



A Special Constable Service

ANNUAL REPORT

2003

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TABLE OF CONTENTS

The University of Toronto at Scarborough	1
The University of Toronto Police at Scarborough	1
Mandate/Purpose	2
Department Rank Structure	3
Community Based Policing at Scarborough	4
Campus Safety Programs	4,5,6
Community Participation	7,8
Keeping The UTSC Community Informed	9
Training	10
Complaints	11
2003 Statistics	12
Statistics – A Four Year Comparison	13
Statistical Overview	14,15
Monetary Values	16
Training Initiatives 2003	17
Parking Enforcement	18

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 8035 full and part-time undergraduate students and 562 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 at 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:

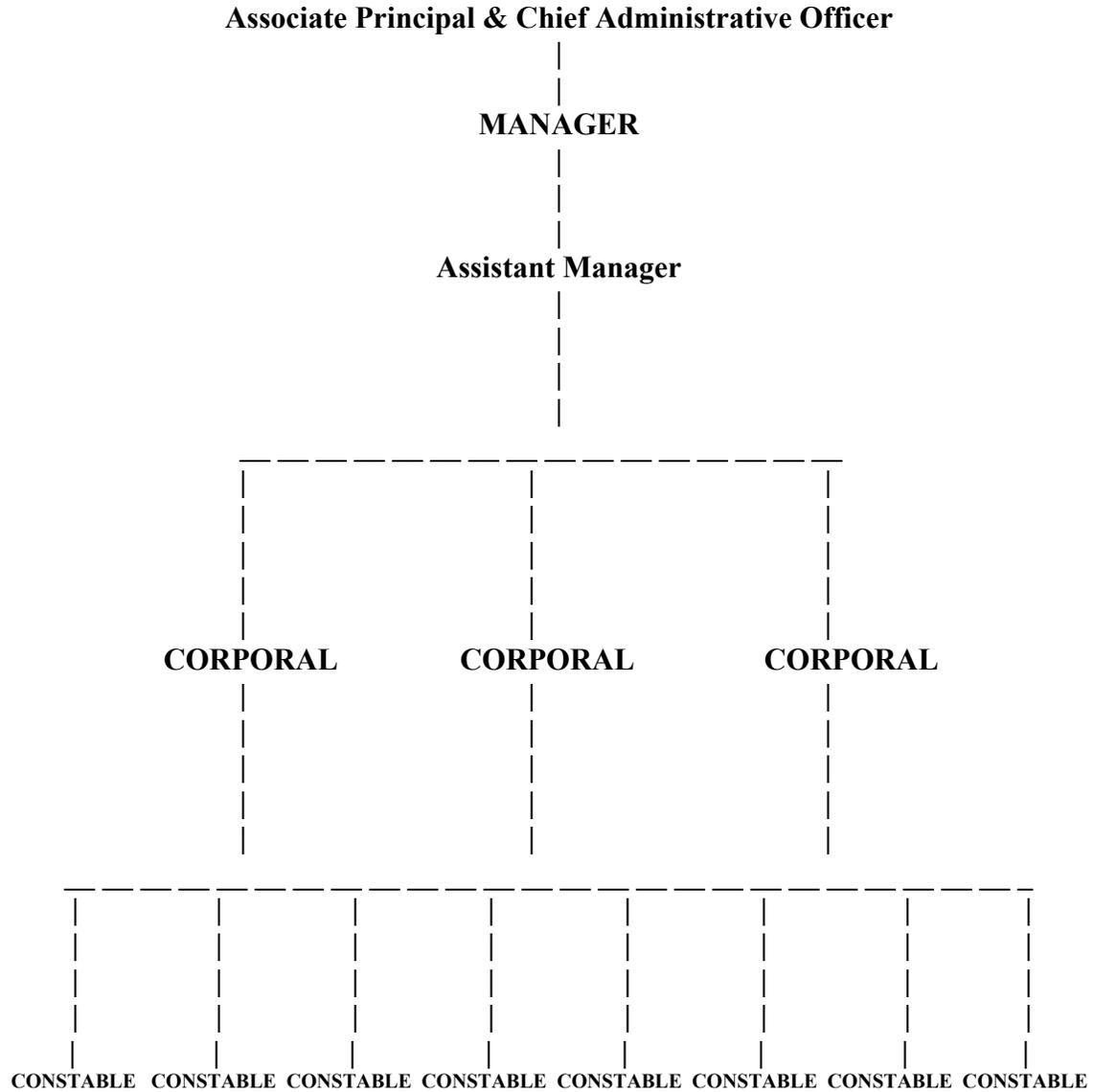
- personal safety
- protection of property
- conflict resolution
- maintenance of public order
- community service and referral
- emergency response assistance
- crime prevention and detection
- enforcement of the criminal code and selected provincial and municipal statutes and University policies and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

DEPARTMENT 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 done and recommendations are made with respect to the safety of people and property. This year, safety audits were conducted on campus emergency phones, traffic safety, the summer science outreach camp and the 4th level of the Science Building.
- **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 Crimestoppers** – 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.
- **Fatal Vision Goggles** – 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 3rd 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.

