



# **University of Waterloo Police Service**

2010 Annual Report



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The University of Waterloo Police Service consists of eighteen Special Constables, including five sergeants and a director. The department also has a seconded Staff Sergeant from the Waterloo Regional Police Service, four dispatchers and one executive assistant. We service a community of students, faculty and staff with a population of approximately thirty-five thousand.

Our main campus is located at 200 University Avenue West in Waterloo. Currently there are two satellite campuses; the School of Architecture in Cambridge and the Health Sciences Campus in Kitchener. Construction of a new satellite campus in Stratford is ongoing. The University of Waterloo Police Service, in partnership with the Waterloo Regional Police Service, is responsible for safety and security on our campuses. Additionally, we utilize the assistance of the Corp of Commissionaires to address day to day security issues at our satellite campuses.

We are a resource to the university community through a variety of partnerships and through committee participation and presentations.

The University of Waterloo's relationship with the Waterloo Regional Police Service is unique. During 2010, Staff Sergeant Greg Fiss was our seconded officer and he provided outstanding operational leadership and guidance to the university police staff. This partnership has also been extremely beneficial to both agencies through enhanced information sharing. He also was a valuable resource for many on-campus committees and groups.

Training needs are addressed through our relationship with the Training Branch of WRPS, and our officers greatly benefit from this training.

The University of Waterloo Police Service performs the following functions on campus:

- Provide frontline first response for all on-campus emergencies;
- Identify serious criminal offences and initiate contact with WRPS for follow up investigation;
- Investigate all other criminal offences and where appropriate:
  - lay criminal charges; and/or
  - for students, utilize university policy to assign sanctions to address transgressions.

- Liaise with various branches of WRPS, such as North Division Detectives, the Drug and Intelligence Branches;
- Conduct internal investigations for the university and its faculties;
- Make recommendations to enhance safety and security using Crime Prevention Through Environmental Design (CPTED) or consultation;
- Provide a highly visible uniform police presence in marked vehicles, on bicycles and on foot patrol;
- Provide building security through routine patrols and by monitoring CCTV cameras and alarms;
- Assist the university's Parking Services in the movement of money from parking lots to a secure site;
- Assist Parking Services in the towing of illegally parked vehicles;
- Monitor areas holding a liquor licence or special occasion permit to assist with compliance and maintain orderly conduct;
- Assist with ongoing emergency planning development and take on the primary role of identifying major emergencies and initiating the response;
- Through the use of Commissionaires, coordinate and provide after hours building security for the School of Architecture (Cambridge) and the Health Sciences Campus (Kitchener); and
- Provide location specific security for all major on-campus events.

**Appendix 2** lists all the tasks involving a University of Waterloo Police response. Of the 19,272 tasks, 4,182 were calls for service related to the 900/9000 code categories used by the Waterloo Regional Police Service. This is a dramatic increase over last year which can be attributed to a few specific areas. Our handling of property is now dealt with in a similar manner to WRPS, which has generated many more reports and created much better accountability. Vehicles towed by Parking Services now require authorization by university police. Additionally, better recording of duties within our own internal database accounts for most of the increase in calls for service and university tasks.

## **Supervision – Internal and External**

University of Waterloo Police Service partners with WRPS to ensure all information related to on-campus criminal activity is shared. This is accomplished in part by, the university police submitting reports to WRPS for entry into their records management system (NICHE). For consistency, all such reports are transferred to WRPS utilizing the 9000 code format. Ongoing discussions occur with the Staff Sergeant of the North Division Detectives to keep him apprised of our ongoing investigations. The North Division Crime Analyst assists in identifying crime trends within the university and any nexus to similar offences committed outside the university community.

In addition, the university police record management system is used to log reports that are not relevant to WRPS. This includes on-campus alarms, responses to medical calls, internal university investigations, and assisting with parking enforcement.

Three new officers were hired this year. Special Constable Jeremy Dufour brought vast policing experience with him when he joined our service. He started his career with the Toronto Police Service, moved to the Barrie Police Service and then spent some time as a police officer in the Cayman Islands. Marshall Gavin returned to the university police after ten years in private industry. Michael Bauman worked with the university Parking Services before being hired by the University of Waterloo Police. All have played a valuable role during this last year. All officers spent time with a training officer to ensure they had the knowledge, skills and abilities to properly perform their role and exercise their authorities.

No formal complaints were lodged against any member of the University of Waterloo Police Service with respect to their Special Constable duties. As is the case with all police services, occasional questions or queries are received seeking an understanding of the actions of our officers. Subsequent discussions were able to allay the concerns.

## **Training**

All UW Police officers have successfully completed Use of Force training under the guidance of the Waterloo Regional Police Service's Training Branch and are fully qualified to provincial standards.

UW Police officers frequently attend WRPS training days when subjects relevant to their duties are being presented. Additionally officers are encouraged, and many take the opportunity, to take on-line courses through the Canadian Police Knowledge Network.

