



**University of Windsor
Special Constable Service
Annual Report 2024**

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Message from the Superintendent

As Superintendent, University of Windsor Special Constable Service, I am pleased and honoured to present the 2024 Annual Report to our campus community. This report covers the period from January 1, 2024, through December 31, 2024.

The Special Constable Service provides onsite policing and security services to support the University of Windsor including all surrounding lands and properties. These services also include the University of Windsor downtown campus consisting of six buildings that house the School of Social Work and Centre for Executive and Professional Development (Windsor Hall), the School of Creative Arts (Windsor Armouries/Alan Wildeman Centre for Creative Arts) and the School of Computer Science – Master of Applied Computing program (300 Ouellette) & the Incubator, and Community Legal Aid.

The Special Constable Service reports to the Director Campus Safety and Emergency Planning in the Office of the Associate Vice President, Finance and Operations. As a component of the University's Operations portfolio the Service is closely aligned with other service departments and facets of the campus community. The Special Constable Service maintains a strong relationship with all student support services and strives to provide a safe and secure environment in collaboration with these areas to all full time, part time and graduate students.

During 2024, the Special Constable Service team was instrumental in supporting the return to campus for the Fall 2024 term in ensuring essential safety services were provided to all students, faculty, staff, and visitors who attended the campus community. For these efforts, I would like to acknowledge and thank all Special Constable Service members for their continued efforts, dedication, and commitment to providing a safe and secure community.

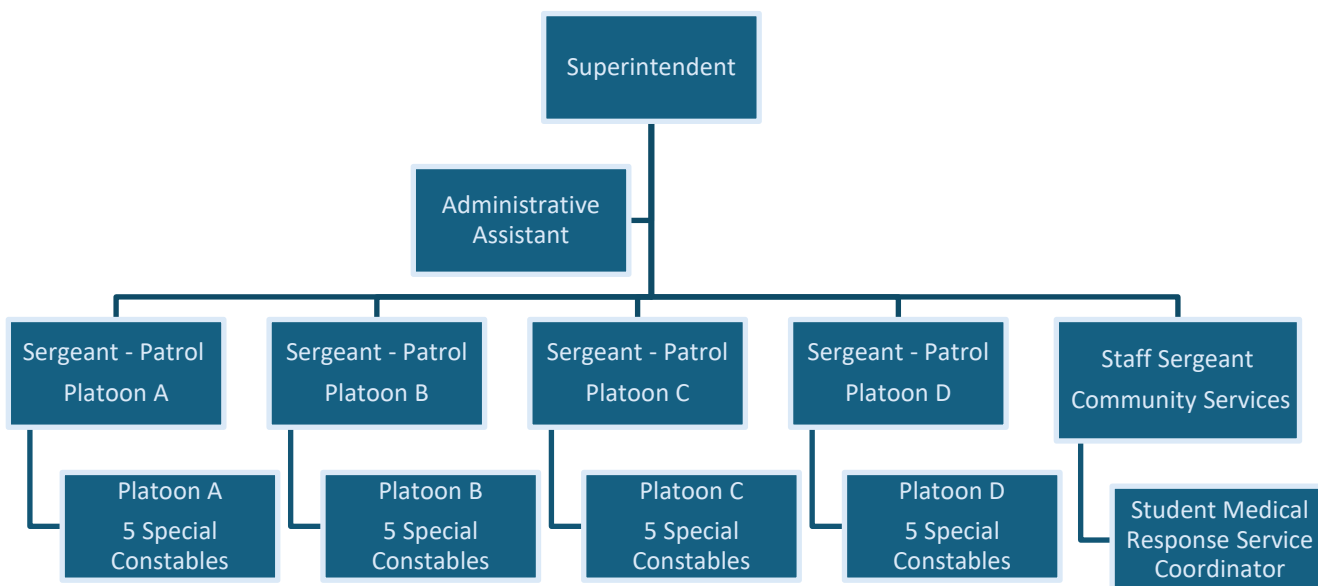
In support of our Special Constable Service, I would also like to thank the Windsor Police Service for their assistance, guidance, and support for our operations. Through this continued strong partnership, the team has been able to deliver an enhanced level service to the campus and acknowledged by members from within our broader University community.

This report provides information including but not limited to data regarding calls for service, enforcement activities, community services, special events, training, and other information of interest.

Superintendent Michael Akpata C.D.
Special Constable Service
University of Windsor

Organizational Structure & Team Information

Organizational Chart 2024



2024 Special Constable Service Department Contact List

Superintendent	Michael Akpata
Administrative Assistant	Sandra EANSOR (retired) Kelly GARANT (successor)
Staff Sergeant	Michelle Farrah-Nohra
Patrol Supervisors	Sergeant Chris ZELEZNEY Sergeant John DEKOK Sergeant George HUNT Sergeant Anthony LIOLLI
Patrol Response Officers	Senior Special Constable Senior 1 st Class Wayne VENABLES Senior Special Constable Senior 1 st Class Michael RAPAICH Senior Special Constable Senior 1 st Class Christine FITZGERALD Senior Special Constable Senior 1 st Class James WILSON Senior Special Constable Senior 1 st Class Kevin JARVIS Senior Special Constable Senior 1 st Class Brian WUERCH Senior Special Constable Senior 1 st Class Kevin THOMPSON Senior Special Constable Senior 1 st Class Stephanie FAUTEUX Senior Special Constable Senior 1 st Class Andre LEROUX Senior Special Constable Senior 1 st Class Ramcharran RAMOTAR Senior Special Constable 1 st Class Chad RENAUD Special Constable- 1 st Class Tyson JACOB Special Constable 1 st Class Angelyn MAHEUX Special Constable 1 st Class Matt RUSTULKA Special Constable 1 st Class Kerra GRADWELL Special Constable 1 st Class Daniel LAURIER Special Constable 1 st Class Alexander SMITH Special Constable 4 th Class Marwan NASTA Special Constable 4 th Class Shahinda MUSTAPHA Special Constable 4 th Class Brandan CERVINI Special Constable 4 th Class Richard GALOY Cadet Kyle JOHNSON

