

ANNUAL REPORT

2004



A Special Constable Service

UNIVERSITY OF TORONTO AT SCARBOROUGH

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UNIVERSITY OF TORONTO AT SCARBOROUGH

The University of Toronto at Scarborough is one of the University's two suburban campuses, and one of its nine colleges. UTSC provides its students with the amenities of an internationally renowned university in a small, friendly academic community. Established in 1964, the campus is located on the east end of the City of Toronto.

UTSC's interconnected buildings house modern laboratories, lecture halls, seminar rooms, a computer centre linked to the University's downtown computing facilities, a multimedia language resource centre, a greenhouse, an astronomy observatory, and much more. Originally an integrated part of the University's Faculty of Arts and Science, in 1972 UTSC became a separate arts and science division of the University of Toronto which allowed it more independence in curriculum development. Located on 300 acres of parkland, UTSC is one of Canada's most beautiful and picturesque campuses.

With a population of approximately 8794 full and part-time undergraduate students and 589 staff and faculty, Scarborough has its own distinctive character. UTSC student residences are divided into four phases consisting of 114 townhouses and 59 apartment suites accommodating approximately 767 students and visitors year-round.

UNIVERSITY OF TORONTO POLICE AT SCARBOROUGH

The University of Toronto at Scarborough Police has, as its primary responsibility, the safety and security of the University community.

The UTSC Police Service consists of the Manager, an Assistant Manager, three Corporals, and eight Constables. All officers are sworn special constables and act under the authority of the Ontario Police Services Act to enforce federal and provincial statutes and municipal by-laws on University of Toronto property. Officers also enforce certain University and parking regulations.

UTSC Police are on duty 24 hours a day, seven days a week and patrol the campus property by foot, bicycle and car. The purpose of these patrols is to enhance personal safety, to prevent property crime, and to monitor for fire and other hazardous conditions on campus. The UTSC Police office is located inside the main entrance of the Science Wing.

UTSC Police coordinate community relations programs, provide speakers, answer inquiries on matters of law enforcement, advise on personal safety and security and other related topics. UTSC Police also coordinate the UTSC Student Patrol, which operates from September to April. This service is available to all students, staff, faculty and visitors and, as well as being a safer alternative to walking alone at night, the patrollers are also responsible for building checks and general foot patrols.

PURPOSE / MANDATE

PURPOSE

The University of Toronto Police at Scarborough are dedicated to creating a safe and secure working and living environment for students, staff, faculty, and visitors as they go about their academic work and extracurricular activities.

MANDATE

In fulfilling this purpose, UTSC Police work with the community in a police-community partnership developing programs and conducting activities which contribute to safety and security on campus and delivering police services, as follows:

