IV. Accountability for Employees Who Are Offenders

SUNY Downstate Medical Center will hold employees accountable for engaging in the following behavior: (1) using state resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official state business; or (3) using their job-related authority and/or state resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

a) In cases in which SUNY Downstate Medical Center has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using state resources such as work time, workplace telephones, FAX machines, mail, e-mail or other means, said employee may be subject to corrective or disciplinary action in accordance with existing collective bargaining unit agreements, statutes and regulations.

b) In cases in which SUNY Downstate Medical Center has verification that an employee is responsible for a domestic violence-related offense, or is the subject of any order of protection, including temporary, final or out-of-state order, as a result of domestic violence, and said employee has job functions that include the authority to take actions that directly impact victims of domestic violence and/or actions that may protect abusers from appropriate consequences for their behavior, SUNY Downstate Medical Center shall determine if corrective or disciplinary action is warranted, in accordance with existing collective bargaining unit agreements, statutes and regulations.

c) In cases in which any employee intentionally uses his/her job-related authority and/or intentionally uses state resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for his behavior, said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes and regulations.

V. Firearms

Pursuant to New York State and federal law, a person convicted of a domestic violence-related crime or subject to an order of protection, under certain circumstances, forfeits the right to legally possess a firearm or long gun. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

a) In addition to complying with the law, employees who are authorized to carry a firearm as part of their job responsibilities are required to notify the campus if they are arrested on a domestic violence-related offense and/or served with an order of protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the firearm-issuing agency or to the appropriate police agency.

b) Should an employee fail to comply with the requirements set forth in V. a., said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes and regulations.
agreements, statute or regulations. In addition, the appropriate law enforcement agency shall be notified for possible criminal action.

VI. Training

Steven Greenblatt, Director of Workforce Training and Development, [Campus Training Liaison to the Office for the Prevention of Domestic Violence] at 718-270-6746 and all personnel designated to provide support for those in need of assistance shall complete OPDV’s one-day training on Domestic Violence and the Workplace. All appropriate

August 2008
managers, supervisors, employee assistance professionals, human resources personnel, union and labor representatives, and University Police and Security staff will be encouraged to attend OPDV’s training on Domestic Violence and the Workplace. Additionally, SUNY Downstate Medical Center shall make available for staff training on domestic violence and its impact on the workplace using materials provided by OPDV through the campus, OPDV and/or a local domestic violence service provider when scheduling permits.

VII. SUNY Downstate Medical Center Responsibility

a) SUNY Downstate Medical Center believes that domestic violence is behavior that cannot be tolerated and, to that end will, actively provide information and support to employees who are victims of such abuse.

b) SUNY Downstate Medical Center will disseminate copies of this Domestic Violence and the Workplace Policy to all employees upon implementation and to all new employees upon hiring or appointment.

c) SUNY Downstate Medical Center encourages all employees to review and follow this policy and the procedures set forth herein.

d) SUNY Downstate Medical Center will, consistent with applicable law and campus policy, document all incidents of domestic violence that happen in the workplace. Such documents should be provided to the designated liaison to System Administration as soon as practicable. Such documents shall be kept confidential to the extent permitted by law and campus policy and the provisions of section g detailed below.

e) All SUNY Downstate Medical Center employees providing domestic violence information and support services shall document, consistent with applicable law and agency policy, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers. All information about employees who seek assistance shall be kept confidential to the extent permitted by law and campus policy and the provisions of section g detailed below, and documentation should not include any personal information. The number of employees seeking assistance as outlined above shall be reported to the designated liaison to System Administration.

f) The designated liaison to System Administration shall, consistent with applicable law and SUNY Downstate Medical Center policy, provide information about the number and general nature of domestic violence incidents that happen in the workplace, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers, with no personally identifying information, to OPDV at the time and in a manner determined by OPDV.

g) Information related to an employee being a victim of domestic violence shall be kept confidential, to the extent permitted by law and campus policy, and shall not be divulged without the written consent of the victimized employee, unless campus officials

   a. Supervisors/ managers may be informed about a domestic violence incident that happens in the workplace, or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s coworkers.

   b. First aid and safety personnel may be informed about a domestic violence incident that happens in the workplace or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s coworkers.

   c. Government officials investigating a domestic violence incident that occurs in the workplace,
or a report of domestic violence, shall be provided relevant information upon request and in accordance with legal requirements.