Authority and Jurisdiction

Authority on Campus

The University of Windsor Special Constable Service is designated as a Special Constable Service and distinguished as an identifiable and separate organization from the Windsor Police Service, with duties derived from three separate authoritative bodies.

1. Special Constable Service team members have the authority of both a **Peace Officer** and **Police Officer** in their duties on campus by virtue of appointments as Special Constables through the Ministry of the Solicitor General. To obtain the required approvals, an Application for Appointment is submitted for each Special Constable through the Windsor Police Service, which acts as the sponsoring municipal police agency. The approval appoints each named applicant as a Special Constable for the purposes of:

- providing law enforcement and security services to University of Windsor in co-operation with the Windsor Police Services Board
- responding to and investigating activity that may violate federal or provincial legislation
- taking statements from victims, witnesses, and suspects; gathering and preserving evidence; laying information's
- apprehending, arresting, and releasing offenders; executing warrants
- transporting prisoners when required

2. The University of Windsor Special Constables Service and the Windsor Police Services Board operate under the authority of a Memorandum of Understanding (the Operating Agreement) dated February 2024 (amended) . This Operating Agreement confers the powers of a **Peace Officer** on the University of Windsor Special Constables to enforce the:

- Criminal Code of Canada, R.S.C. 1985, c.046, as amended.
- Controlled Drugs and Substances Act as amended; S.C. 1996, c.19.

And confers the powers of a Police Officer to enforce the:

- Trespass to Property Act, R.S.O. 1990, c. T-21, as amended
- Provisions of the Liquor Control Act 2019 related to the unlawful consumption, possession, supply, sale, intoxication, and failure to provide proper identification.
- The Mental Health Act, R.S.O. 1990, c. M-7, s. 17 as amended.
- Highway Traffic Act, R.S.O. 1990, c. H-8, (Section 134)
- City of Windsor Municipal By-Laws
- Safe Streets Act

Conferring these powers on the Special Constable Service team allows Special Constables to use the authority of a **Police Officer** when dealing with matters relative to the legislation identified above. This authority means that University Special Constables have the power to arrest persons, to use reasonable force where necessary and to bring offenders before the courts.

3. the Special Constable Service derive authority from the [University of Windsor Security and Policing Policy](#) adopted by the Board of Governors on January 28, 2003. This Policy designates the Special Constable Service team as being responsible for public safety on campus and as such, sets the objectives for Special Constables to follow mandate in this regard. Further, the Special Constable Service are the designated security department for the University of Windsor and through both criminal law and common law, Special Constables are the agents of the property and the authority figure on campus.

Jurisdiction

The geographic jurisdiction of the University of Windsor Special Constables is restricted to:

- The properties under control of the University and situated within the boundaries of the City of Windsor
- The properties under control of the universities, colleges and institutions federated or affiliated with the University and situated within such boundaries, if and to the extent that the assistance of such Special Constables is requested by any such federated or affiliated institution.

Summary of Services

The Special Constable Service is responsible for all public safety on campus including all buildings and lands under the control of the University by providing effective law enforcement and security services that respond to the needs and requirements of all students, staff, faculty, and visitors. The team offers the following key services to the University of Windsor campus properties and affiliated colleges:

- *A community-based service delivery model that emphasizes client service and utilizes a problem-oriented approach.*
 - by being accountable to the University of Windsor community
 - by identifying problems and targeting for directed uniform patrol, investigating using all available investigative tools and offering public education by crime prevention strategies
- *A highly visible security presence on campus.*
 - using fully marked patrol vehicles, bicycle patrols and foot patrols to effectively provide a visible uniform presence on campus to provide preventive patrols, general assistance, persons/money escorts,
 - to maintain the peace, resolve conflict and promote good order
- *Security for all university properties and buildings.*
 - all officers have authority to immediately access all University buildings and properties to provide the necessary service required
 - building lockout and key service
- *Security for special events in special circumstances.*
 - all University departments have access to Special Constable Service to provide a dedicated security and policing presence including off-duty personnel for special events
- *A dedicated and reliable response.*
 - 24-hour call-taking and dispatch duties
 - 24-hour coverage to respond to routine and emergency calls for service including building alarm monitoring and response, fire alarm monitoring and response, first aid response
- Investigation of University policy and regulations.
 - investigation and enforcement in respect to violations of university safety, security and conduct policies and University by-laws
 - law enforcement when required in respect to violations of Criminal Code and relevant federal and provincial statutes
 - the ability to process violations through the University judicial system as an alternative to the Criminal Justice system
- Promotion of security, crime prevention and safety awareness.
 - through the development of pro-active programs, the Community Services Office promotes safety and security for the entire campus community and can offer community services and referrals to those in need

Community Service

The Staff Sergeant carries the duties of Community and outreach services. This position proactively works to maintain a strong relationship with campus stakeholders from the broader University community, including students, faculty, staff, visitors, and guests.

