



**University of Guelph Campus
Community Police Annual Report
May 1, 2004- April 30, 2005**



Table of Contents

Introduction..	3
External Review	4
Campus Community Policing Strategy.....	5
Building Partners	6
Ministry of Safety and Correctional Services.....	7
Recruitment	8
Training Courses.....	9
Initiatives.....	10
Giving Back to the Community	13
Cases of Note	14
Statistics	15
Team Members	17

Introduction

The University of Guelph is a multi-campus institution with the main campus located in Guelph, Ontario, and consists of approximately 21,000 students, staff and faculty. The Guelph campus is residentially intensive with 4,800 students living in single student residence and 350 units available for families. The Campus Community Police Service (CCPS) is responsible for the safety and security of all students, staff, faculty and visitors to the campus. The CCPS provides cruiser, bicycle and foot patrols throughout the campus including the Family Housing units and the Arboretum.

Campus Community Police officers work closely with the Guelph Police Service. Our policies and procedures are consistent with Guelph Police Service's professional standards and we adhere to a written agreement between the University and the Guelph Police Services Board on protocol and procedures between the two services. The CCPS has both an excellent reputation and a good relationship with GPS, as well as with other law enforcement agencies.

During 2004, Campus Community Police logged 6,919 incidents. Incident types ranged from advice and medical calls to trespassing, motor vehicle accident investigations and criminal occurrences. Following the agreement with the Guelph Police, all serious incidents are reported immediately to the Duty Sergeant, Guelph Police. Depending on the circumstances, the CCPS may continue the investigation, continue jointly with Guelph Police or forward the investigation to GPS for completion.

In 2004, as a result of an external review of the department, CCPS has embarked on a new journey to expand and improve our commitment to the University of Guelph. Our focus will be on community-based policing and working together with our community partners, both on and off campus.

The following report is submitted not only to satisfy the reporting requirements of the University's agreement with the Guelph Police Services Board, but also to ensure our campus community is kept informed of our continuing efforts to enhance personal safety and security at the University of Guelph.

Interim Director,

Robin Begin

External Review

At the University's request an external review of the Security Services Department was completed in the spring of 2004. Elgin Austen, director of the Campus Community Police at the University of Western Ontario, undertook the review with the focus on the University Police. All staff from the department participated in the review. Many positive initiatives to enhance the future of the department were included in the report.

The review reinforced that the Campus Community Police operational staff are well regarded by university stakeholders and recognized as an important service. The department also has the support of the Guelph Police Service. The review highlighted the effectiveness of the bicycle patrol unit. The distinctive bike uniform is well recognized by the campus community and provides added visibility to the department.

Recommendations included enhancing training and staff development for the department. A need for increased communication within the department was also identified, including enhancing the abilities of the Sergeants to effectively supervise the shifts. There was also a recommendation for a renewed focus on community-based policing within the Campus Community Police.

The review also identified the need for the increased use of technology. A committee was formed to look at software available to increase the efficiency of the department's database and to enhance the effective use of resources. This will also lead to improved crime analysis and crime prevention programs based on the information gathered. The committee included staff and the Information Systems Manager. It is expected that a new incident reporting system will be implemented in the 2005/6 year.

The review was shared with the whole department. Team meetings were held to discuss implementation of the recommendations. Goals and objectives for the department for the upcoming year will focus on the implementation of the recommendations.

Campus Community Policing Strategy

The CCPS is responsible for law enforcement and protective services on campus, which are based on a philosophy of proactive community-based policing.

Law enforcement and protective services are only a small part of the work we do. We also work very closely with all community members and groups in developing a wide range of preventative approaches and solutions to ensure our community remains a safe place in which to work, study, teach and live.

Mission Statement

Our mission is to serve and support the academic and campus community and provide a safe campus environment for our students, faculty, staff and visitors. We accomplish this through working in partnership with the campus community in seeking and developing solutions to build on and enhance all of the services we provide, while respecting the dignity and individuality of each person we interact with.

