



Western Foot Patrol
Western University
Room 57, University Community
Centre London, Ontario N6A3K7

July 2024

Get involved! Volunteer with Western Foot Patrol

Thank you for your interest in volunteering for Western Foot Patrol (WFP)! WFP is a free service that promotes safety and offers safe walks 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.

Applications can be submitted via email at wfp@uwo.ca. Please download and save the blank application to your computer, complete, save and attach in an email.

Your references will be contacted. If you are accepted as a volunteer, you must attend Patroller training. In addition, you will be required to complete a few short online training tutorials. You will also be required to complete a Vulnerable Sector Check at London Police Services or your local police service. More information will be provided to you regarding this process at training.

Volunteering for WFP is extremely rewarding and there are countless benefits! 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

NOTE: Please download this application first then complete and save. Press the submit button once complete or attach in an email to wfp@uwo.ca

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 Vulnerable Sector Check, and invited to attend training. At training you will be asked to sign a volunteer agreement. 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

- 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.
- I will attend the training session(s) for the positions I hold and will follow the instructions given in those sessions carefully.
- I will not violate any federal or provincial laws, municipal by-laws or University policies governing conduct.
- 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 of any damage or malfunctions.
- While on duty, I will: follow the direction of the Operations Manager and/or Foot Patrol 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 suspicious, unsafe or criminal activities as soon as safely possible; be diligent in patrolling my specified zone when not providing escorts; be courteous at all times; refuse to perform any activity which I 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 agreement may result in no longer being able to volunteer with Western Foot Patrol. I also understand that I may end my volunteer commitment at any time by notifying a member of the Foot Patrol staff.

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

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

Instagram: [westernfootpatrol](https://www.instagram.com/westernfootpatrol)

Download the app



Western Foot Patrol Volunteer Application Form

Please answer all questions to the best of your ability. **Incomplete application forms will not be accepted.** Please feel free to email wfp@uwo.ca should you have any questions.

Personal Information

Last Name	Student Number
Given/Legal	Western
First Name	Email Address
First Name	Cell Phone
(what you prefer to be called)	

London Address

Address

Residence Name (if applicable) Room Number

City/Province Postal Code

Faculty Program

Campus (Main, King's, Huron) What year are you in? eg. 3rd

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

Availability

Shifts are 7pm-10pm or 9:30pm-12:30am. Please mark an "x" to select which days you are available. If your application is successful, you will be assigned one of the shifts selected.

Shift Time	Mon	Tue	Wed	Thur	Shift Time	Fri	Sat
7pm-10pm					8:45pm-12am		
9:30pm-12am*							

* Volunteers who work shifts ending at 12am will be offered transportation home

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

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
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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
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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?

Vulnerable Sector Check

As Western Foot Patrol provides safety services to the Western Community, Western Foot Patrol requires a Vulnerable Sector Check on all new applicants 18yrs and over. By signing this application form, you entitle the Western Foot Patrol Manager (and if deemed appropriate, the Manager or Director of Campus Safety and Emergency Services and other relevant campus bodies) to access your record. Once you are accepted as a volunteer on a conditional basis (pending the submission of the VSC to Foot Patrol), we will ask that you complete a Vulnerable Sector Check at London Police Service or your home police service. 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"/> Campus Tour |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Residence |
| <input type="checkbox"/> Summer Academic Orientation | <input type="checkbox"/> Referred by a friend |
| <input type="checkbox"/> Residence | <input type="checkbox"/> Other |

By typing my name in the box below, 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 Full Name _____ Date _____

Thank you for taking the time to complete this application form and for your interest in volunteering with Western Foot Patrol. Completed application forms can be returned electronically to wfp@uwo.ca



Western Foot Patrol

Patroller Position Description

Purpose

Increase campus safety through safe escorts, patrols, visible presence and reporting

Activities & Responsibilities

- Provide safe escorts, walking customers to their destination
- Patrol designated areas, as instructed by the OM
- Works as a team with patrol partner, OM, other volunteers and staff
- Adhere to WFP policies, procedures, pre-shift instructions, guidelines
- Use proper care for all equipment signed out under name including jacket/vest, flashlight, radio, etc.
- Report all criminal, suspect and/or dangerous activity observed to the OM
- Refrain from interfering/intervening in any criminal or dangerous incidents
- Assist trained professional in emergency situations, as needed
- Record malfunctioning street lights during audits
- Conduct Emergency Phone checks
- Provide customers with excellent service
- Maintain confidentiality of customers and volunteers

Qualifications

Excellent verbal communication skills
Able to walk/stand for long periods
Dependable, punctual
Able to take direction
Understanding of how to provide high level of customer service
Member of the Western community

Timeframe

One three/four hour shift each week

Site

Western main campus, affiliate college campuses, and some off campus locations. Most activity will take place outdoors.

Supervision

During shift, reports directly to the OM and if needed, on call staff

Benefits

Volunteers will meet a variety of people from campus and become familiar with campus. Volunteers will gain work experience and references. In addition, there is opportunity to progress to other WFP positions.

Challenges

At times, walk long distances and walk in unpleasant weather conditions

Success Measures

Complete safe escorts and work visits
Patrol assigned area(s) of campus
Report suspicious, illegal or unsafe situations
Customer satisfaction through surveys or random compliments/complaints

Training

Patroller training
Worker Safety Awareness Training – online
Accessibility in Service – online
Safe Campus - online
GBSV