

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**26 June 2023 / 26 juin 2023**

**Submitted by / Soumis par:**

**Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa**

**Contact Person / Personne ressource:**

**Deputy Chief Steve Bell, Chief Administrative Officer / agent administratif principal  
BellS@ottawapolice.ca**

**SUBJECT: APPOINTMENT OF SPECIAL CONSTABLE: CARLETON UNIVERSITY**

**OBJET: NOMINATION D'AGENT SPÉCIAL : CARLETON UNIVERSITY**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the appointment of the Carleton University employee listed in Document 1 as a Special Constable pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the attached Approval of Appointment Form.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la nomination, comme agent spécial, de l'employé de l'Université Carleton figurant au Document 1, en vertu de l'article 53 de la Loi sur les services policiers, conformément aux modalités présentées au sein du formulaire d'approbation de la nomination ci-joint.**

**BACKGROUND**

The Ottawa Police Services Board (Board) entered into an agreement with Carleton University to approve the appointment of Special Constables hired by this organization to support their safety and enforcement operations.

To ensure that these employees can carry out their assigned duties, applications are made to the Ministry of the Solicitor General to have them appointed/re-appointed as Special Constables. The Board appoints/re-appoints the Carleton University employees

as Special Constables upon approval by the Ministry. The appointments/re-appointments are valid for five years.

### **OPS and Carleton University MOA**

A Memorandum of Agreement (MOA) was created and signed by all respective parties.

For the purposes of this agreement, the Board has authority pursuant to the Police Services Act (PSA) to appoint/re-appoint Special Constables for such purposes and with such powers as it sees fit, subject to the approval of the Ministry of the Solicitor General.

The Board shall designate the Chief of Police (the Chief) or his/her designate to perform some or all of the Board's administrative functions under these Agreements. The Chief shall designate one officer as his/her designate with respect to the day-to-day administration of these Agreements.

For the purpose of the administration of these Agreements, the President of Carleton University will be responsible for some or all of the administrative functions under each respective Agreement. These leaders shall designate an employee for the day-to-day administration requirements for their respective Agreements.

In May 1996, the Board and Carleton University administration approved the program for Carleton University Special Constable Services. This agreement is reviewed every five years.

The initiative was implemented to continually improve the delivery of policing services to the residents of the City of Ottawa by capitalizing on the existing cooperation between the OPS and Carleton University. The opportunity existed to build on the interoperability of the two services.

### **Roles and Responsibilities**

The appointment recommended in this report will enable the Carleton University Special Constable to assist with Campus Safety and overall community safety and well-being at Carleton University.

### **DISCUSSION**

Approval has been obtained from the Ministry for the appointment of this Carleton University employee as a Special Constable pursuant to Section 53 of the PSA.

### **FINANCIAL IMPLICATIONS**

There are no financial implications involved in appointing Carleton University member as Special Constable.

#### **SUPPORTING DOCUMENTATION**

Document 1: Appointment of Special Constable: Carleton University

Document 2: Approval of Appointment as Special Constable

#### **CONCLUSION**

The appointment of Special Constable status for this Carleton University employee will allow them to undertake the full scope of their duties.

**Document 1: Appointment of Special Constable: Carleton University**

Name of Employee

1. Ali AL-SHRAIFY