The principles of our community-based policing are:

- ◆ Work closely with our community members to develop crime prevention solutions.
- ◆ Provide for the safety and security of all persons within our community.
- ◆ Be sensitive to the diverse nature of our campus.
- ◆ Respect and be sensitive to the needs of victims of crime.
- ◆ Provide policing services consistent with the obligations of the University of Guelph's Human Rights Policy, the Charter of Rights and Freedom, and the Ontario Human Rights Code.

Building Partners

Campus Community Police continues to provide space to two student groups in the Trent Building.

The First Response Team is a student volunteer group that attends to all medical calls with Campus Police. The First Response Team is dispatched by the Campus Police Dispatcher. The First Response Team has office and storage space in the Trent Building and regularly uses our boardroom for meetings and training.

Safe Walk is a student volunteer group that escorts students and employees across campus at night for safety. Although the group comes under the umbrella of the Central Student Association, their main dispatch area is located in the Trent Building. Safe Walk has office and storage space within the building. Each night Safe Walk operates independently of the Campus Community Police, acting as an extra set of eyes and ears while on their escorts. This information is relayed from their dispatcher to the police dispatcher.

Having the two student groups regularly working in the Trent Building has built up a very positive and rewarding relationship among them and the Campus Community Police.

Complaints against Members

There were no complaints received against any member of the Campus Community Police during this reporting period.

Ministry of Community Safety and Correctional Services

The Campus Police are special constables and are governed by an agreement between the University of Guelph Board of Governors and the Guelph Police Services Board. The agreement specifies policies and procedures governing the Campus Community Police including duties and jurisdiction. In compliance with the agreement, the terms were reviewed with the guidelines as outlined in the Special Constables-A Practitioners Handbook and no changes were needed.

The handbook included a revised application process for the designation of Special Constable that came into effect on January 1, 2005. The key difference in this process was that the Ministry specifically designates which sections of provincial legislation can be enforced by a special constable. Prior to this change, the Campus Police enforced all provincial statutes on campus. This year, the Ministry granted limited powers under the Highway Traffic Act; less many sections requested in the application. The changes only affect the two new special constables. The Guelph Police Services and the University of Guelph are concerned that the changes will hamper the ability of the special constables to do their job effectively on campus. These changes will be monitored to ensure that the safety of the campus community is not jeopardized.

The Ministry also indicated that it wishes to prohibit university police services in Ontario from using the word ***“police”*** as part of their identifying title. The University of Guelph along with four other universities in Ontario presently uses the word ***“police”***. The University is committed to retaining the use of the word. Chief R. Davis of the Guelph Police is supportive of our endeavour. The University is working with the Guelph Police Services Board to resolve this important issue with the Ministry.

Recruitment

The external review emphasized the need to recruit and hire two new special constables. The Director worked closely with Sergeant David Miller, Training and Recruitment Branch, Guelph Police Services to select suitable candidates. The candidates were put through a series of tests as outlined in the agreement with the Guelph Police Services Board, including a physical fitness test and a psychological test.

The two new special constables were hired. Mark Belajac joined our service on January 10, 2005. After completing his Police Foundations course, Mark worked in security at a casino then taught in the Montessori school system.

Christopher Mast joined our service on April 25, 2005. After completing his Police Foundations course, Christopher worked with the Grand River Conservation Authority as part of its security team.

Consistent with our goal to enhance staff development, both officers began a training program that started with a two week introductory course at the Guelph Police Service. The officers then teamed up with a designated coach officer from the Campus Community Police who mentored them and provided on-the-job training. In the fall of 2005, both officers will complete a course designed for Special Constables by the Ontario Association of College and University Security Administrators (OACUSA). The course outline exceeds the guidelines for training as outlined in the Special Constables-A Practitioner's Handbook issued by the Ministry of Community Safety and Correctional Services. The course begins with 13 weeks of interactive on-line training which allows the officer to continue working while studying. This is followed by a two week on-site training.