h) While reported information is kept private to the greatest extent possible by Federal law, State law, and campus policy, New York State law includes clear limitations on legal confidentiality. Information reported to anyone not in a position listed below may have to be disclosed pursuant to a subpoena, where otherwise required by law or in accordance with Section VII, paragraph g above. Such confidentiality exists in certain (but not all) instances for certain medical personnel and counselors, social workers, clergy, attorneys, and rape crisis counselors and may in fact be required to be turned over in these cases through a subpoena or court order. Please note that where medical information is received from an employee who is the victim of domestic violence, such medical information shall be kept confidential to the extent required by and permitted by New York State and Federal laws including, but not limited to, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and Health Insurance Portability and Accountability Act (HIPAA), if they apply to the employee’s situation.
APPENDIX

Information to be Included in Campus Postings Regarding Domestic Violence and the Workplace

At a minimum, the following information shall be provided to current employees and new employees and included in posters posted in areas where employment information is ordinarily posted:

a) Information regarding domestic violence and available resources in the work site. Such information shall include available sources of assistance such as Employee Assistance Program, local domestic violence service providers, the NYS Domestic Violence and Sexual Assault hotline, and/or human resources personnel who are trained and available to serve as confidential sources of information, support, and referral. Additionally, the posters may include information regarding domestic violence programs located on the OPDV website http://www.opdv.ny.gov/aboutopdv/aboutopdv.html

b) A statement informing employees that New York State law prohibits insurance companies and health maintenance organizations from discriminating against domestic violence victims or designation of domestic violence as a pre-existing condition [§2612 of the Insurance Law].

Additionally, SUNY Downstate Medical Center shall integrate information on domestic violence and this domestic violence and the workplace policy into existing materials and literature, policies, protocols, and procedures, including the Public Employer Workplace Violence Prevention Programs as appropriate.

1 12 NYCRR pt. 800.16 Public Employer Workplace Violence Prevention Programs

August 2008
SECTION I – Workplace Violence Prevention Policy

Downstate Medical Center (DMC), including University Hospital of Brooklyn, and the various off-site locations (hereafter DMC property), is committed to providing a safe workplace/learning/healthcare environment. DMC will respond promptly to threats, acts of violence, and acts of aggression against its employees, including those of domestic violence (see related SUNY-Downstate Medical Center “Domestic Violence and The Workplace Policy” dated August 2008). This policy sets forth standards for conduct for all persons and guidelines for reasonable precautions to be exercised by employees. This policy requires civility and respect in all relations at DMC among staff, students, patients, clients, visitors, vendors and contractors. The accompanying procedures outline responses to threats or violence, should they occur in the workplace. (Note: This policy shall not act to abridge, modify or in any way limit the administration of the Federal and/or State of New York Laws.)

Prohibited Conduct:

A. Downstate Medical Center shall not tolerate any act or threat of violence in the workplace. For the purposes of this policy, the workplace is further defined as the DMC property, which also includes its grounds, perimeters, and sidewalks or while in transit to its off-site locations, parking facilities or local mass transit or otherwise while in work status.

B. No person may engage in violent conduct or make threats of violence, implied or direct, including acts of domestic violence, on DMC property or in connection with medical center business or employment. This includes but is not limited to:

- The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact or touching including but not limited to spitting, pushing, hitting, fighting, or throwing objects;
- Behavior that diminishes the dignity of others through gender, sexual, sexual orientation, racial, religious or ethnic harassment; ● Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly; and,
- Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical harm including the use of a third-party, making internal or external phone calls, sending mail, packages, faxes or emails, tampering with a computer, other equipment or motor vehicle, repeated, malicious verbal mistreatment, attempting to intimidate, or intentionally inflicting emotional distress.

C. In accordance with SUNY policy, no person, except authorized University Police Officers, other local, state and federal Police Officers with jurisdiction (example: NYPD and NYS Police Troopers) and Peace Officers in the line of duty, may carry, possess or use any weapon on DMC property or in its buildings or facilities.