Among their many duties, this position is responsible for CEPTED reviews, safety engagements, and security proposals.

This position also provides insight into the Special Constable Service security systems which includes CCTV, specifically to keep them updated and operational to support campus safety. This position works closely with the University Health & Safety Office to conduct an annual Lighting and Foliage Survey, Crime Prevention Through Environmental Design safety assessments and the design and implementation of personal safety plans for students, staff and faculty members as required.

Safety Programs & Initiatives

Crime Prevention through Environmental Design (CPTED)

Because of the continued expansion and retrofitting of the University of Windsor campus, several CPTED and safety assessments were conducted. Among the assessments completed in 2024 were recommendations for the increased and enhanced safety in the following buildings:

Safety Assessment Locations		
Centre of Engineering	Incubator Lab 144 University Avenue West	Maintenance Building
Centre of Automotive Research & Engineering	Joyce Entrepreneurship Centre	Odette 2 nd Floor
Registrars	Law School - Deans Office	Parking Garage
Biology (Animal Quarters)	Student Accessibility Services – Dillon Hall	Canadian Border Institute (Joyce Entrepreneurship Centre 2 nd Floor)
Dillon Hall	Essex Hall	Downtown Campus Buildings
Downtown Buildings Annual Lighting Survey	CAW Centre-Non-Academic Misconduct of Students rights & Responsibilities	Faculty of Education
Nursing	CAW Centre-CJAM Radio Station	Nursing TOLDO Medical Building
Physics Department	Jackman School of Dramatic Arts	
School of Creative Arts (SOCA) Armories	Law Building	
CAW Centre – Black Scholars Institute	Leddy Library	

Emergency & Safety Planning

The Special Constable Service has continued efforts, in consultation with Health & Safety and other key stakeholders, to review and update emergency plans for all buildings across campus. During 2024, the following campus areas were examined or reviewed:

University Locations - Examined & Reviewed	
300 Ouellette	Chrysler Hall Tower Finance
School of Creative Arts SOCA - Armories	Chrysler Hall Tower – Print Shop
Alan Wildeman	Chrysler Hall Tower Dean of FAHSS 1 st Floor
School of Creative Arts (Armories) & Alan Wildeman Building	Chrysler Hall Tower IT Services
Alumni Hall	Chrysler Hall Tower Student Award & Finance
Assumption Hall	Chrysler Hall Tower Grad Studies & OHREA
Canterbury College – Administrative Office (new)	Community Legal Aid
Canterbury College – Geoffrey Fisher (new)	Joyce Entrepreneurship Building (Cross Border Institute)
Canterbury Commons residence (new)	Dillon Hall
Canterbury College Augustine House (new)	Essex Hall
Canterbury College – Beckett House (new)	Memorial
Canterbury College Cramner House (new)	Erie/Lambton
Canterbury College- Anselm House (new)	Biology/ Animal Quarters
Canterbury College- Parker House (new)	Welcome Centre
Canterbury College – Whitgift House (new)	Facility Services Maintenance and Energy Conversion Centre
Canterbury College- Laud House	Human Kinetics
C.A.R.E Centre of Automotive Research and Innovation	Faculty of Education
Cartier Hall (Residence Services)	International Student Centre
Centre of Aboriginal Centre	School of Dramatic Art - Jackman
Centre Of Campus Dental (CAW Centre)	Joyce Entrepreneurship – Special Constable Service
Chiroworks- CAW Centre	Joyce Entrepreneurship- Parking Services
CAW Centre Information Desk	Joyce Entrepreneurship- UWIN Office
CAW Centre Lifetouch photography	Sociology and Criminology Department
CAW Centre Market Place Food Services	Law Building
CAW Centre Pharmacy	Leddy Library
CAW Centre Students Rights and Responsibilities	Odette Building
CAW Centre- Student Experience	Computer Services (IT Services)
CAW Centre The Lance HUM Space	Toldo Health Education Centre (Nursing)
Centre of Engineering and Innovation	Sexual Violence Prevention & Support Dillon Hall
Centre of Education Learning and Development	Student Health Services Caw Centre
Centre of Teaching and Learning	UWSA University of Windsor Student Alliance
Chrysler Hall Tower Human Resources	Vanier Hall
Chrysler Hall Tower – 6 th Floor	Welcome Centre

In addition to these efforts, the University has also updated support resources and information available to support campus community members during 2024. This information can be referenced on the [Special Constable Service website](#).

Of note, the Special Constable Service has provided reference resource materials for the following emergency situations:

- [Active Attacker](#)
- [Bomb Threats](#)
- [Evacuation](#)
- [Explosion](#)
- [Fire](#)
- [HazMat/Shelter in Place](#)
- [Medical Emergency](#)
- [Severe Weather](#)
- [Suspicious Package](#)
- [Utility Outage](#)

Safe Lancer Mobile App

The Special Constable Service team has continued to work in collaboration with vendor and campus partners to coordinate and deploy additional feature updates and enhancements to the University's Safe Lancer App. Existing features of the mobile app include:

- One-touch access to Special Constable Service and Windsor Police (emergency and non-emergency numbers)
- Personal "blue light" button for pedestrians on campus to contact Special Constable Service immediately.
- Virtual Walk home features which allow Special Constable Service (or a friend in lieu of Special Constable Service) to follow a walker online to their destination.
- "Chat with Special Constable Service" dispatcher directly using the app
- National Weather Service and Environment Canada alerts to the home screen
- Push notifications from UWindsor Alert for campus emergencies
- Report-a-Tip in numerous ways online via the app
- Access to all campus emergency plans and procedures
- Crime map—see Special Constable Service and Windsor Police reported crimes on a geo-located map
- Access to on and off-campus support services
- Quick links to Special Constable Service social media platform

Committee Involvement

The Special Constable Service has active participation on several campus committees and other strategic initiatives, including providing recommendations regarding safety and security of students, staff, and faculty while on campus. Committee duties range from reviewing and updating policy, to writing supporting documentation as part of the funding request process for items used to increase and enhance safety on campus.