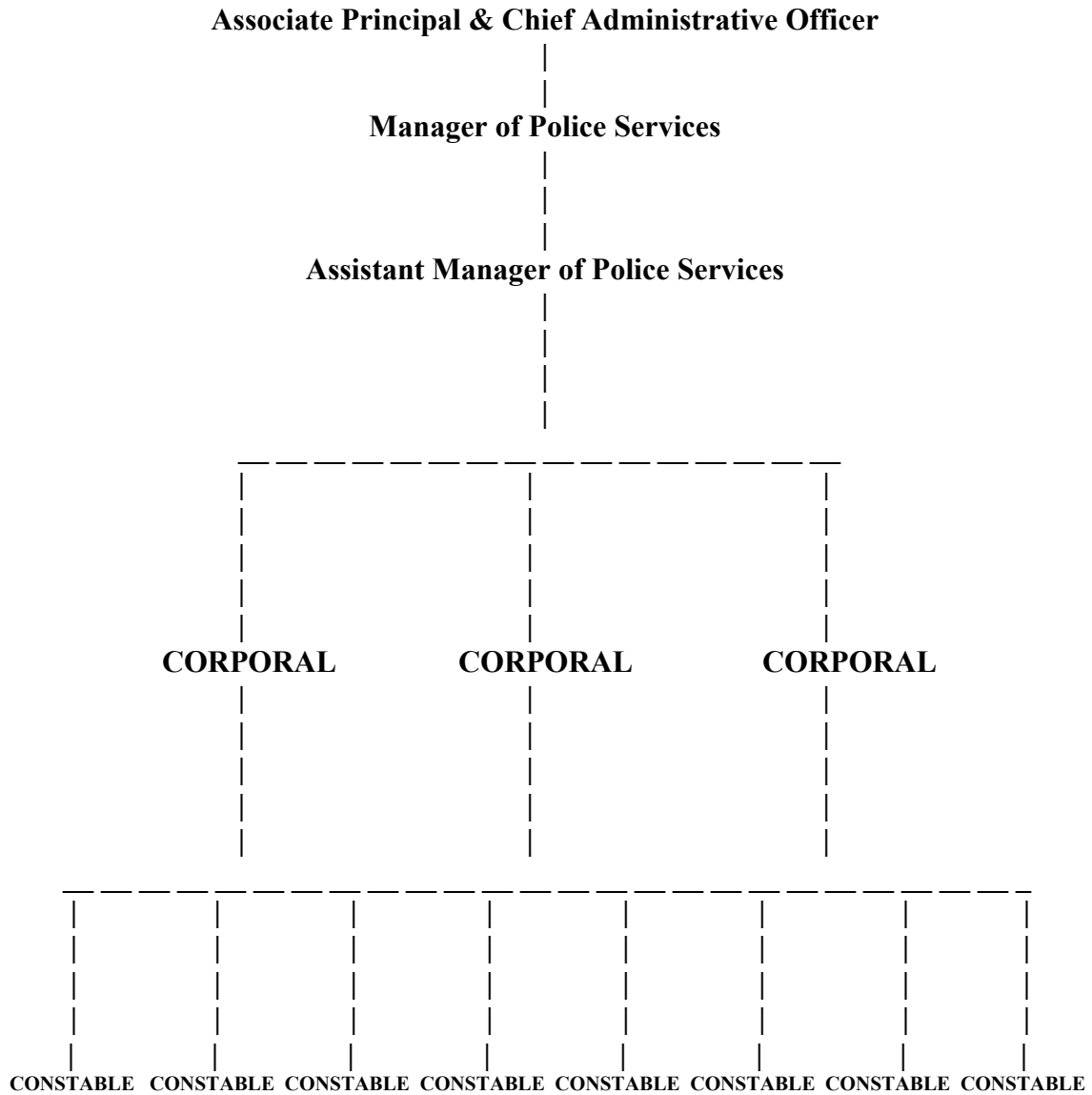
- personal safety
- protection of property
- conflict resolution
- maintenance of public order
- community service and referral
- emergency response assistance
- crime prevention and detection
- enforcement of the criminal code and selected provincial and municipal statutes and University policies and regulations, as appropriate

VALUES

In meeting this mandate, the actions of the UTSC Police will be guided by the following principals and values:

- respect for the dignity, worth, and diversity of all persons
- fair and impartial treatment of all individuals
- an approach to policing that welcomes and encourages community involvement
- a departmental philosophy that promotes safety and security as a responsibility of all members of the community
- reliability
- competence
- accountability
- teamwork and open communication

UTSC POLICE RANK STRUCTURE



COMMUNITY-BASED POLICING AT SCARBOROUGH

Community –Based Policing is a proactive approach to crime prevention and safety awareness that places much of the initiative for safety in the hands of the community that the officers serve. UTSC Police are committed to meeting the needs of the community and acting as partners in maintaining a safe and secure environment. The community based policing philosophy at UTSC was adopted to establish a working relationship with all segments of the campus community and to enhance the department’s ability to serve the community. This philosophy encourages UTSC Police officers to get to know their community and to act as community problem solvers.

