



**Western Foot Patrol**  
Rm. 57, University Community Center  
Phone: 519-661-3650  
wfp@uwo.ca  
Western University, London Ontario

August 2018

## **Returning Volunteer Application**

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Dear Volunteer,

Thank you for your interest in volunteering once again for Western Foot Patrol!

Once we receive your application, we will review your volunteer file from previous years. As most returning volunteers have completed a Police Records Check, you may not be required to complete another one unless deemed appropriate. Once the file review is complete and meets the program requirements, we will contact you to schedule your fixed shifts.

As you know, Western Foot Patrol cannot operate without volunteers. Volunteers are an 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 value your continued interest and contribution to the program.

Please feel free to contact the Foot Patrol office if you have any questions. We look forward to receiving your application!

Sincerely,

Western Foot Patrol Staff

## Keep this sheet for your records

The volunteer contract you signed previously applies throughout your entire tenure with Western Foot Patrol. Please again review the terms you will agreed 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 there will be a relaxed schedule during the April and December exam periods
- I will let the program staff know immediately if I am unable to work a shift and I understand that I will then have to pick up another shift from someone else 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 Sexual Harassment and Race Relations Policies. I will not show up for duty under the influence of alcohol or cannabis, 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 Foot Patrol staff.

Western Foot Patrol  
Room 57, UCC  
London, ON  
N6A 5K7

519- 661-3650

Email: [wfp@uwo.ca](mailto:wfp@uwo.ca)

Office hours: Mon-Fri 12 – 5 pm

 @uwofootpatrol

<http://www.facebook.com/WesternFootPatrol>

Instagram: westernfootpatrol

Download the app



# Western Foot Patrol

## Returning Volunteer Application Form 2018-2019

Please answer all information requested. Incomplete application forms will not be accepted. Please feel free to stop by the office between 12-5pm, Monday to Friday, or call us at 519- 661-3650 should you have any questions.

### Personal Information

Student ID# \_\_\_\_\_

Years with WFP (including this year) \_\_\_\_\_ Last Volunteer Position(s) with WFP \_\_\_\_\_  
(Patroller, OM, OA, SUV Driver)

Last Name \_\_\_\_\_ First Name (preferred use) \_\_\_\_\_

Given/Legal First Name \_\_\_\_\_ Western E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Gender Male  Female

#### School/London Address

#### Permanent/Home Address

\_\_\_\_\_ Address \_\_\_\_\_

Residence Name (if applicable) \_\_\_\_\_ Room Number \_\_\_\_\_

\_\_\_\_\_ City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Faculty \_\_\_\_\_ Program \_\_\_\_\_

Campus (Main, King's, Brescia, etc.) \_\_\_\_\_ What year are you in? \_\_\_\_\_ e.g. 2nd, 3rd

If you are not a student, please state your position at Western \_\_\_\_\_

#### Emergency Contacts

Family Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Local Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

### Availability

Please select 5 possible shifts you would be able to volunteer, using a scale from 1 to 5. Number 1 is the most preferred shift and number 5 is the least.

Shift Times-Patroller	Sun	Mon	Tue	Wed	Thur	Fri, Sat Shift Times	Fri	Sat
5:30 – 8:30 pm						5:45 – 9pm		
8:00 - 11:00 pm						8:45pm-midnight*		
10:30 pm – 1:00 am*								

\*Volunteers who work late shifts will be offered transportation home, if needed

Shift Times-OM,OA	Sun	Mon	Tue	Wed	Thur	Fri, Sat Shift Times	Fri	Sat
5:30 –9:30 pm						5:45 – 9pm		
9:15pm-1:15 am*						8:45pm-midnight*		

Shift Times-SUV Driver	Sun	Mon	Tue	Wed	Thur	Fri, Sat Shift Times	Fri	Sat
6–10pm						5:45 – 9pm		
9:45pm-1:15 am*						8:45pm-midnight*		

Would you like a safe escort at the end of your shift? Yes No  
 Do you have access to a car to get to and from your shifts? Yes No  
 Would you be willing to drive your partner (and others) home at the end of your shift? Yes No

**Short Answer Question**

Why are you interested in returning to Western Foot Patrol?

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Are you interested in applying for other volunteer position(s) within Foot Patrol? Yes No  
 If yes, position(s) in which you are interested \_\_\_\_\_

**Criminal Records Check**

As Western Foot Patrol provides safety services to the Western Community, Western Foot Patrol will conduct vulnerability checks that include criminal records searches on all successful new applicants and when appropriate, on returning volunteers. Failure to complete the record check will result in immediate rejection of the application. By signing this form, you entitle the Western Foot Patrol Manager (and if deemed appropriate, the Director or Manager of Campus Community Police Services and other relevant campus bodies) to access your record.

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 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for taking the time to complete this application form and for your interest in returning to volunteer with Western Foot Patrol. Return completed application forms via email to wfp@uwo.ca or to UCC 57, Monday to Friday, between 12-5pm.**

<b>Office Use Only (o)</b>				
Application received on _____ Application Complete _____ Staff (print name) _____				
Action	Yes	No	Initials	Follow-up
Returning vol (database)				
Confirm reliable record				
Police check on file				
Health & Safety Training				
Safe Campus Bill 168 Training				
AODA Training				