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of GUELPH

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**University of Guelph  
Campus Community Police  
Annual Report  
May 1, 2006-April 30, 2007**

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## **Introduction**

The University of Guelph main campus has over 158 buildings and a daily population well over 25,000 including 4,800 students living in residence and 339 Family Housing units. The Campus Community Police Service (CCPS) consists of a team of dedicated women and men who are committed to working with the members of the university community to ensure a safe and secure campus for everyone.

Several tragic events have occurred on North American campuses in recent times. These have highlighted the fact that emergency preparedness, building security and mass communication strategies are an integral part of both emergency and non-emergency planning for universities. When a disaster strikes-such as a fire, hazardous weather or an active threat-it is important that an emergency response is implemented quickly and that communication is provided promptly to students, faculty, staff and visitors to minimize injuries and the loss of human life.

Guelph has an extensive Emergency Management Plan, that has worked well in past incidents. However, over the next five years, the University of Guelph will take steps to enhance our risk management and our ability to respond to an emergency. The long-term plan is multi-layered and will involve several departments across campus to coordinate and put the plan into action. The plan includes updating the University of Guelph Emergency Management Plan, increasing the use of card access and computerized locking systems across campus and establishing a Mass Emergency Notification strategy. The process is complex given the size and complexity of the University and its operations.

No campus police service can function effectively without the assistance of a responsible community. With the cooperation and partnership of our community, we can work together to enhance safety on campus and to identify and help to mitigate risk.

Robin Begin  
Director.

## **Guelph Police Service**

Our relationship with the Guelph Police Service continues to be positive as reflected in a recent letter from Chief Rob Davis. Chief Rob Davis noted that “our working relationship is strong, open and indicative of the mutual trust and respect both organizations share.” A copy of this annual report will be forwarded to the Guelph Police Services Board as part of our reporting requirements.

Chief Davis continued to support us in the on going discussions about the use of the word “**police**” as part of the identifying title for Special Constables at the University of Guelph. The University was pleased to learn that the Ministry of Community Safety and Correctional Services will grandparent the use of the word for the five universities who presently use the title “**police.**” This is an important decision which reflects the professional nature of our campus police force and the services we provide to the campus community.

The Ministry also announced that they would be working with Campus Police Services and their supporting police services to look at restoring the enforcement powers under the Highway Traffic Act of Ontario.

## **Working with our Community**

Law enforcement is only a small part of the work of Campus Police. We also work closely with our community partners 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. The members of the Campus Community Police continue to work with our community members and several new community initiatives commenced this year. These included:

### **❖ Rape Aggression Defense Systems (RAD) Self Defense Courses**

Members of the Campus Community Police and Fire Prevention Services continue to offer RAD self defense courses for women across campus. This year for the first time, we partnered with Student Housing Services (SHS). Joanne Mead, a staff member of SHS, became an instructor in the RAD program. Joanne has teamed up with our staff and taught several courses to students living in residence. Two courses were also provided to staff and a course was provided for the Muslim Student’s Association.

We also started a new course called the RAD teaser. This program offers a quick overview of safety on campus and gives women an introduction to self defense. Women are then encouraged to sign up for a full RAD course.

## ❖ Amnesty Program

In April 2007, the Campus Community Police launched their first Amnesty Program. The program was designed to allow members of the campus community to anonymously turn in items that had been “borrowed” from the University of Guelph. The program ran from April 2 to April 9, 2007. Not only was property belonging to the University turned in, but we also received property belonging to the Stone Road Mall, the Cutten Club and Centennial CVS high school.

We received positive media coverage from the Guelph newspapers. We also received several calls from area citizens expressing their appreciation for the program. With some minor refinements, this is a program we will run again at the end of the 2008 winter semester.



S/Cst. Bouchard with items from the Amnesty Program.  
Photo courtesy the Guelph Tribune.

## ❖ Security Audits using CPTED – Crime Prevention through Environmental Design

Officers continue to work with stakeholders to audit buildings and grounds across campus to identify and minimize safety concerns. During this reporting year, we undertook audits upon request of departments or student groups. We now have sufficient staff trained in CPTED to initiate a comprehensive strategy to audit all buildings across campus. The department also plans to partner with Dr. Patrick Parnaby, Department of Sociology and Anthropology and involve his Criminal Justice students in the audit process.

## ❖ Educational safety presentations

Cst. Jim Armstrong and Cst. Elizabeth Bouchard provided timely and current information to several community groups about safety on campus. They also provided safety and security training for the staff in Residence Life Services.

Several members of the service staffed displays at the many resource fairs held across campus and answered specific questions about safety on campus. These included resource fairs for new undergraduate students, graduate students and orientation for new faculty.



S/Cst. Jim Armstrong at a resource fair.

## ❖ Bike Patrol Unit

Members of the Bike Patrol Unit led by Cst. Steve Forbes and Cst. Elizabeth Bouchard initiated several community oriented events on campus. For the second consecutive year, the Safety Prevention Awareness Courtesy Education (SPACE) program was held to educate members of our community who cycle to campus on safe bicycling.