The following campus safety programs are operated or organized by the UTSC Police Service:

- **RideSafer Service** - operating year-round, the service transports community members by shuttle bus to and from the outer parking lots in the evenings during the academic year.
- **UTSC Patrol** - operated during the academic year, the service uses student patrollers working in pairs to escort community members to or from any campus location or nearby public transit stops during the evenings. Patrollers are also responsible for checking identification and ensuring that campus users are part of the UofT community. Patrollers also report hazardous conditions such as lighting defects or icy walkways found on campus to the Facilities Management Division for repair.
- **Lone Worker Program** - initiated during the 1998 academic year, the program allows staff & faculty on campus to “check in” with the Police Service while working after hours.
- **Emergency Locating Service** - operating since 1996, the service allows community members to register their schedule with UTSC Police to assist in locating the registered person in the event of an unforeseen emergency.
- **Residence Watch** - like Neighbourhood Watch, this program involves the residence community in crime prevention and the reporting of suspicious persons or circumstances and raises awareness of such issues.
- **Safety Audits** - performed upon request and in response to renovations or as new situations arise, audits are completed and recommendations are made with respect to the safety of people and property. This year, safety audits were conducted on the Valley, campus emergency phones, traffic safety, and parking lots.
- **Car-Booster Battery** - UTSC Police maintain a number of battery packs for sign-out to assist persons with dead car batteries.

- **Anti-Graffiti Program** - Initiated in 1998 in response to a growing concern about the damage caused by graffiti, the program raises awareness on campus among community members through advertising and enforcement.
- **Student Orientation Events** - UTSC Police provide an officer to sit on the planning committee to assist in ensuring that safety considerations are adequate during the Orientation week.
- **Residence Advisor Training** – UTSC Police participate in the annual Residence Advisor training providing resource material and an introduction into services available. Emphasis is made on sexual assault response and to Rohypnol (the “Date Rape Drug”) and alcohol abuse issues.
- **Attend Residence Advisor Meetings** – Officers meet with Residence Advisors regularly and discuss safety related issues.
- **Fire Safety Committee** - Members participate in the quarterly Fire Safety Meeting with other Facilities Services personnel and with the Fire Safety Consultant to discuss matters relating to Fire Safety. In addition, UTSC Police prepare a Fire Safety Report for the consultant detailing events of interest to ensure that appropriate attention and follow-up.
- **Emergency Telephone Monitoring and Response** - UTSC Police monitor and respond to calls placed from the 31 emergency telephones on campus. In addition, UTSC Police print and distribute emergency telephone number stickers to all internal telephones on campus and maintain a telephone number location directory to assist in responding to emergency calls.
- **Alarm Monitoring and Response** - Several intrusion and panic alarms are monitored internally by UTSC Police. These alarms and others (monitored by contract companies) are all responded to by UTSC Police when activated.
- **Information Bulletins, etc.** – UTSC Police keep the community informed about campus incidents and news using various methods. Safety Maps are printed as needed for distribution (ongoing) and a web site is maintained.
- **“Call Police” Highway Signs** - signs are distributed each September to promote safety while traveling and to assist in the introduction of community members to UTSC Police personnel (by attracting visitors to displays, the Police Office, etc.)
- **Student Crime Stoppers** – UTSC Police work in partnership with the University community and encourage students to come forward with information regarding criminal activity. This program is designed to bring students, the community and police together to create a harmonious and safe learning environment.
- **Crisis Response Team** - includes the Manager of Police Services for UTSC. Police personnel notify the team as required in response to serious emergencies.