The newest members of the Campus Community Police Cst. Belajac, right and Cst. Mast.

Training Courses

Professional development was identified as an important priority in the external review. Management is committed to working with the members of the Community Campus Police and the Training Branch of the Guelph Police Service to identify courses that will increase both professional and personal development for all members of the service.

The Campus Community Police Service continues with its ongoing commitment to increasing the professional development of its members. In addition to the training listed below, the Campus Community Police hold a membership with the Video Training Alliance Program, which is operated under the direction of the Niagara Police Service and provides all members with on-going training videos. Each month, we receive two new videos that are viewed by each shift. A future goal of management is to have the videos accessible on the internet with a questionnaire that each officer will be required to answer. This new method would be used to track training and to identify future training needs.

Training Description	Number of Attendees
Crime Prevention Through Environmental Design- <i>University of Western Ontario Campus Community Police Service</i>	1
Driving Hazards- <i>Education Safety Association of Ontario</i>	1
General Investigators Course- <i>Stratford Police Service</i>	1
Interacting with the Deaf Community- <i>Guelph Police Service</i>	1
M.R.I. Safety	12
Rape Aggression Defense System Basic Instructor Course	2
Rape Aggression Defense System Advanced Instructor Course	1
Slips, Trips and Fall- <i>Education Safety Association of Ontario</i>	1
Use of Force- <i>Guelph Police Service</i>	12
W.H.M.I.S.	3
Working Alone- <i>Education Safety Association of Ontario</i>	1
Working at Heights- <i>Education Safety Association of Ontario</i>	1

This was the first year an officer has attended the General Investigators Course. The course teaches officers skills to enhance their investigative skills including interviewing techniques, responsibilities of a front line officer at a crime scene and preserving evidence.

2004 Initiatives

Crime Prevention through Environmental Design (CPTED)

Cst. Wingate and Jill Vigers of Physical Resources attended a course in CPTED. The National Crime Prevention Institute indicates that *"The proper design and effective use of the built environment can lead to a reduction in the fear and incidence of crime, and an improvement of the quality of life."*

Certification includes knowledge in safety and security assessment of facilities at the design, and later stages. Utilization of CPTED philosophies could assist Physical Resources, women's safety groups and other stakeholders in a host of environmental safety and security matters.

By sending staff from both Campus Community Police and Physical Resources, the two departments can work together to use the principles of CPTED across campus.

Blue Emergency Phones

Each year additional blue emergency phones are installed across campus. As new buildings are added to campus, internal blue emergency phones are automatically included in

the plans. For example, the New Science Complex has blue emergency phones located on each floor. Locations for new outdoor phones are suggested by residence students, Safe Walk volunteers, and the campus Health and Safety Committee. This year a blue emergency phone was installed at the corner of South Ring Road and Gordon Street, outside the Bovey Building.

The blue emergency phones are a direct link to the Campus Police should any safety or security situation arise where assistance is required. Also, all pay phones have a specially programmed button that provides a direct connection to Campus Police.



Exterior blue emergency phone.

Crimestoppers

The Campus Police and Kathryn Hofer, University Community Relations Office and Cst. Peter McEachern, Guelph O.P.P. worked together to bring the Crimestoppers program to the University of Guelph.

Crimestoppers is a program that exists across the province whereby people can provide anonymous information about a crime. Students would be familiar with the program from their hometowns and as a result would feel more comfortable using Crimestoppers to report information.

Several tips were received during this reporting period and followed up by the Campus Police. Our goal is to increase the visibility of Crimestoppers on campus.

Automated External Defibrillators

Both of the Campus Police cruisers and the Fire Prevention vehicle carry Automated External Defibrillators (AED) at all times. If a medical call was received where a person was having a heart attack, the officers would transport the AED to the call. Not only are our officers trained to use the AED but also lifeguards at the Athletic Centre and the members of the First Response Team. Studies show that when a person suffers a sudden cardiac arrest, the chance of survival decreases by 10% for each minute that passes without defibrillation. Up to 100,000 lives could be saved nationally each year if AEDs were widely used.