Special Events

The Special Constable Service provides “Off-Duty (Contract Duty) services, on request, to the University of Windsor community, as well as for special events hosted by external groups and organizations on campus that require added security services. When holding events on campus, there is a need to consider extra safety requirements and Special Constables, while still maintaining their authority on campus, are available for hire to provide an added measure of safety and security for all campus events.

To provide context of this service, the Special Constable Service supported the following notable special events during 2024:

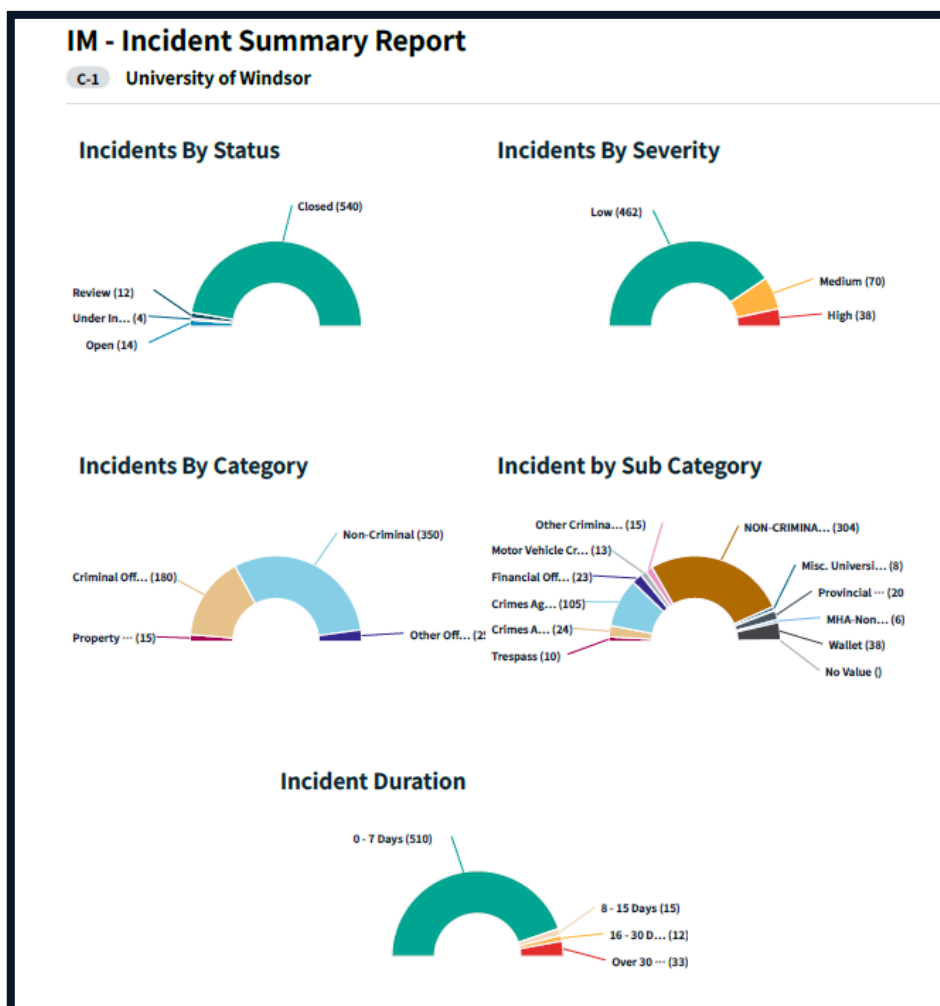
Event	Date	Resources
Celebration of Nations Parade	March 06	2
Equipment Watch Together fest	March08-09	2
Relay for Life	March 22	1
Robotics Competition	March 27-30	4
Acritical Conversations on Anti-Black Racism Lecture	April 18	2
Spring Open House	April 06	2
Eid Celebrations	April 10	7
African Diaspora Youth Conference	May 09	2
Spring Convocation Equipment Watch	May 11	4
EID celebration	June 16	4
Ravens Football	July 06	2
Beer Mile AV Equipment Watch	August 16	1
Beer Mile Event	August 17	2
Lancers Football	August 24	2
Private Wedding	September 07	01
Welcome Week (First week of Classes)	September 07-13	15
Lancer Football	September 21	2
Humanities Research Group Lecture	September 26	2
Lancer Football	September 28	1
Lancer Football	October 11	3
Board Of Governors Meeting	October 22	2
WIFF Armouries	October 26	2
Lancer Football/Fall open house	October 26	5

To ensure the Special Constable Service remains compliant with legislation and current in the practice of their duties, team members continue to receive required training and other professional development to enhance delivery of their services to campus. During 2024, Special Constable Service received annual In-Service training delivered through the Windsor Police Service Training Branch.