- **Interim Room** - UTSC Police assist victims as needed in finding safe emergency shelter, including an Interim Room at UTSC.
- **General Police Patrol** – UTSC Police maintain a high visibility status on campus through the use of uniformed mobile, foot and bicycle patrols. Officers routinely report lighting and grounds defects, enforce fire route and smoking by-laws and investigate safety complaints in addition to their other duties.
- **Advisory Board on Campus Safety and Security** - meets at least 4 times yearly since 1992 to discuss Policing and related security issues on campus. Committee involvement from faculty, administration, student groups and staff members ensure that there is representation from all segments of the community.
- **Student Leaders Orientation Training** - Organizers attend a seminar about “non-offensive” scavenger hunts and events and receive information about safety during Orientation.
- **Underground Newspaper Safety Articles** – Officers prepare safety related articles which are printed in the Underground student newspaper. The articles relate to safety issues, matters of law enforcement and crime prevention techniques.
- **Orientation Presentations** – UTSC Police provide officers to speak with Orientation leaders. Officers answer safety related questions and advise leaders on safety related issues.
- **Alcohol Awareness** - Alcohol awareness seminars are conducted by UTSC Police using Fatal Vision Goggles to simulate alcohol impairment. Students perform various functions while wearing goggles that impair their sense of perception, similar to alcohol.

COMMUNITY PARTICIPATION

Traffic Safety Program - Traffic Safety Program to increase the safety of the campus for all users. UTSC Police increased mobile patrols and investigated motorists for various traffic safety related occurrences on campus.

Cops For Cancer Head Shaving Event – UTSC Police officers participated in the Cops For Cancer Head Shaving Event in April. This was the 4th annual head shave event on campus held in the Meeting Place at the University of Toronto at Scarborough. The event was attended by students, staff, faculty and visitors and all funds raised were donated to the Canadian Cancer Society.

Law Enforcement Torch Run – UTSC Police participated in the Law Enforcement Torch Run held in Toronto. Officers participate annually in this event. Money raised by officers was donated to the Special Olympics Fund.

Community Safety Booths – UTSC Police officers participated in many Community Safety Booths on campus, providing crime prevention and personal safety awareness tips to members of the University of Toronto at Scarborough community.

Child Safety Seat Coalition – UTSC Police have one officer trained as a child safety seat inspector. The officer, as part of the Child Safety Seat Coalition, attends day long child safety seat clinics throughout the city of Toronto.

UTSC Police Ride-Along Program – This program gives community members the opportunity to patrol with a UTSC Police Officer. It provides participants an opportunity to learn about the UTSC Police, its functions, personnel and the department policies and procedures.

Crime Prevention Through Environmental Design (CPTED) – Two UTSC Police Officers are certified to conduct vulnerability and threat assessments for the campus. Using architectural drawings, on-site visits and consultations with architects and engineers, practitioners provide advice to avoid creation of areas that could be considered “crime friendly”. The assessments evaluate both existing on campus sites as well as new construction and renovation sites. This process addresses security needs quickly and effectively.

Ontario Police Officer Memorial – UTSC Police officers attended and participated in the annual march to Queens Park Circle.

Advisory Committee on Safety and Security – A UTSC Police officer sits on this committee and represents the Service.

Fire Safety Committee – A UTSC Police officer sits on this committee and represents the Service.

Health and Safety Committee – A UTSC Police officer sits on this committee and represents the Service.

KEEPING THE UTSC COMMUNITY INFORMED

- Development and delivery of personal safety seminars to various divisions, departments or student groups on campus. This service is available to all members of the campus community.
- Issued Community Advisory alerts to the campus community through the use of designated bulletin boards.
- Participated in the hiring and training of Residence Advisors for the Student Housing and Residence Life office.
- Prepared a handbook entitled Guide To UTSC Police Services and Community Partnership Programs. This handbook is available to all community members and can be obtained from the UTSC Police office.
- UTSC Police website features information on police programs, services, campus safety and security and campus resources.
- Campus wide e-mail distribution informing or advising the UTSC community of recent crime patterns, alerts and/or public safety notices.
- Door-to-door canvassing in the student residences alerting students to potential offenders seen within the campus residence community.
- Co-Ordinate Student Crime Stoppers by publicizing various crimes and seeking the assistance of the community in solving them.

TRAINING

In 2004, the University of Toronto at Scarborough Police Services have continued to look to both external agencies and in-service trainers for the purpose of fulfilling the training needs of its Special Constables. Also, UTSC Police Services has started conducting regular mandatory in-house training sessions for all Special Constables. Further, the department has recently certified two experienced officers as Coach Officers and implemented a 204 hour Field Training program for all new recruits. Finally, mandated Use of Force training was conducted in late 2003 and early 2005, so only 4 officers participated in the program in 2004. It is the intention of the UTSC Police Services to move toward a 12 month calendar year rather than a floating 12 month period when supplying and tracking this training in the future.

