

**Report to / Rapport au:**

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

**25 April 2016 / 25 avril 2016**

**Submitted by / Soumis par:**

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

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**SUBJECT: CONTINUATION OF CARLETON UNIVERSITY SPECIAL CONSTABLE  
PROGRAM**

**OBJET: POURSUITE DU PROGRAMME DES AGENTS SPÉCIAUX DE  
L'UNIVERSITÉ CARLETON**

**REPORT RECOMMENDATIONS**

**The Ottawa Police Services Board approve the continuation of the Carleton University Special Constable Program for a five-year term, as described in this report.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la poursuite du Programme des agents spéciaux de l'Université Carleton pour une période de cinq ans, comme il est expliqué dans le présent rapport.**

**BACKGROUND**

**The Special Constable Program for Carleton University was started in 1993. It enhances the level of safety and security for the university campus and helps with the investigation process for the Ottawa Police Service (OPS).**

The Carleton program has provided excellent and responsive security service at the University, reduced calls to the OPS, and has provided organizational information-sharing.

Subsequent reviews have established that the program, now well over two-decades old, provides added value to community policing. The OPS agrees that the program should be extended another five years.

The OPS provides annual use-of-force and police vehicle operation training as well as a host of other combined training in accordance with the prescribed OPS-training standards, with the approval of the Board.

## **DISCUSSION**

Special Constables are sworn in by the Chief of Police and are bound by the same code of duties that are mandated for regular OPS Members. The rights, obligations, and relations of the constables are governed in accordance with the laws of the Province of Ontario and applicable federal laws, and ruled on by the Courts of Ontario.

Special Constables for Carleton are trained, in part, by the OPS, with all salaries and training costs absorbed by the university. The OPS provides access to the Ontario Police College and PDC training courses when suitable, and where availability permits.

Special Constables are not armed and do not engage in vehicle pursuits. Only OPS-approved equipment is permitted in the performance of the duties of Special Constables.

All of the OPS rules, policies, standards, and procedures are applicable to their duties, including any directives or policies appointed by the Board. Any standard operating procedures will be reviewed by the Chief (or designate) and the University must consult with the OPS prior to changing any internal policies regarding enforcement.

Existing tools are in place to ensure that the program is properly audited and falls under compliance regulations. Any disciplinary action is processed through Professional Standards Section of the OPS.

The OPS Communications Centre is the main point-of-contact for these special constables to obtain CPIC and other confidential police information. Persons arrested by them must be detained and turned over to the OPS as soon as is practical as per the criminal code.

The University is accountable to the Police Board for all actions taken in relation to the exercise of the powers granted. It will ensure compliance by Special Constables with the *Police Services Act*.

The Board, mandated by the *Act*, is tasked with the responsibility of ensuring community safety in the City of Ottawa. As set out by the *Act*, the Board, through its oversight of the OPS, is responsible for providing services to the community that are centered upon:

- Crime Prevention;
- Law Enforcement;
- Assistance to Victims of Crime;
- Public Order Maintenance; and
- Emergency Response.

The major roles and responsibilities which are currently included in the Carleton Special Constables mandate are summarized below:

- Protecting campus students, employees and property;
- Promoting public safety and awareness;
- Partnership activities and projects; and
- Establishing Service levels and Standards for the program.

The Board is specifically empowered, through the operation of Section 53 of the *Police Services Act*, to authorize the appointment of Special Constables for specific terms, according to specific criteria.

Special Constables within the OPS are subject to the direct control of the Service's management team. Accountability structures are clear. Those from the Gatineau Police Service and the RCMP are subject to direct control from their respective management structures. Beyond the OPS and partner police services, the issues of management accountability are with the public sector group that has been provided authority to operate a Special Constable Program.

While the Board is removed from the direct accountability for the designated Special Constables, the Board exercises its authority to administer community expectations by incorporating specific conditions of operation for Special Constable Programs into a Memoranda of Understanding (*a copy is held on file with the Board's Executive Director*), which define roles, responsibilities and accountability.

This document has been reviewed by the Board's legal advisor.

This program continues to be effective in achieving the goals in accordance with standards established by the Ministry.

The intent of the Special Constable Program is to supplement the duty of law enforcement provided by the OPS by undertaking tasks involving lower-level crime or activities that may require law enforcement but not necessarily a police officer. Carleton's Special Constables act as a visual deterrence to crime, mitigate risk, and reduce calls for service for campus-related incidents.

The current complement of Carleton's Safety and Enforcement Section consists of 20 sworn personnel specially trained to meet the unique challenges of securing an urban campus.

Carleton University has 28,000 students including 3,500 resident students, and over 4,000 faculty and staff. It is one of ten universities and colleges in Ontario that provides a Special Constable Service. Carleton's Campus Safety Officers are granted Special Constable Status by the Ottawa Police Services Board under the authority of the Ontario Police Services Act. They are sworn peace officers and have the powers of a police officer on campus, responsible for enforcing federal, provincial and municipal statutes as specified in the memorandum of understanding. They patrol on foot, on bicycles and in vehicles 24 hours-a-day 7 days-a-week and are committed to providing a professional, ethical and accountable service responsive to the needs of the Carleton community.

Carleton's Special Constable Program is based on community policing principles with a strong emphasis on crime prevention. They offers a number of safety related programs for students, faculty and staff including a Foot Patrol/Safe Walk Program, Working after Hours Program, Safety Alert Program and R.A.D, a free women's self-defense program. In addition, they offer a number of Crime Prevention Programs aimed at helping students protect their personal property and feel safe.

In 2015, Carleton University Special Constables handled a total of 938 reports; 607 criminal reports and 331 provincial offences reports, for a five year total of 4,178 reports.

All Special Constables receive specialized training in emergency management. This specialized training enhances the abilities and skills necessary for Special Constables to effectively work with the OPS towards a shared responsibility for community safety.

The Special Constables handle a significant number of public disorder and safety issues, patrol areas not normally enforced by the OPS, and provide enhanced security and enforcement.

Without this program, the workload would largely be transferred to the OPS. This program is in line with the goals of the Service Initiative (SI).

## **CONCLUSION**

Based on the history of cooperation between Carleton University and the Ottawa Police Service, the appointment and designation of Special Constables have maximized the effectiveness of resource allocation for both agencies, strengthened crime prevention, and improved community safety on the university's campus.

The OPS and Carleton University are satisfied with the current resources assigned to the program. Staff at the OPS is recommending the continuation of the Special Constable Program with Carleton University as their partnership has proven to be valuable.

Carleton University continues to be committed to community safety and security. It continues to research best practices on a local and a national level and continues to work with the OPS in calls for service analysis, joint-enforcement initiatives, and emergency-response strategies.

The OPS has been pleased with the ongoing Carleton University Special Constable program and supports its continuance.