Sparky's ABC's of Fire Safety – UTSC Police officers attended the N'Sheemaehn Child Care Centre and provided a nationally recognized program on Fire Safety to children of various ages.

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

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.

New recruits receive a core-training program when hired. The recruits attend Centennial College for a ten week on-line training program. This is followed by one week in-house training at UofT and then two weeks in-class back at Centennial College. Working with all the Universities in the Province who are members of OACUSA (Ontario Association of College and University Security Administrators) and employ Special Constables, a provincial standard for special constable services has been developed. Once the training is complete, new recruits work under the guidance of an experienced constable or corporal for the first six months. The Coach Officer is responsible for ensuring that the recruit receives wide exposure to university policing situations, understands the policies and procedures and learns the physical layout of the campus and its buildings.

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

There were no formal complaints received by UTSC Police in the year 2003.

2003 STATISTICS

INCIDENT TYPE	2003
Break and Enter	2
Robbery	1
Theft Over \$5000	11
Theft Under \$5000	59
Theft Of Bicycles	0
Disturb Peace	6
Indecent Acts	2
Mischief/Damage	48
Warrants	1
Sexual Assaults	2
Assaults	7
Assault Police	1
Harassment/Threatening	19
Fail To Stop	18
Liquor License Act	3
Provincial/Municipal By-Laws	8
Drugs	2
Counterfeit Money	10
Fraud	1
Arson	1
Trespass By Night	2
False Alarm Of Fire	1
Other Criminal Code (not listed)	3
TOTAL	208
Other Activity	2003
Alarms	252
Fire Alarms/Fires	38
Assist Other Police	3
Inv. Suspicious Persons	16
Inv. Suspicious Circumstances	13
Inv. Suspicious Vehicles	2
Trespass Caution (including vehicle moving violations)	156
Trespass Charge	34
Medical Assistance	55
Insecure Premise	14
Motor Vehicle Collision	12
Mental Health Act	2
Suicide	1
Attempt Suicide	3
Miscellaneous	4
WalkSafe Escorts	978
I.D. Checks	2515
TOTAL	4098

STATISTICS - A FOUR YEAR COMPARISON

CRIME AND OCCURRENCE REPORTS

REPORTS	2002	2001	2000	1999
OCCURRENCE TYPE				
• Assaults (all except Sexual)	6	8	2	4
• Sexual Assaults	0	1	0	1
• Threats/Harassment	17	11	21	9
• Theft - UofT Property	11	14	15	9
• Theft - Personal Property (Except Bikes)	73	61	33	40
• Theft - Bikes/Bike parts	0	0	1	1
• Break, Enter and Theft	18	2	6	6
• Mischief (Damage) – UofT	34	44	19	15
• Mischief (Damage) – Personal	11	7	10	14
• Trespass (Cautioned)	145	151	37	11
• Trespass (Charged)	38	32	5	6
• LLA	2	15	19	16
• Municipal (By-Law)	29	9	8	33
• Other Criminal Code	51	54	98	50
TOTAL:	435	409	274	215
NON-CRIME OCCURRENCES				
• Personal Injury/Sickness	44	39	38	32
• Property Related	311	177	154	151
TOTAL:	355	216	192	183

STATISTICAL OVERVIEW

In April of 2003, UTSC Police began using the Enterpol Record Management System. 2002 was the first full year of operation using this RMS on the St. George campus and it proved to be efficient and beneficial. As the system matures at UTSC, statistical reporting and comparisons will become more meaningful. Enterpol has provided the ability to link dispatch services between the St. George and Scarborough campuses, providing a more reliable and professional response from Scarborough officers. Officer safety has been improved as members of UTSC Police can now advise a dispatcher of their activities. Community safety has also been increased as the St. George Communication Centre is staffed 24 hours a day and dispatchers have direct communications with UTSC Police officers on the road.

In addition to services provided under the authority of a Special Constable, UTSC Police provide security services and support to the campus community. The number of installed intrusion alarms has increased this year, and so have false alarms (252 in 2003). Construction on campus has changed the look of UTSC. This has affected traffic safety on campus as some parking lots have become smaller and roadways more heavily used. Traffic safety remains a priority to the UTSC Police and enforcement has been increased. A Traffic Safety Week is planned for early 2004 to educate the campus community and instill a level of comfort for motorists and pedestrians alike.