Training is focused on the mandatory topics that comply with the Ministry of the Solicitor General’s guidelines for the training required by Special Constables such as Use of Force, Defensive Tactics, Provincial and Federal Legislative Updates and Police Powers. The Special Constable Service also re-qualifies for First Aid/CPR and AED training and receives this on an annual basis.

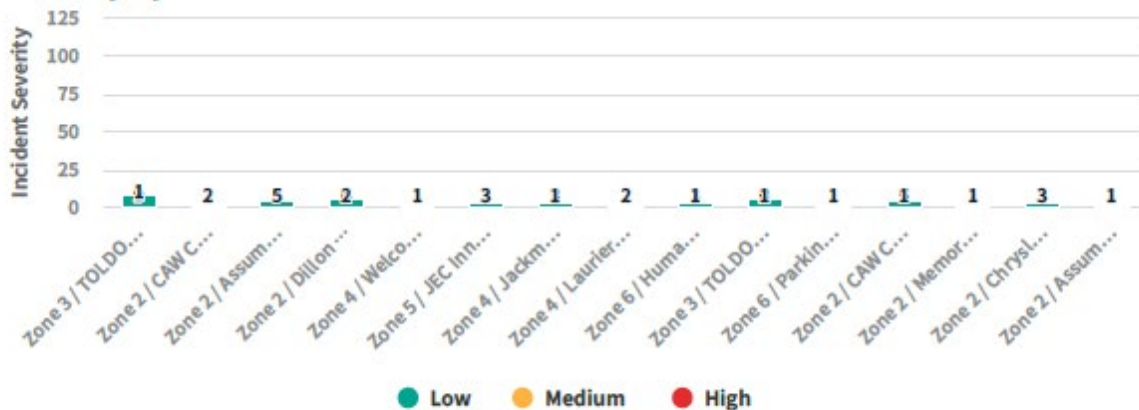
Incident Summary Report

January 1, 2024 – December 31, 2024

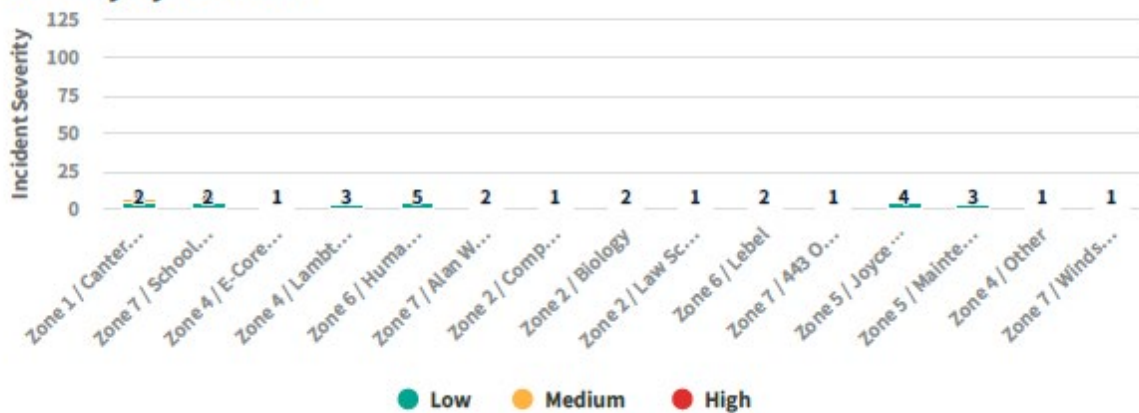


Severity by Locations I

Severity by Location

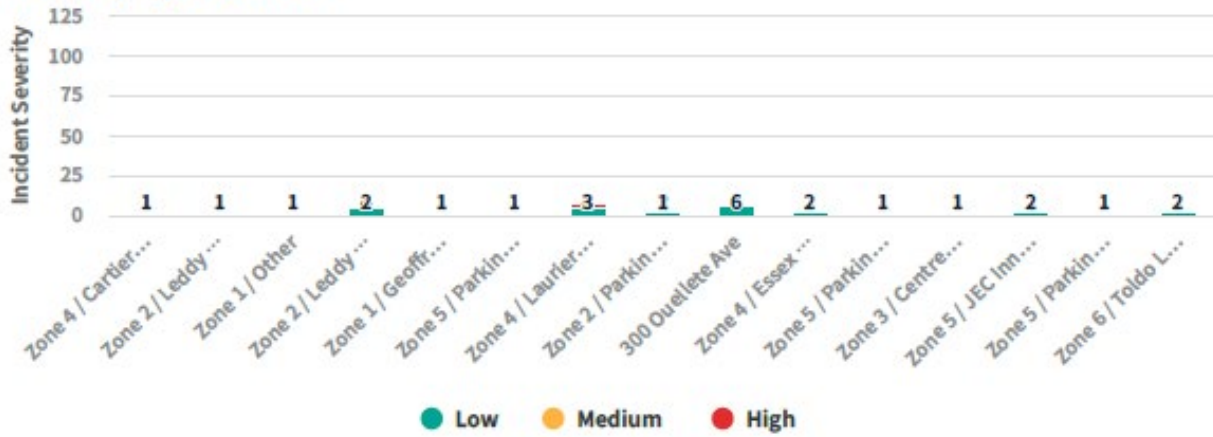


Severity by Location

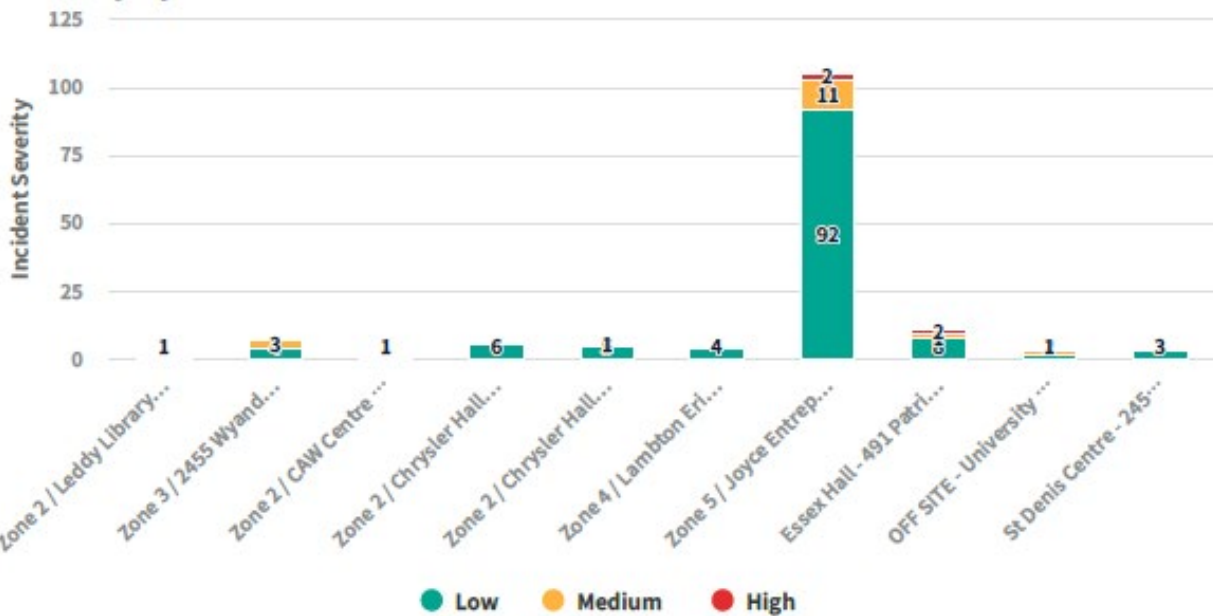


Severity by Locations II

Severity by Location