For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health’s (NIOSH) definition in NYS Department of Labor Division of Safety and Health’s, Workplace Violence Prevention Requirements for NYS Public Employers at [http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc](http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc)
**Workplace Violence Prevention Advisory Committee:**

A. The President, or his designee, shall cause to establish a Workplace Violence Prevention Advisory Committee, which shall be chaired by the University Chief of Police or approved designee. This committee will:

- Perform a risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
- Assess the campus’s readiness to address violence and domestic violence in the workplace;
- Facilitate appropriate responses to reported incidents of workplace violence;
- Assess the potential problem of workplace violence;
- Evaluate incidents to prevent future occurrences;
- Utilize prevention, intervention, and interviewing techniques in responding to workplace violence;
- Oversee the development of workplace violence prevention programs, training and tools (such as pamphlets, guidelines and handbooks) to assist in recognizing and preventing workplace violence on campus;
- Arrange regularly scheduled workplace violence prevention training sessions for employees; and,
- Establish subcommittees as needed.

B. This Workplace Violence Prevention Advisory Committee shall include representative(s) from University Police, Employee Assistance Program, Labor Relations, Personnel Administration, Workforce Training and Development, the University Hospital of Brooklyn (UHB) Joint Commission Security Committee, UHB patient services staff including but not limited to psychiatric and emergency department staff and local Labor representatives (active DMC employee) designated by the local union chapter President/Council Leader. As needed, subcommittees shall be established. It is recommended that such subcommittees be chaired or co/chaired by an Advisory Committee member and, as appropriate, should include University Police, Administration, Academic Affairs, University Hospital of Brooklyn, local Research Administration, and a local Labor representative (active DMC employee) designated by the local union chapter President/Council Leader. Local Counsel’s Office will serve of counsel to the Committee/subcommittees, as needed.

**Workplace Violence Prevention Program:**

The DMC shall develop and implement a written workplace violence prevention program for its workplaces that includes the following:

- A definition of workplace violence including the commitment to and meaning and intent of zero tolerance including “just cause standards”;
- Methods and techniques on how to prevent, recognize and avoid workplace violence situations;
- Details of risk evaluation and determinations procedures including the identification of the high risk occupations, functions and work locations;
- Emergency response procedures and the importance of reporting all workplace violence incidents and procedure to do so;
- Investigations of incidents by the employer; and,
- Employee assistance.

1 For a description of a risk evaluation see the NYS Department of Labor Division of Safety and Health’s Workplace Violence Prevention Requirements for NYS Public Employers at [http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc](http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc)

2 From the New York State Department of Labor Division of Safety and Health’s Workplace Violence Prevention Requirements for New York State Public Employers at [http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc](http://www.labor.state.ny.us/workerprotection/safetyhealth/doc/Workplace%20Violence%20FlyerNov3.doc)
**Information And Training For Employees:**
The DMC shall make the written workplace violence prevention program available, upon request, to its employees and/or their authorized representatives.

At the time of employees’ initial appointment and annually thereafter, the DMC shall provide its employees with the following information and training on the risks of violence in their workplace(s) including but not limited to department/unit/assignment specific notably university police, psychiatric and emergency room staff(s):

- The requirements of NYS Labor Law § 27-b;
- The risk factors in their workplace(s);
- The location and availability of the written workplace violence prevention program; and,
- Training sessions that outline:
  - The measures employees can take to protect themselves from such risks, including specific procedures the DMC has implemented to protect employees; and,
  - The details of the written workplace violence prevention program developed by DMC.

**Retaliation:**
Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

**SECTION II - PROCESS:**

A. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the DMC community. Workplace violence should be reported immediately to the appropriate DMC official (see below). Additionally, all members of the DMC community are encouraged to report, in the same manner, behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working environment.

B. Employees who commit a violent act or threaten to commit a violent act shall be subject to the full range of criminal/civil prosecution and/or disciplinary action, as appropriate.

C. An individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on the DMC property shall be subject to removal from the campus as quickly as safety permits, and barred from campus (persona non grata) pending the outcome of an investigation and administrative proceedings.

**Reporting Procedures:**

A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence shall immediately call University Police at Extension 2626 and/or the New York City 911 Emergency Services Call Center.
B. Any person who is the subject of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should immediately report the incident to University Police.

C. All persons are strongly encouraged and advised to immediately report any threat or act of violence that they witnessed, received, or have been informed of, to University Police.

D. Any individual believed to be a substantial threat to the health and safety of the campus community should be immediately reported to University Police for investigation, recommendation and disposition.

Employees:
A. Consistent with DMC provided training programs, employees are responsible for promoting and maintaining and helping to maintain a safe work and educational environment and are required to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including but not limited to the following examples:

Precautions:
- In response to verbal, telephonic or other electronic inquiries including emails, do not release information about coworkers’ schedules, home address or telephone numbers, or other personal information;
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with FM&D or University Police;
- Never leave money, credit card, travel documents or anything else of value in an unlocked desk or cabinet; and, If something is stolen, report it to University Police immediately.