We are fortunate to be able to offer excellent in-house bike patrol training to our officers. We are now receiving requests from other police services to provide training to their officers. During this reporting year, two courses were offered to outside agencies and participants came from Guelph Police Service, Carleton University Safety, Wilfrid Laurier Security and Halton Police Service and others.



Bike patrol training.

In response to an increase of bicycle thefts on campus this reporting year, members of the bike patrol unit introduced several initiatives to deter and/or apprehend those parties responsible for the bike thefts. Statistics were gathered and the location and time of the thefts was mapped out. Bike Patrol officers increased their patrols of these areas, in uniform and in plain clothes. They also talked to bicyclists who were not securing their bicycles safely. The department also purchased a GPS unit to be used in a bait bike program. At this time, two bike bait programs have been operated cooperatively with Guelph Police Service. Although the bait bicycle was not stolen, the program has been successful at other universities in apprehending suspects and we intend to continue it.



Bike rodeo at Family Housing.

## ❖ Family Housing

Cst. Donna Wingate continued in her role as the Community Liaison officer for Family Housing and attended monthly meetings to organize events for the tenants and their families. Working with the Tenant Association and the staff of Family Housing, Donna helped organize and staff monthly pancake breakfasts, a family skating party, children's bingo, a Halloween party, bike rodeo and an event

marking International Women's Day. Donna also did several presentations on Stranger Danger for the children of the complexes and helped design and distributed a pamphlet on bullying.



Sgt. Adanijo at Family Housing

## ❖ Building Partnerships

Campus Community Police continues to share space with the First Response Team and SafeWalk in the Trent Building.

The First Response Team is a trained student volunteer group that is sent by the Campus Police dispatcher to medical calls with the Campus Police. The First Response Team has office and sleeping quarters in the Trent Building. They also store their equipment including their oxygen in the building.

SafeWalk is a student volunteer group that provides escorts to students and employees across campus at night. Their dispatch area is located in the Trent Building, along with office and storage space. Each night SafeWalk assists the Campus Community Police, acting as an extra set of eyes and ears while on their escorts.

Both of these groups provide a valuable partnership for the Campus Community Police.



## **Training and Conferences**

We continue to explore opportunities for training and professional development for the officers. For instance, management has agreed to establish four training days per year on officer's rotation days. Management will be working with the members of our department, the Training Branch of Guelph Police Service, OACUSA (Ontario Association of College and University Security Administrators and IACLEA (International Association of Campus Law Enforcement Administrators) to set up informative and relevant training days. This is the first time that the Campus Community Police have had the opportunity to plan and schedule set training days for officers.

In compliance with our agreement with the Guelph Police Services Board, all officers completed the mandatory First Aid/CPR and the Use of Force course. All new hires completed the Guelph Police Special Constable Orientation and the OACUSA Special Constable course. The table below provides examples of the wide variety of professional development undertaken by the members of the Campus Police.

<b>Training Description</b>
AED/CPR/Emergency First Aid recertification
Campus Crime Prevention Course
Coach Officers Training
Entry Level Supervision Course
Human Rights and Equity Training
International Police Mountain Bike Association (IPBMA) Police Cyclist Course
Ontario Association of College and University Security Administrators (OACUSA) Special Constable course
Special Constable orientation course –GPS
Essentials of Communicating with Tact and Diplomacy
Spills Response Course
Domestic Violence Investigators Course
Accident Investigators Course
Step Out of the Ordinary – diversity training
Use of Force
WHMIS
IPMBA conference
OACUSA conference
International Association of Campus Law Enforcement Administrators (IACLEA)

## **Recruitment and Hiring**

The Campus Community Police filled a key managerial position during this reporting period and we also hired two special constables.

The position of Manager of Operations is a key position within the organization. Patrick Martin joined the department in November 2006 and brings with him 34 years of policing experience from the Guelph Police Service (GPS). Pat brings to the job extensive understanding of the GPS operation and the cooperative relationship between the two services.

Stanley Gabriel joined our service in January 2007. Stanley is a graduate of the University of Guelph. While a student, he worked for the Department of Athletics and had many positive interactions with the Campus Community Police. Prior to coming to the University of Guelph, Stanley worked for a police service in Singapore. Stanley is proud to have the opportunity to return to campus and use his policing skills to help other students, staff and faculty.

Javier Del-Olmo was a special constable at the University of Waterloo before joining our service in April 2007. Javier brings knowledge of the unique aspects of campus policing and an understanding of safety issues of a university campus.

All three are an outstanding addition to the Campus Community Police. I would also like to thank the members of the hiring committees who gave their time and effort to help enhance our community.



Pat Martin and S/Cst. Stan Gabriel.