This year the Waterloo Regional Police Service's Training Branch delivered a Special Constable course at the University of Waterloo. Special Constables from Wilfrid Laurier, McMaster, Guelph and our university attended. The curriculum was determined from recommendations in our Ministry's Special Constable's Handbook and through discussion with members of the Training Branch. Critiques from the students and the WRPS presenters were extremely positive and it is hoped the course will become an annual event.

## **Enforcement**

University of Waterloo Police officers have a number of options available when it comes to transgressions committed by students. Along with the authority to lay charges under the Criminal Code of Canada and specific provincial offences, there is also the ability for the Associate Deans of our faculties to prescribe sanctions for academic and non-academic misbehaviour under the authority of university policy. Often this is the preferred route for offences where the university is the victim, such as property damage. In these instances the penalty is very timely and results in correcting the conduct without having the lifelong implications that a criminal record would bring. There are also many times where sanctions are meted out by the Associate Dean in addition to the laying of criminal or provincial charges.

In 2010 University of Waterloo Police laid the following charges:

**Criminal Code**                    24

**Provincial Offences**        37 Provincial Offence Notices were given relating to:

- intoxicated persons;
- other liquor offences;
- Trespass to Property Act offences; and
- by-law complaints

Investigations relating to allegations of domestic violence or threshold offences, as defined by the Major Case mode, are referred to WRPS. In 2010 WRPS investigators laid charges of domestic assault, criminal harassment and sexual assault relating to university investigations.

# Appendix 1



## **Mission Statement**

The University of Waterloo Police Service is committed to promoting and upholding the policies and practices of the University while working in partnership with the campus community to provide a safe and secure environment in which to work, study and live.

## **Core Responsibilities**

**The University of Waterloo Police has two complementary areas of core responsibility; supporting the UW community in a manner congruent with UW's policies, practices and culture, and performing the law enforcement duties of Special Constables as defined by the agreement with the Waterloo Regional Police Services Board. These responsibilities are executed in the context of the Community Based Policing Model and, together, serve to ensure a campus environment that is safe and secure.**

In supporting the UW community, the UW Police are committed to:

- Providing leadership in public order and security as it relates to campus well-being and UW culture;
- Developing positive relationships with students, staff and faculty to facilitate problem solving and mutual long-term campus safety initiatives;
- Acquiring and maintaining proper training for effective response to medical and other on-campus emergencies;
- Maintaining a highly visible on-campus presence by way of foot, bicycle and vehicle patrol as a proactive measure to deter and detect security issues;

- Responding to requests from members of the UW community for investigative assistance;
- Sharing information, as appropriate, related to the wellbeing of the UW community; and
- Assisting at events through the provision of resources and expertise in areas of community safety, public order and security.

In fulfilling the responsibilities of a Special Constable, UW Police shall:

- Conduct policing according to the agreement with the Waterloo Regional Police Services Board;
- Continually develop their Community Based Policing model to further crime detection, reduction and prevention;
- Maintain a positive working relationship and partnership with the Waterloo Regional Police;
- Respond to and investigate all complaints of on-campus criminal activity, and where appropriate, forward information to the Waterloo Regional Police for further investigation;
- Provide support to the lead investigative agency where an incident is beyond the scope or mandate of the UW Police;
- Enforce all authorized provincial legislation;
- Report on the use of force to the Waterloo Regional Police Services Board;
- Be familiar with UW procedures relating to their policing responsibilities; and
- Maintain a vigilant patrol of all grounds and buildings of the University to detect and prevent crime and public disorder.

# Appendix 2

## Calls for Service and University Duties

<b>Calls for Service</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Dispatch Type: (900 – Bomb Threat)	2	0	0
Dispatch Type: (902 - Sudden Death)	3	1	1
Dispatch Type: (903 - Attempt Suicide)	4	7	3
Dispatch Type: (904 - Sex Offence)	7	2	2
Dispatch Type: (905 - Indecent Act)	1	0	2
Dispatch Type: (906 - Threatening)	7	7	6
Dispatch Type: (907 - Assault)	8	6	15
Dispatch Type: (909 - Robbery)	3	3	1
Dispatch Type: (911 - Break and Enter)	12	32	57
Dispatch Type: (912 - Theft Over)	2	2	3
Dispatch Type: (913 - Theft of Motor Vehicle)	3	11	4
Dispatch Type: (914 - Have Stolen Goods)	3	1	1
Dispatch Type: (915 - Fraud)	3	3	13
Dispatch Type: (916 - Counterfeit Money)	3	1	2
Dispatch Type: (917 - Offensive Weapons)	5	7	2
Dispatch Type: (918 - Property Damage)	88	110	75
Dispatch Type: (921 - Drugs)	29	5	10
Dispatch Type: (922 - Missing Persons)	3	1	7
Dispatch Type: (924 - Fire)	27	64	141
Dispatch Type: (925 - Alarm)	927	744	531
Dispatch Type: (926 - Assist Citizen)	86	184	105
Dispatch Type: (927 - Assist Other Police Force)	86	95	42
Dispatch Type: (928 - Compassionate to Locate)	31	43	47
Dispatch Type: (929 - Phone Calls)	28	2	7
Dispatch Type: (930 - Disturbance)	55	45	43
Dispatch Type: (931 – Landlord–Tenant Dispute)	2	1	0
Dispatch Type: (932 - Neighbour Dispute)	0	1	1
Dispatch Type: (933 - Domestic Dispute)	3	10	8
Dispatch Type: (934 - Labour Dispute)	0	0	2
Dispatch Type: (935 - Intoxicated Person)	76	41	40
Dispatch Type: (936 - Unwanted Person)	73	50	34
Dispatch Type: (937 - Mentally Ill Person)	4	3	7
Dispatch Type: (939 - Dangerous Condition)	5	9	10
Dispatch Type: (942 - Insecure Premise)	30	21	8