Indicators/Predictors:
- Direct or veiled threats of harm including gestures, pictures or drawings;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts and/or aggressions with supervisors and/or other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns including claims of carrying a harmful weapon, or fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
- Drug/alcohol abuse; and,
- Extreme changes in behavior.

B. Employees are required to notify University Police immediately whenever a Protective Restraining Order is granted which mentions DMC property, or involves a DMC employee, or a person working at or attending DMC, and provide a copy of the order to University Police.

---

Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. It is recommended that the employee also notify his or her supervisor.

C. Victims or potential victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in them being subject to violence extending into the workplace, are strongly encouraged to notify their supervisor and University Police. Confidentiality will be maintained to the extent possible and/or reasonably prudent to do so. See DMC’s “Domestic Violence and the Workplace Policy”, dated August 2008 for guidance.

D. Employees are strongly encouraged and advised to immediately report any threat or act of violence that they witnessed, received, or have been informed of, to their supervisor and to University Police.

E. Any employee who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists should immediately bring such matter to the attention of University Police and their supervisor and are encouraged to follow-up with a written notice to them. If, following a written notice, the matter has not been resolved and the employee still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, the employee should contact the Chief of University Police.

**Supervisors:**
A. Each Vice President, dean, department chairperson, director, administrator, or other person with supervisory responsibility (hereinafter “supervisor”) is responsible within his/her area to implement this policy.

B. Supervisors are required to contact University Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.

C. Supervisors must report to University Police immediately any complaint of workplace violence made to him/her and any other incidents of workplace violence of that he/she becomes aware of or reasonably believes to exist. Supervisors are also expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to University Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceedings.

D. Supervisors are also required to report any knowledge of such conduct to the Office of Labor Relations immediately.

**University Police:**
A. University Police is responsible for:
   a. Responding to;
   b. Intervening;
   c. Developing and providing education and prevention training in cooperation with the OWTD; and, documenting all incidents of violence in the workplace.

For recordkeeping requirements see NYS Labor Law § 27-a. Safety and health standards for public employees.
B. University Police will immediately log all incidents of workplace violence utilizing UP Incident Reporting protocols and documents and will notify Labor Relations and the respective supervisor of an incident with his/her employee.

C. University Police will report all critical incidents of violence to the Administrative Chain of Command and, as appropriate, the Chair of the Workplace Violence Prevention Advisory Committee referenced herein.

D. University Police will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working environment. University Police shall also provide such finding, redacted as necessary to maintain confidentiality, to the Chair of the Workplace Violence Prevention Advisory Committee referenced herein.

E. University Police officers will be trained in workplace violence awareness and prevention, nonviolent crises intervention, conflict management, and dispute resolution.

F. When informed, University Police will maintain a record of any Orders of Protection and will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of University Police or designee. Only the President, or designee, can authorize escort service outside of the geographical confines of the Medical Center.

Department of Human Resources:

A. The Office of Labor Relations is responsible for:
   a. Assisting the Chief of University Police and supervisors in responding to workplace violence through the enforcement of this policy;
   b. Facilitating appropriate responses to reported incidents of workplace violence;
   c. Notifying University Police of workplace violence incidents reported to HR;
   d. Consulting with, as necessary, campus services such as EAP and counseling to secure professional intervention for employees;
   e. Working with employees, supervisors and local labor representatives to identify conflicts as early as possible in order promote non-punitive measures in resolving co-worker conflicts; and,
   f. Disseminating annually this policy to all employees and posting it on the DMC website, as appropriate.

B. The Office of Personnel Administration is responsible for:
   a. Providing new employees or an employee transferred to DMC with a copy of the Workplace Violence Prevention Policy at the time of orientation as well as training that includes workplace violence prevention. A record of the signed receipt will be placed in each new or transferring employee’s personnel file (electronic or otherwise); and,
   b. Assisting with reported incidents of workplace violence including but not limited to providing critical contact information to Authorities.
A. The Office of Workforce Training and Development is responsible for:

- Working with University Police and the Office of Personnel Administration to ensure that all employees are provided appropriate training pursuant to NYS Labor Law §27b; and,
- Developing supportive training programs such as conflict resolution, dispute resolution and anger management.