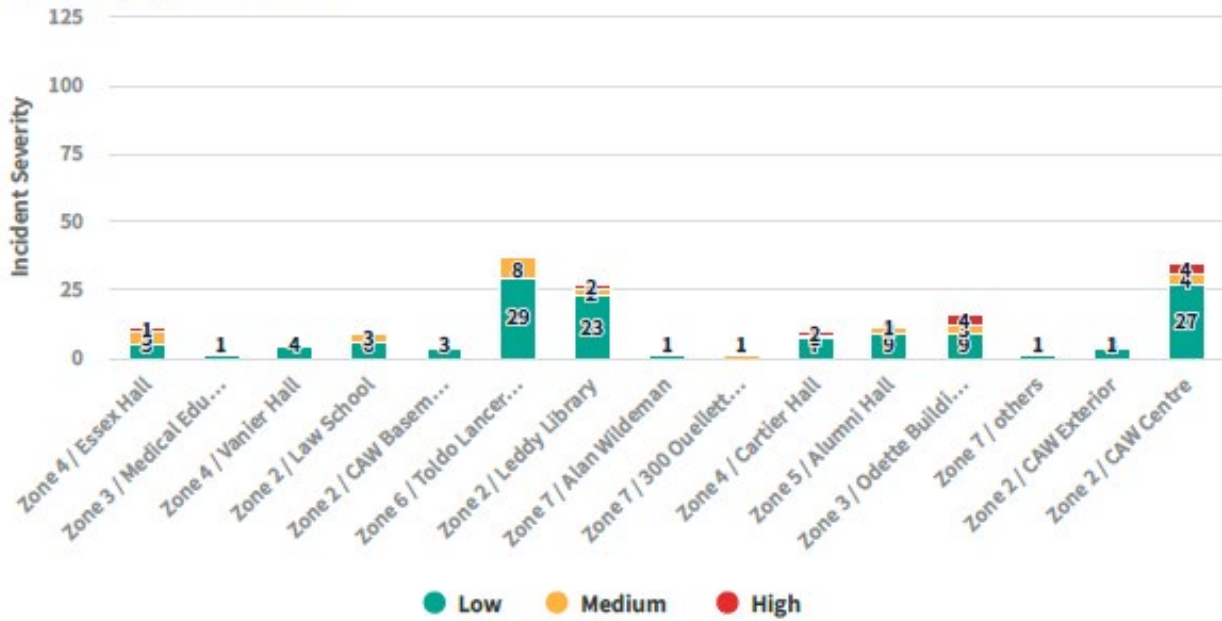


Severity by Location

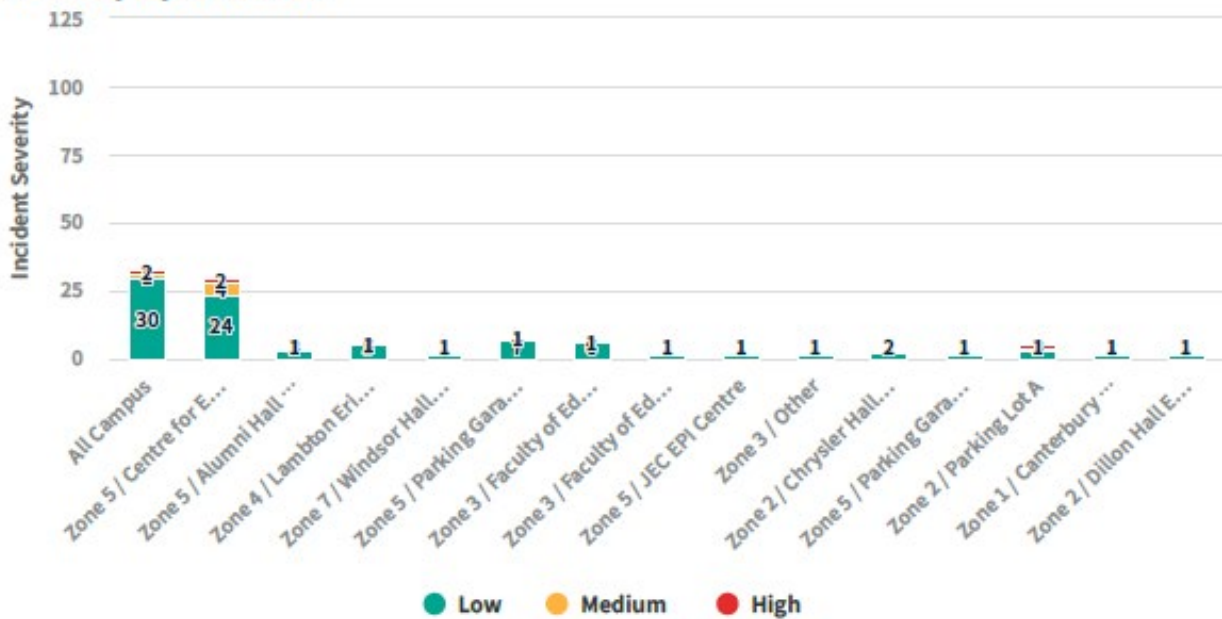


Severity by Locations III

Severity by Location



Severity by Location

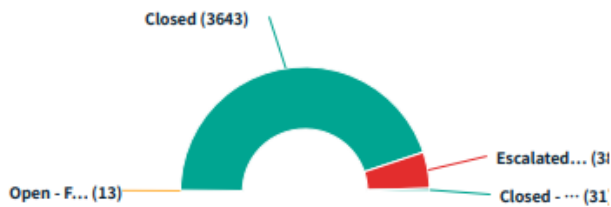


Activity Summary Report

CC - Activity Summary Report

C-1 University of Windsor

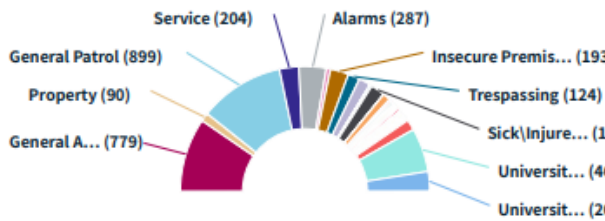
Activities by Status



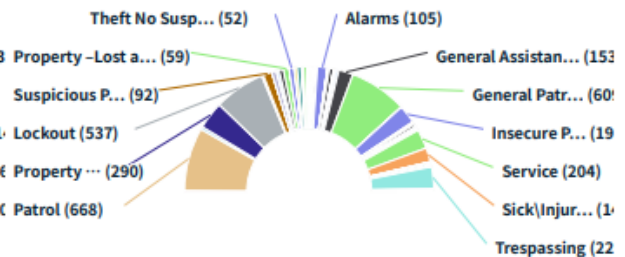
Activities by Priority



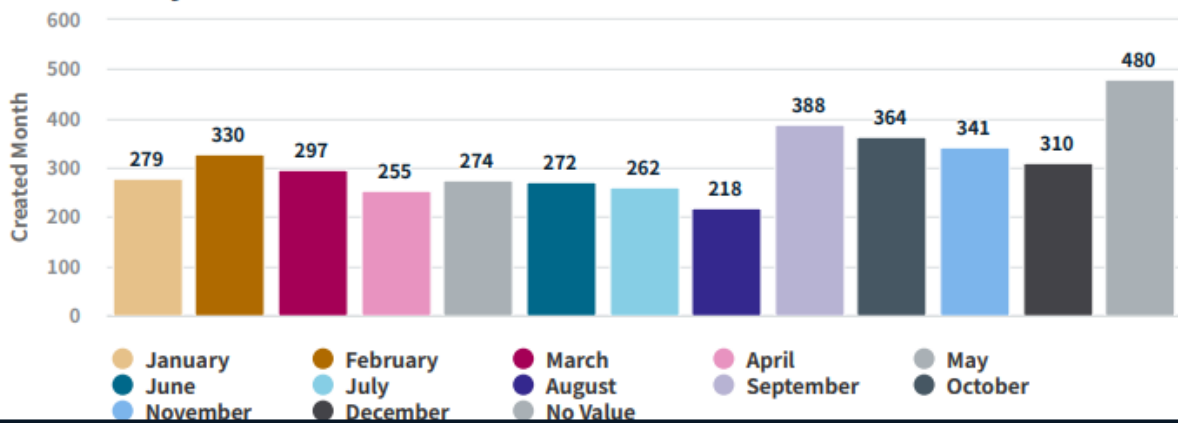
Activities by Category



Activities by Sub Category



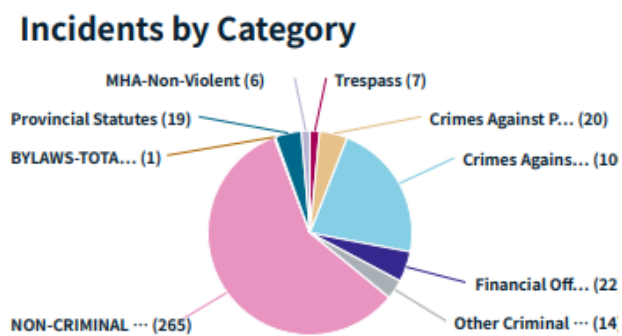
Activities by Month



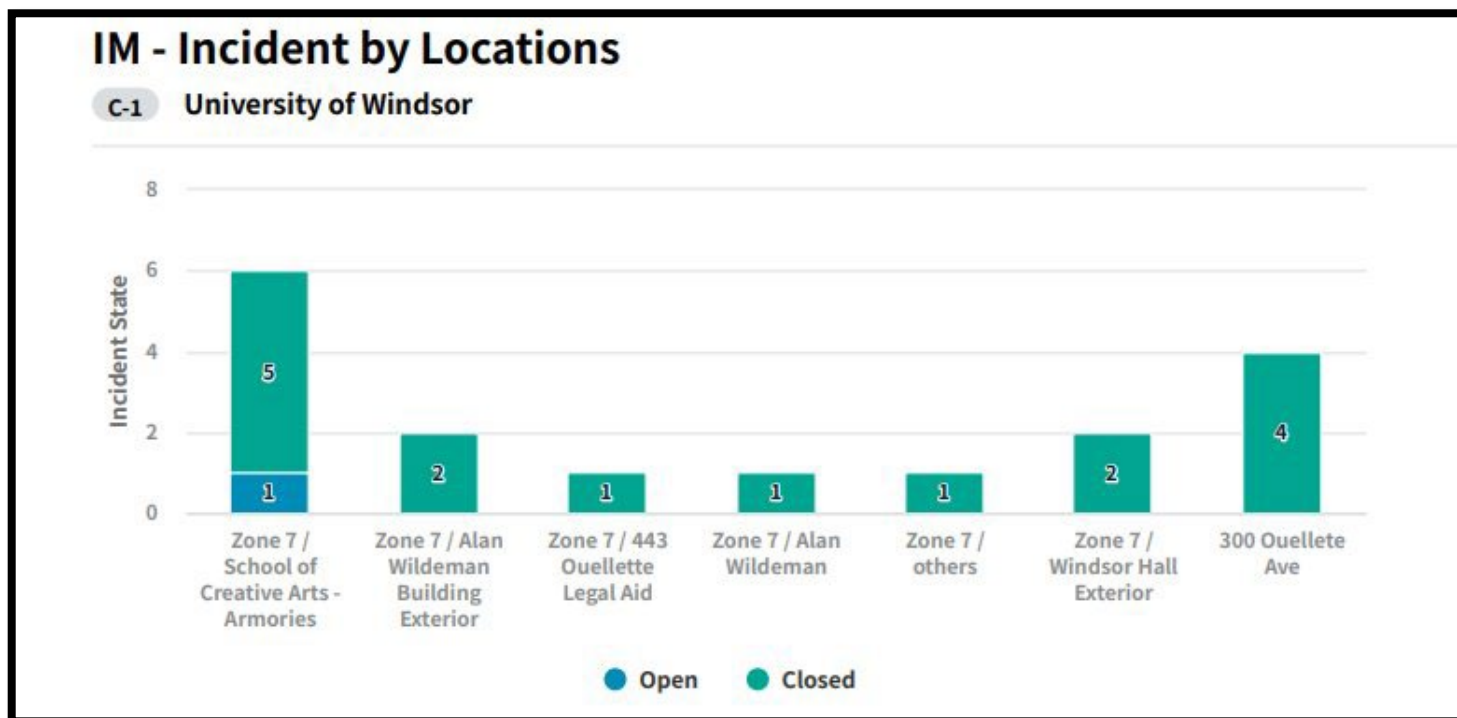
Incidents by Category

IM - Incidents by Category

C-1 University of Windsor



Incidents by Locations



Campus Map

