



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

July 2021

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.

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.

To ensure everyone's safety, we will continue taking **required precautions during COVID**. These include remaining 6 feet/2m apart at all times; wearing masks indoors; sanitation of equipment before and after shifts; single person equipment use during shift; plexiglass around office desks; spaced seating within our office and staggered breaks/shift start.

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 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 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 will follow all procedures set out by Western surrounding COVID.**

I understand that failure to comply with the terms of this contract 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

 @uwofootpatrol

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

Instagram: westernfootpatrol

Download the app



Western Foot Patrol

Volunteer Application Form 2021-2022

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

Student ID# _____

Last Name _____

Given/Legal First Name _____

First Name _____
(what you prefer to be called)

Western E-mail Address _____

Cell Phone _____

London Address

Address _____

Residence Name (if applicable) _____ Room Number _____

City/Province _____ Postal Code _____

Faculty _____ Program _____

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

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

Availability

Shifts are 7:45pm-12am. Please select which days you are available.

Shift Time	Mon	Tue	Wed	Thur
7:45pm-12am				

*Volunteers who work the last shift of the evening will be offered transportation home, if needed

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 _____

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?

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)

- Orientation Week Registrar's Handbook Residence
 Advertisement _____ Referred by friend
 Summer Academic Orientation Volunteer Fair
 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

Office Use Only

Application received on _____ Application Complete _____

Staff _____

Call Log:

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

Interview Date _____ Location _____ Booked by _____



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

Weekly three hour shifts

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 criminal 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