Our training is designed to meet the needs of the UTSC community in combination with directives from the Toronto Police Services Board. Our contract with the Toronto Police Services Board requires that training be maintained at a standard acceptable to the Board. The training program is developed through consultation with the community, other institutions and debriefing of situations. Recommendations from all levels of police personnel contribute to the process of designing the courses to meet the specific needs of the UTSC Police and the community. The training curriculum is designed to ensure a balanced mix of mandatory skills training, sensitivity to a University environment and practical field experience. The use of classroom lectures, seminars and the participation of in-group discussions approximate campus-policing situations. Campus resources are used where possible, but due to the unique policing challenges on a campus setting, outside resources are occasionally used as well.

Most prospective candidates for employment must have graduated from a recognized Community College Police Foundations program or a 2-year Law and Security program or be a graduate from a recognized police college which provides a solid foundation for campus policing. A combination of education and work experience is acceptable provided the candidate meets all other recruiting conditions. Most candidates have additional education or work experiences that augment the minimum requirements.

The UTSC Police Service is committed to recruiting constables who have demonstrated high standards of achievement in their academic and previous work experiences. It is also committed to providing on-going training that ensures knowledge and skills are pertinent, relevant and current in the University environment.

Please see the Training Initiatives on page 17 for a list of training course/sessions attended by UTSC Police Officers.

COMPLAINTS

All public complaints relating to the conduct of UTSC Police Services Special Constables are divided into two categories, criminal and non-criminal. Criminal complaints are immediately forwarded to the Officer in Charge at 42 Division of the Toronto Police Service, while non-criminal complaints are forwarded to the Unit Commander, Complaints Review of the Toronto Police Service to determine who will investigate the complaint. All complaint investigations are conducted in accordance with the Toronto Police Service Public Complaints Procedure. At the conclusion of the all investigations, complainants are advised of the findings and informed of the option to appeal the findings to the Assistant Principal (Business and Administration) and Chief Administrative Officer with the University of Toronto at Scarborough. Appeals may also be made at higher levels within the University of Toronto administration or through the office of the University of Toronto Ombudsperson.

The investigative findings categories are:

Unsubstantiated: - no evidence exists to support the allegation
 - evidence exists, that if believed, would not constitute misconduct
 - the identification of the officer involved cannot be established

Substantiated: - complaint found to be supported by statements or evidence

Informal Resolution - mediation and successful conclusion of a less serious complaint

Pending: - investigation not yet completed

There was one complaint against a University of Toronto at Scarborough Police Services Special Constable in 2004. Complainant alleged a Special Constable was uncivil and rude to her during an encounter. This complaint was investigated by the Assistant Manager of University of Toronto at Scarborough Police Services and was found to be unsubstantiated.

Total Number of Complaints	Investigated by Agency	Investigated by Toronto Police Service	Number Resolved	Number Outstanding
1	1	Nil	1	0

2004 STATISTICS

INCIDENT TYPE	2004
Break and Enter	5
Robbery	1
Theft Over \$5000	5
Theft Under \$5000	95
Theft Of Bicycles	2
Disturb Peace	0
Indecent Acts	5
Mischief/Damage	62
Warrants	1
Sexual Assaults	0
Assaults	10
Assault Police	0
Harassment/Threatening	14
Fail To Stop	5
Liquor License Act	10
Provincial/Municipal By-Laws	7
Drugs	6
Counterfeit Money	39
Fraud	9
Impaired Operation of a Motor Vehicle	3
Trespass By Night	1
False Alarm Of Fire	1
Other Criminal Code (not listed)	15
TOTAL	295
Other Activity	2004
Alarms (Intrusion/Motion/Burglary)	507
Fire Alarms/Fires	57
Assist Other Agencies	3
Investigate Suspicious Persons	42
Investigate Suspicious Circumstances	74
Investigate Suspicious Vehicles	34
Trespass Caution (including vehicle moving violations)	109
Trespass Charge	68
Medical Assistance	48
Insecure Premise	26
Motor Vehicle Collision	20
Mental Health Act	6
Suicide	0
Attempt Suicide	0
Miscellaneous	27
WalkSafe Escorts	787
I.D. Checks	17 746
TOTAL	19 554