The UTSC Patrol Service, formally called the WalkSafer Service, took on additional responsibilities in 2003. The student patrollers, paid employees of the UTSC Police Service, are now responsible for checking identification of persons found using UTSC facilities. Construction on campus has drastically reduced study space, therefore causing problems with non-students using the facilities. UTSC students have been instructed to display their UofT student identification when studying or using the facilities on campus. Those not displaying identification are asked to leave the campus by the student patrollers. The patrollers performed 2515 identification checks from September through December of 2003 as well as escorted 978 community members to various locations on campus after dark.

There was little change in the theft of UofT property between 2002 (\$4,380 loss value) and 2003 (\$3,545.00 loss value). UTSC staff and faculty have become more aware of their surroundings, ensuring that labs, offices and other areas are locked when not in use. Suspicious people or activity is reported to the UTSC Police and investigated by officers immediately, reducing the possibility of break-ins. Building checks have been increased for a higher visibility of uniformed officers in campus buildings. The presence of UTSC student patrollers has also been a deterrent to criminal activity as the patrollers are uniformed and can communicate directly with UTSC Police officers, advising of suspicious people or activities. Statistics indicate a significant increase in the theft of personal property on campus, \$55,041.00 in 2002 and \$174,237.00 in 2003. The monetary increase can be attributed to vehicle thefts from campus parking lots.

In early October 2003, a number of parking lots were renovated with new and improved parking control gate arms. The new parking control system requires motorists to use a proximity card to enter and, more importantly, exit the lots. Since the implementation of the proximity card system, UTSC did not experience any thefts of autos from these lots.

Although mischief to property reports remained relatively low, just 48 reports in 2003, the monetary loss value decreased dramatically. In 2002, a total of \$37,355.00 was lost due to damages caused to both UofT and privately owned property. In 2003, a loss value of just \$7,792.00 was reported to the UTSC Police. Many of the mischief related reports on campus are of a minor nature and loss values are moderately low. Increased building checks, mobile/foot and bicycle patrols, as well as the presence of the UTSC Patrol personnel all contributed to a higher degree of uniformed presence and the reduction of property damage.

In 2002, UTSC Police recovered stolen property totaling \$2,000.00. In 2003, a total of \$47,566.00 was recovered. This increase can be credited to the recovery of a number of stolen vehicles from campus parking lots by UTSC Police officers.

In 2003, UTSC Police investigated 3 suicide attempts on campus. All of the victim's recovered and received professional help and counseling using UTSC and other resources. In July of 2003, a suicide victim was found on campus in a wooded area. The victim was not a UofT student or affiliated with the University in any way. The Toronto Police Service investigated this occurrence.

MONETARY VALUES

CATEGORY	2003	2002
THEFT:		
- UofT (including losses due to Break and Enters)	\$3,545.00	\$4,380.00
- Personal Property	\$174,237.00	\$55,041.00
MISCHIEF:		
- UofT	\$4,382.00	\$15,680.00
- Personal Property	\$3,410.00	\$21,675.00
RECOVERY:		
- UofT	\$320.00	\$0
- Personal Property	\$47,566.00	\$2,000.00

UNIVERSITY OF TORONTO POLICE SERVICE

TRAINING INITIATIVES

Course/Topic	Duration
Basic Recruit Training	13 weeks
Advanced Special Constable Training Program	2 weeks
Use of Force Re-qualification	8 hours
MLEO Certification Training	8 hours
MLEO Re-certification Training	4 hours
MLEO Manager's Certification Training	4 hours
Standard First Aid	2 days
Basic Rescuer CPR	4 hours
Toronto Police Live Link Video Training	Varied
WHIMS Training	1.5 hours
Emergency Preparedness	16 hours
Advanced Dream Weaver	8 hours
Crime Prevention Through Environmental Design (C.P.T.E.D.)	1 week
Sexual Diversity Training	4 hours
Gang Investigators Conference	24 hours
Advanced Driver Training	16 hours
Issues and Themes in Police Leadership (OPC)	8 hours
Sexual Harassment Training	2 hours

Instructor Development Programs	DURATION
First Aid/CPR Instructors Certificaton	32 hours
Rape Aggression Defense Instructor Certification	1 week
Non-Violent Crisis Intervention Instructor Certification	1 week

PARKING ENFORCEMENT 2001

PARKING ENFORCEMENT	CHARGED
PARKING TICKETS ISSUED AT UTSC	3333