



Western Foot Patrol
The University of Western Ontario
Room 57, University Community Centre
London, Ontario N6A 3K7

July 2011

Get involved! Volunteer with Western Foot Patrol

Welcome to Western!

Thank you for your interest in volunteering for Western Foot Patrol (WFP)! WFP is a free service that promotes safety, deters crime and offers safe escorts on the main and affiliate college campuses. WFP gives members of the University community the opportunity to take an active role in making our campus a safe and secure place to live, work, and study.

Beginning August 29, applications can be submitted to UCC 57 between 12-5pm, Monday to Friday. **Or if you would like to hand your application in during SAO, please visit us downstairs, in UCC 57** (keep in mind, we are in and out of the office so we may not be there every minute!). Once we receive your application, an interview time with a Foot Patrol staff member will be arranged (it can be in September when you arrive on campus). The interview will be approximately 15 minutes in length.

Your references will be contacted. If you are accepted as a volunteer, you must attend Patroller training. You will also be required to complete a Police Records Check and Vulnerable Position Screening for Volunteering form. You will have to provide the following in order to complete the form:

- Identification that states date of birth AND photo identification e.g. driver's license
- Your Western ID card to confirm you are a member of the UWO community
- Verification of your current London address [ie. any piece of identification with your London address OR a letter addressed to the applicant from your London residence – eg. Utilities bill, student loan documentation, etc]. **If you live in a Western residence**, Foot Patrol will verify your address.

Western Foot Patrol cannot operate without volunteers. Volunteers are a valuable and integral part of our program. We need all of our volunteers to work his/her shift to ensure the safety of campus – because if volunteers do not complete their shift, WFP does not operate and campus safety is at risk. We have established a system that will allow us to work with your schedule. You will choose a fixed shift suitable to your schedule that will have you walking the same shift every week. Please note that the earlier you apply, the better, as you will be more likely to secure the shift of your choice!

Volunteering for WFP is extremely rewarding and there are countless benefits, especially for first year students! You will be contributing to the Western community; learning new skills; meeting new people outside your residence; building references and work experience; helping to fulfill community involvement requirements for professional school applications; and you will get to know campus.

Please feel free to contact the WFP office at wfp@uwo.ca if you have any questions. We look forward to receiving your application!

Sincerely,

Western Foot Patrol Staff

Like us on Facebook
Follow us on Twitter @uwofootpatrol!

Keep this sheet for your records

If you pass the interview and reference check, you will be given a conditional offer pending the results of the Police Record and Vulnerability Check, and invited to attend training. At training you will be asked to sign our volunteer contract. Make sure that you have read it before your interview. Please ask the interviewer any questions you may have. Here is a copy of the terms you will agree to in the contract

Scheduling Responsibilities

- I agree that I can attend the shifts that I have suggested and that I understand that WFP will choose one shift from the list of shifts which I will work each week.
- I understand that during Holidays and the April and December exam periods all regular shifts are cancelled but I will be asked to sign up for shifts during these periods.
- I will provide at least 48hrs notice for shift cancellations (unless due to illness, emergency or extenuating circumstances). I understand that I will then have to pick up another shift at another time as long as I am available.

Operational Responsibilities

- I will attend the training session(s) for the positions I hold and will follow the instructions given in those sessions carefully.
- While on duty, I will not violate any federal or provincial laws, municipal by-laws or University policies governing conduct, including the Non-Discrimination/Harassment Policy. I will not show up for duty under the influence of alcohol or any illegal drug or substance.
- At shift start, I will assume responsibility for my equipment. I will notify the Operations Manager or Operations Assistant of any damage or malfunctions.
- While on duty, I will: follow the direction of the Operations Manager and Program Staff; remain in my specified patrol zone unless otherwise instructed by the Operations Manager; offer safe escort services on campus when requested; never separate from my partner; notify the Operations Manager of all observed criminal activities as soon as safely possible; be diligent in patrolling my specified zone when not providing escorts; be courteous at all times, especially with escorts; refuse to perform any activity which I sincerely believe threatens my safety; represent the Western Foot Patrol in a manner consistent with its public image.
- I will not physically intervene in the event of a dangerous or criminal incident, but will remove myself safely from the situation, notify the Operations Manager and wait for the arrival of **emergency response professionals**.

I understand that failure to comply with the terms of this contract will result in the termination of my membership in the Western Foot Patrol. I also understand that I may end my membership at any time by notifying a member of the Program Staff.

Western Foot Patrol
Room 57, University Community Centre
London, ON
N6A 5K7
519- 661-3650
Email: wfp@uwo.ca

Office hours for Sept – April:
Monday-Friday 12 – 5 pm

References

Please provide the names of two references such as high school teachers, professors, employers, residence dons, etc. Please do not use family or friends.

1. Name _____ Position/Title _____
Organization _____ City/Prov _____
Home Phone (____) _____ Work Phone (____) _____
How do you know this person? _____
How long have you known this person? _____ Email _____

2. Name _____ Position/Title _____
Organization _____ City/Prov _____
Home Phone (____) _____ Work Phone (____) _____
How do you know this person? _____
How long have you known this person? _____ Email _____

Short Answer Questions

Why are you interested in volunteering with Western Foot Patrol?

Please list your work and volunteer experience (job/volunteer title, company/organization, and dates)

As a volunteer, what would make you feel appreciated?

Criminal Records Check

As Western Foot Patrol provides safety services to the Western Community, Western Foot Patrol will conduct a Police Records Check and Vulnerable Persons Screening on all new applicants. By signing this application form, you entitle the Western Foot Patrol Manager (and if deemed appropriate, the Manager or Director of the Campus Community Police Service and other relevant campus bodies) to access your record. Once you are accepted as a volunteer on a conditional basis (pending a police records check), we will ask that you complete the London Police Services "Police Records Check and Vulnerable Persons Screening" form, and provide the appropriate identification. Failure to complete the record check will result in immediate rejection of the application.

How did you hear about Foot Patrol?
(check all that apply)

<input type="checkbox"/> Orientation Week	<input type="checkbox"/> Registrar's Handbook	<input type="checkbox"/> Residence
<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Referred by friend	
<input type="checkbox"/> Summer Academic Orientation	<input type="checkbox"/> Volunteer Fair	
<input type="checkbox"/> Other _____		

By my signature, I certify/authorize:

1. I have completed this application in good faith and to the best of my knowledge.
2. I authorize any inquiries that may be considered relevant to this application, to protect the University community, including but not exclusive to police, background, and reference checks.
3. I release from liability all persons supplying information related to this application.
4. I understand that false, misleading information given by me on this form may result in the rejection of my application or in my dismissal from Western Foot Patrol, should I be accepted as a volunteer.

Applicant's Signature _____ Date _____

Thank you for taking the time to complete this application form and for your interest in volunteering with Western Foot Patrol. Return completed application forms to UCC 57, Monday to Friday, between 12-5pm, starting on August 29, 2011.

Office Use Only

Application received on _____ Application Complete _____

Staff _____

Call Log:

Date	By (initials)	Reason (interview, incomplete app)	Result (AM, LM, etc)

Interview Date _____ Location _____ Booked by _____