<b>Calls for Service</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Dispatch Type: (943 - Lost Property)	37	36	19
Dispatch Type: (944 - Found Property)	704	114	52
Dispatch Type: (945 - Trespassing)	10	15	6
Dispatch Type: (947 - Suspicious Person)	70	75	33
Dispatch Type: (948 - Suspicious Vehicle)	30	32	15
Dispatch Type: (949 - Arrest)	9	3	4
Dispatch Type: (950 - MVC)	49	52	41
Dispatch Type: (951 - MVC - PI)	4	9	3
Dispatch Type: (952 - MVC - H & R)	9	3	19
Dispatch Type: (954 - Traffic Enforcement)	112	137	117
Dispatch Type: (955 - Driving Complaint)	16	6	14
Dispatch Type: (956 - Traffic Control)	243	215	208
Dispatch Type: (957 – Impaired Driving)	1	1	0
Dispatch Type: (959 - Parking Complaint)	89	66	12
Dispatch Type: (960 – Abandoned Vehicle)	0	1	0
Dispatch Type: (961 - Liquor Offence)	21	32	31
Dispatch Type: (962 - Dog / Animal Complaint)	14	11	11
Dispatch Type: (963 - Noise Complaint)	22	37	34
Dispatch Type: (964 - Escort)	35	28	14
Dispatch Type: (965 – Youth (Under 19) Complaint)	3	1	1
Dispatch Type: (969 - Injured / Sick Person)	217	203	197
Dispatch Type: (970 - Missing Juvenile)	1	0	3
Dispatch Type: (971 - Privately Towed Vehicle)	228	24	3
Dispatch Type: (973 - By Law Complaint)	11	13	7
Dispatch Type: (974 - Premise to Check)	26	7	12
Dispatch Type: (975 - Paid Duty)	35	29	27
Dispatch Type: (976 - Follow Up)	223	126	120
Dispatch Type: (979 - Theft Under)	220	227	186
Dispatch Type: (980 - Routine Detail)	24	12	4
Dispatch Type: (982 - Zone Alert (Division #3))	0	0	1
Dispatch Type: (984 - Missing Adult Located)	0	1	1
Dispatch Type: (986 - Property Returned)	86	15	9
Dispatch Type: (987 - Recovered Vehicle)	1	2	1
Dispatch Type: (988 - Theft from Vehicle)	1	1	2
Dispatch Type: (990 - Criminal Harassment)	2	7	8
Dispatch Type: (992 - Graffiti)	10	27	8
Dispatch Type: (993 - Family Dispute)	0	1	3
<b>Total of 900 Code Calls for Service</b>	<b>4182</b>	<b>3081</b>	<b>2456</b>

<b>University Duties</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Dispatch Type: (Administration Duties)	24	1	38
Dispatch Type: (Assist Outside Agency)	86	9	0
Dispatch Type: (Money Pick-up)	0	0	425
Dispatch Type: (Bookings)	248	290	176
Dispatch Type: (Brinks Cash Pick up)	90	139	50
Dispatch Type: (CPIC Check (Management))	14	21	10
Dispatch Type: (Commissionaires)	3,246	2,405	2,786
Dispatch Type: (Division # 3)	92	50	24
Dispatch Type: (Door Openings/Closures)	1,141	854	898
Dispatch Type: (Driver / Public Safety Concern)	4	9	13
Dispatch Type: (Exam Key Case Pick Up)	0	0	27
Dispatch Type: (Foot Patrol)	4,438	3,820	1,453
Dispatch Type: (General Vehicle Patrol)	2,017	50	54
Dispatch Type: (Help Line Activation)	59	69	112
Dispatch Type: (Interview)	73	115	72
Dispatch Type: (Other)	726	608	468
Dispatch Type: (Parking Duties)	1,009	840	701
Dispatch Type: (Presentations)	14	27	34
Dispatch Type: (Radar)	38	25	13
Dispatch Type: (Safety Hazard)	55	69	40
Dispatch Type: (Security Observation)	51	34	37
Dispatch Type: (Suspicious Package)	4	4	0
Dispatch Type: (Vehicle Maintenance Detail)	1,661	429	0
<b>Total University Duties</b>	<b>15090</b>	<b>9868</b>	<b>7431</b>
<b>Total of All Responses</b>	<b>19272</b>	<b>12949</b>	<b>9887</b>

**UNIVERSITY OF  
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