During this reporting time, the AED's have not been utilized.



Above: Lifepak 500 Automated External Defibrillator.

Card Access Security Control

In September 2004, the University of Guelph opened phase one of the New Science Complex. The Science Complex is the second building on campus to have a card access security control system using Millennium software. The Millennium system brought new responsibilities for the Campus Community Police. There are 67 alarms in the building that are monitored by and responded to by the CCP, and several of them are related to life safety issues.

The programming and maintenance of the system is a shared responsibility of the departments housed within the building, Physical Resources and the Campus Community Police. The exterior doors to the building are programmed to open and lock at designated times by the CCPS. The office and lab doors are programmed by the departments.

The long term plan for the university is to effectively implement the Millennium card access system to new and existing buildings across campus. The Campus Community Police continues to work with Physical Resources to plan for future installations.

Community Presentations

The Campus Police continued to present educational seminars to our community.

Officers worked with Residence Life Staff, Interhall Council and the Orientation Team to prepare for the safe return of students and to plan safe events during Orientation Week.

Gary Ferris and Robin Begin taught StreetSmart 9-5, a program for staff and faculty to learn skills to deal with violent or distressed people in the workplace.

Seminars on personal safety and crime on campus were offered to students living in residence.

Robin Begin, Elizabeth Bouchard, Louise Solda and Karen MacDonald,

Campus Police and Fire Prevention continued to teach courses in the Rape Aggression Defense Systems, a self defense program for women. Courses were hosted by Human Resources and attended by female staff and faculty. Special courses were hosted by Custodial Services and offered to female staff working the night shift.



A participant practicing a self defence technique on a R.A.D. Instructor.

Giving Back to the Community

Rick Hanson Wheels in Motion

On Sunday June 13, 2004, four Campus Police officers participated in the 1st Annual Rick Hanson Wheels in Motion fundraiser at the University of Guelph. The fundraiser was to raise money and awareness for spinal cord research. Prior to the event, the Campus Police worked with the organizers to plan the event. This included organizing parking, planning a safe route and the donation of lanyards and campus maps for all participants.

On the day of the event, to assist participants, Sgt. Gary Ferris, Cst. Steve Forbes and Cst. Bryce Kohlmeier rode Campus Police bicycles along the route and Director Robin Begin rollerbladed.



Starting at the left, Cst. Kohlmeier, Cst. Forbes, Robin Begin and Sgt. Ferris at the Rick Hanson Wheels in Motion.

Crop A Cop

In response to the call from international agencies for donations to respond to the devastating tsunami in Southeast Asia on December 26, 2004; three members of the Campus Police did a fundraiser across campus. Led by Cst. Jim Armstrong; Cst. Bryce Kohlmeier and Director Robin Begin collected donations and on March 2, 2005, the three had their heads shaved by the University Senior Executive in the courtyard of the University Centre. Many university community members came to watch the head shavings and more than \$3,000 was raised.



Cst. Armstrong (left), Robin Begin and Cst. Kohlmeier clean shaven.

Cases of Note

During this reporting period, physical assaults decreased from the previous year from six incidents to four incidents. Of concern is the fact that three of the four assaults involved assaults on members of the Campus Community Police.

Two of the cases involved students and criminal charges were laid by the Campus Community Police. The students were also evicted from residence by Residence Life. Both students pled guilty to the charges. The third incident involved a visitor to campus and criminal charges were laid by Guelph Police Service.

Mischief/Property Damage occurrences increased approximately 30 per cent over last year, from 259 incidents to 336 incidents. A review of the occurrences further showed that 230 of these incidents occurred within a student residence. The majority of mischief in residence includes the breaking of glass or vandalizing university property.

