



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

August 2018

## Get involved! Volunteer with Western Foot Patrol

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### 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 30, applications can be submitted in person to UCC 57 between 12-5pm, Monday to Friday. Applications can be submitted electronically at anytime. **Please note:** applications must be downloaded to your computer then filled out and submitted. If you are having difficulty submitting your form, please email it to [wfp@uwo.ca](mailto:wfp@uwo.ca). Once we receive your application, an interview time with a Foot Patrol staff member will be arranged. 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. In addition, you will be required to complete a few short online training tutorials. You will also be required to complete a Police Records Check and Vulnerable Position Screening for Volunteering check at London Police Services. More information will be provided to you regarding this process at training.

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](mailto: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](mailto: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 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 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, University Community Centre  
London, ON  
N6A 5K7  
519- 661-3650  
Email: [wfp@uwo.ca](mailto:wfp@uwo.ca)

 @uwofootpatrol

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

Instagram: westernfootpatrol

Download the app 

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

# Western Foot Patrol Volunteer Application Form 2018-2019

Please answer all questions to the best of your ability. **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# \_\_\_\_\_

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? \_\_\_\_\_

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

## 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 preferred.

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

\*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

If you have a car, would you be willing to drive other volunteers home at the end of your shift? 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?

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

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As a volunteer, what would make you feel appreciated?

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## 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 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 either electronically at anytime; or in person to UCC 57, Monday to Friday, between 12-5pm, starting on August 30, 2018.**

**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