S/Cst. Javier Del-Olmo

## **The Campus Community Police Members**

<b>Team Member</b>	<b>Position</b>
Robin Begin	Director
Pat Martin	Manager of Operations
Erika McMillan	Administrative Secretary
Donald Peer	Information Systems Manager
Denise Bellmore	Dispatcher
Rochelle Gemin	Dispatcher
Evelyn Pyke	Dispatcher
Helen Woodhouse	Dispatcher
Ola Adanijo	Sergeant
Gary Ferris	Sergeant
Robert Rice	Sergeant
Dennis Watson	Sergeant
Jim Armstrong	Special Constable
Elizabeth Bouchard	Special Constable
Javier Del-Olmo	Special Constable
Steve Forbes	Special Constable
Stanley Gabriel	Special Constable
Gary Hall	Special Constable
Bryce Kohlmeier	Special Constable
Gary Stahlbaum	Special Constable
Donna Wingate	Special Constable

## **Complaints against Members**

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

## **Emergency Management**

The University of Guelph continues to enhance its ability to mitigate, prepare for, respond to and recover from an emergency. Presently the University's Emergency Management Plan is being updated. It can be found at [www.police.uoguelph.ca](http://www.police.uoguelph.ca) The major components of the plan will include:

- The Campus Control Group (CCG), responsible for the overall decision making and response planning
- The Support & Advisory Team (S&A Team), responsible for advising and implementing the decisions of the Campus Control Group, and
- The Emergency Operations Centre (EOC), a focal point for planning and coordinating mitigation activities and direction.

Members of the CCG participated in a basic emergency management training course which included a tabletop exercise depicting an emergency on campus.

The Campus Community Police are also becoming better trained in dealing with an emergency. Several members of the Campus Community Police have received emergency management training and the Manager of Operations is a certified Incident Commander. We are enhancing the emergency power and lighting in the Trent Building which house Campus Police and Fire Prevention services and have initiated important business continuity processes to protect our data and information.

Next steps include educating the university community about the new Emergency Management Plan; continue the training of the CCG and the Campus Community Police. We will work with departments to identify risks and appropriate response. The University will be mapping out a multi-year plan for emergency notification strategy and a strategy for the future installation of card-access systems and video surveillance.

## Statistics

The following chart outlines the statistics for the reporting year.

Type of Incident	2005/2006	2006/2007
Arson	0	0
Assaults-Sexual	1	2
-Peace Officer	0	0
-All other	7	9
Bomb Threats	1	0
Break and Enter	11	11
Disturbances	14	18
Domestic Disturbances	0	3
Frauds and Counterfeit Money	6	6
Harassment	14	7
Hate Crimes	11	18
Homicide	0	0
Impaired Driving	0	0
Indecent Acts	1	0
Mental Health Issues	14	9
Mischief/Vandalism/Property Damage	425	309
Obscene/Nuisance Calls	2	2
Sudden Deaths	0	0
Suicide (Attempt)	0	2
Threatening	1	2
Theft/Possession of Stolen Property		
-Automobile	13	6
-Bicycles	45	59
-All other thefts	153	197

Provincial Statues Investigations and Charges	2005/2006	2006/2007
Liquor Licence Act	195	102
Trespass to Property Act	24	21

## Cases of Note

The statistics show an increase in the theft of bicycles and other property. What they do not reflect is the partnerships on campus with several departments to deter thefts. Both the Department of Athletics and the McLaughlin Library tend to be targeted for thefts due to the number of clients and their hours of operation. The

Campus Community Police have worked very closely with staff in both areas. Posters and signs are used to educate the community about protecting their valuables. The staff from Athletics and the Library quickly notifies the Campus Community Police of any thefts or any suspicious activities.

In September, library staff identified a person acting suspiciously in the library in the computer area. Campus Community Police attended and subsequently found tools on the person that indicated he was cutting security cables on computers and stealing them. This person was charged with several criminal offences from this investigation.

During this reporting year, a suspect was identified in several thefts from the men's change room in the Athletic Centre. Campus Police worked with the staff to identify when the thefts were being committed and to gather physical descriptors from potential witnesses. In October 2006, the staff from Athletics called identifying a person who was in the building matching the suspect's description. The Campus Police attended and after an investigation, charged the party criminally with several counts of theft.

These two examples show that working together we can reduce crime at the University of Guelph.

The Campus Community Police also work closely with our community to address incidents of Hate Crime. Unfortunately this year there was an increase in the number of incidents. Over the weekend of November 11-13, 2006 nine incidents occurred in a variety of locations across campus. It appears from the written messages left that one person or one group was responsible for all nine incidents.

When a Hate Crime occurs on campus, the Campus Police notifies senior administration and the Human Rights and Equity office. The Hate Activities committee, a sub-committee to the Human Rights Advisory Group is notified of the incidents and will, from time-to-time meet to discuss a response to particular incidents and make recommendations for action that uphold the University's human rights policy.

The statistics show a decrease in the number of incidents of Mischief/Vandalism/Property Damage. As a pilot project, Student Housing Services installed cameras in the corridors of Johnston Hall. The cameras were put in place to act as a deterrent as well as to help identify students involved in damaging property. While the cameras were beneficial in identifying Guelph students who were responsible for damage, they were not helpful when the perpetrator was a visitor as there was no way to identify them through the recorded images. I believe the cameras were a deterrent. The cameras were visible in the hallway and signage indicated their presence. Student Housing Services will be reviewing the pilot project to determine if it warrants expansion to other residences.