This year Johnston Hall sustained a higher percentage of damage. In November 2004, working in cooperation with Residence Life staff, a hall meeting was held for all residents of Johnston Hall. At the meeting, Residence Life staff spoke about the negative effect that damage has on the residents and the importance of the community coming together to show ownership and pride for the building; and to stop those who participate in destructive behaviour. The Campus Police spoke about our commitment to working with the community to address the issue. A presentation on CrimeStoppers was also given. The Campus Police initiated more patrols through Johnston Hall with the Residence Assistants to deter further damage and to enhance the cooperation between the two departments. As a result, property damage decreased for the rest of the year.

There was an increase in incidents categorized as Mental Health Issues. Students face many adjustments when coming to University and some require medical assistance to deal with issues. Student Health Services has also found that more students who attend the university have a previous history of mental health issues. The Campus Community Police work closely with Student Health Services and the Residence Life Staff to identify students who need intervention and/or medical assistance.

There was also an increase in the number of disturbances that required the Campus Community Police response. In this reporting period, the number of disturbances rose to 61 from 37. Disturbances usually involve large gatherings of

students that could escalate to an assault or another criminal offence. Safety is paramount for the Residence Assistants and they are trained by Campus Police not to get involved in any large gatherings. The Campus Community Police work cooperatively with the Residence Life Staff and encourage their staff to contact the campus police anytime there are large gatherings. We feel it is better to respond in a proactive manner and diffuse any situation before there is an opportunity for an escalation. We have found over the last few years that students and their visitors tend to travel in larger groups across campus and to events at night.

The following chart outlines the statistics for the reporting year.

Type of Incident	2004/2005	2003/2004
Arson	0	0
Assaults-Sexual	0	1
-Peace Officer	3	1
-All other	1	5
Bomb Threats	0	0
Break and Enter	14	12
Disturbances	61	37
Domestic Disturbances	4	4
Frauds	2	4
Harassment	15	18
Hate Crimes	17	16
Homicide	0	0
Impaired Driving	0	1
Indecent Acts	0	4
Mental Health Issues	12	3
Mischief/Vandalism/Property Damage	336	259
Obscene/Nuisance Calls	7	10
Sudden Deaths	0	0
Suicide	0	0
Threatening	2	2
Theft/Possession of Stolen Property		
-Automobile	15	19
-Bicycles	32	32
-All other thefts	145	245

Provincial Statues Investigations and Charges		
Compulsory Automobile Insurance Act	4	2
Highway Traffic Act	67	93
Liquor Licence Act	206	243
Trespass to Property Act	96	77

Calls for Service		
Medical Assist	110	111
Assist Other Police Services	189	203
Assist Staff	945	947
Assist Others	551	467

The Campus Community Police Members

Team Member	Position
Robin Begin	Director
Ian Weir	Operations Manager
Erika McMillan	Administrative Secretary
Donald Peer	Information Systems Manager
Denise Bellmore	Dispatcher
Rochelle Gemin	Dispatcher
Evelyn Pyke	Dispatcher
Helen Woodhouse	Dispatcher
Ola Adanijo	Sergeant
Jim Armstrong	Special Constable
Mark Belajac	Special Constable
Elizabeth Bouchard	Special Constable
Gary Ferris	Sergeant
Steve Forbes	Special Constable
Gary Hall	Special Constable
Marnie Larkin	Sergeant
Christopher Mast	Special Constable
Robert Rice	Sergeant
Gary Stahlbaum	Special Constable
Dennis Watson	Acting Sergeant
Donna Wingate	Special Constable

In Conclusion

The Campus Community Police Service is committed to moving forward and embracing new opportunities through community partnerships, effective leadership and increased individual responsibility. Our goal continues to be ensuring that the University of Guelph is a safe campus for all students, faculty, staff and visitors. The ongoing support of the University's Administration for campus policing endeavours has been greatly appreciated.