STATISTICS - A FOUR YEAR COMPARISON**CRIME AND OCCURRENCE REPORTS**

REPORTS	2003	2002	2001	2000
OCCURRENCE TYPE				
• Assaults (all except Sexual)	8	6	8	2
• Sexual Assaults	2	0	1	0
• Threats/Harassment	19	17	11	21
• Theft of Property (Except Bikes)	70	84	75	48
• Theft - Bikes/Bike parts	0	0	0	1
• Break, Enter and Theft	2	18	2	6
• Mischief/Damage	48	45	51	29
• Trespass (Cautioned)	156	145	151	37
• Trespass (Charged)	34	38	32	5
• LLA	3	2	15	19
• Municipal (By-Law)	8	29	9	8
• Other Criminal Code	3	51	54	98
TOTAL:	353	435	409	274
NON-CRIME OCCURRENCES				
• Personal Injury/Sickness	55	44	39	38
• Property Related	290	311	177	154
TOTAL:	345	355	216	192

Highlights of Reporting Year

The University of Toronto at Scarborough Police Services has continued to be active in the community with events such as the Cops for Cancer FundRazor event, Road Safety Week, a Child Seat Safety Clinic and various other events that afford the opportunity for the University Police to maintain a working relationship with the community. As part of the department's effort to reach out to the community in original and meaningful ways, one officer began hosting his own radio show with the student radio station.

The University of Toronto Police celebrated their 100th anniversary in 2004. On February 26, 2004 the University of Toronto Police celebrated their centenary with a graduation ceremony for new recruits, which included two officers from the University of Toronto Police at Scarborough.

In addition, the University of Toronto at Scarborough Police Services operates the UTSC Patrol, a student patrol and escort service designed to provide a safer alternative to walking alone at night, the Lone Worker Program designed to allow staff and faculty on campus to "check in" with UTSC Police Services while working after hours, the Anti-Graffiti Program designed to raise awareness of graffiti on campus among community members through advertising and enforcement, and the Student Crime Stoppers program in which UTSC Police work in partnership with the University community and Toronto Police Service to encourage students to come forward with information regarding criminal activity.

MONETARY VALUES

CATEGORY	2004	2003
THEFT:		
- UofT (including losses due to Break and Enters)	\$39,002.22	\$3,545.00
- Personal Property	\$73,015.72	\$174,237.00
MISCHIEF:		
- UofT	\$32,925.00	\$4,382.00
- Personal Property	\$15,328.78	\$3,410.00
RECOVERY:		
- UofT	\$871.28	\$320.00
- Personal Property	\$415.00	\$47566.00

UNIVERSITY OF TORONTO POLICE SERVICE

TRAINING INITIATIVES

Course/Topic	Duration
Protective Services Training	15 weeks
Interview Techniques	1 week
Supervising Generation “X” In Law Enforcement	1 day
Terrorism/Hazardous Materials Awareness In Ontario	4 hours
Use of Force	2 days
Coach Officer Training	3 days
Certified Police Coach	3 months
CPTED Level I	1 week
CPTED Level II	1 week
Rape Aggression Defence	3 days
Sergeant’s Training Course	1 week
Criminal Code / Provincial Offences / Powers of Arrest	1 day
First-Aid	2 days
CPR	1 day

PARKING ENFORCEMENT 2004

PARKING ENFORCEMENT	CHARGED
PARKING TICKETS ISSUED AT UTSC IN 2004	3437
PARKING TICKETS ISSUED AT UTSC IN 2003	3333