The University of Windsor has a main campus and a downtown campus, and the Campus contains more information about locations of buildings, parking lots, accessibility features, food services locations and designated smoking areas.

↓ SCAN HERE ↓



Contact Information



University of Windsor Special Constable Service

**2455 Wyandotte Street West
Windsor, Ontario N9B 3P4
519-253-3000 ext. 1234**

**Mailing Address:
401 Sunset Ave
Windsor, Ontario
N9B 3P4**

Compliance Statement

In accordance with the Windsor Police Service policy HR-011 Appointment of Special Constables -SC Employer please find the required information provided herein,

- a) Name of Special Constable Employer – The University of Windsor*
- b) Number of Special Constables appointed in the proceeding year (3)
Matt RUSTULKA, Angie MAHEUX, William Kyle JOHNSON*
- c) General description of duties is outlined within this report.*
- d) Special Constables terminated for discipline - None*
- e) Special Constables terminated for non-discipline- None*
- f) Number of Public Complaints – None*

Please let this confirm that the University of Windsor Special Constable Service is a full participant in the legislation, regulations and policies as set out by Province of Ontario, and the Windsor Police Service board through the Memorandum of Understanding. As such the University of Windsor Special Constable Service will comply with all applicable Provincial legislation, regulations and direction received in support of maintaining this designation.

