



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community
La sécurité de notre communauté, un travail d'équipe*

**Volunteer Resources
Human Resources
P.O. Box 9634 Station T,
Ottawa, Ontario K1G 6H5
Tel./tél. (613) 236-1222 ext. 5850
Fax: (613) 236-7351**

VOLUNTEER APPLICATION PACKAGE

Ottawa Police Service Volunteer Program

**IMPORTANT INFORMATION
READ BEFORE COMPLETING**

Attached is an application package for volunteer involvement with the Ottawa Police Service. This package is to be completed and submitted only if you are expressing an interest in a current posting for a volunteer requirement within the Service, and you believe that you meet the requirements outlined on the posting.

The Ottawa Police Service carries on the proud policing traditions of the former Ottawa, Vanier, Gloucester, Nepean and Ottawa-Carleton Police services as well as amalgamated OPP detachments, from their origins more than 130 years ago.

Police Services in Ontario are mandated by the *Police Services Act* to function in a manner consistent with a philosophy of community policing. Consequently the corporate decisions of the Ottawa Police Service are guided by our quest to include the community as an active partner in problem-solving and crime prevention.

Working together for a safer community / La sécurité de notre communauté, un travail d'équipe

Volunteers in the Ottawa Police Service

The Mission and Mandate of the OPS Volunteer Program are:

The OPS Volunteer Program is dedicated to enhancing community safety and improving the quality of life in Ottawa by:

- a) breaking down barriers and creating links between the police and the community;**
- b) helping communities develop crime prevention and problem-solving strategies;**
- c) helping communities police themselves;**
- d) supporting OPS initiatives and programs**

Volunteers will be supervised by a sworn officer or civilian employee of the Service, and are responsible to that supervisor for the work they agree to undertake. Volunteers are required to conform to the policies and procedures established by the Ottawa Police Service, and to demonstrate loyalty to the Service in their volunteer activities. If a volunteer is unable to do this, he or she may be asked to vacate his or her position. OPS volunteers are expected to support their supervisor, obey his/her requests, and follow the guidelines laid out for their direction. The supervisor, in return, is responsible for selecting volunteers who meet the essential requirements of the various volunteer positions, activities, and tasks, and for seeing that volunteers are properly oriented, trained, and supported – that they understand their duties and their role as well as that of others who may be involved in a particular assignment.

Intake and Screening of Volunteers

Because of the nature of police work, Ottawa Police Service volunteers are expected to meet high standards. A background check, including a police records check and reference checks, is done on all candidates and, where the specific assignment requires it, additional investigation may be required. Because it is important that persons associated with a police service be of good moral character, we will conduct thorough reference checks on all candidates. You are required to provide two written letters of reference and the names of three other individuals willing to respond to a reference check. Consents to Disclosure are enclosed in the application form for this purpose.

We are asking for this information from you at the outset in order to streamline the intake and screening process. Please be advised that we cannot proceed with the application process unless the form is complete and all information requested is provided. In addition, please note that if you lie to, or mislead the Service, your application may not proceed or, if you have been accepted as a volunteer, you may be removed from your duties. The process is a competitive one, and submitting this application does not guarantee that you will be selected for an interview.

Confidentiality

If you are selected as a volunteer with the Ottawa Police Service, you may have access to confidential and sensitive information. **Non-disclosure of information is of prime importance** in this volunteer work. In this application form, you will be asked to sign a promise of non-disclosure ("Conditions of Service"). If we select you, one of the reasons will be that we feel that you have the good sense and maturity to recognize confidential and sensitive information and to know what to do with it (or rather what not to do with it). Disclosing confidential information is grounds for immediate dismissal, and could result in a civil action or criminal charges.

Customer Service and Focus

OPS volunteers will in many situations interact with the public and will be seen as representing the Service. Our community is extremely diverse and, as representatives of the OPS, volunteers must be sensitive to that diversity and serve all customers politely, thoroughly and fairly. Again, as representatives of the OPS to the customer, it is important that you look and act your best.

Risks

Every activity imaginable carries risks. Policing, by definition, is riskier than many other activities, and you must recognize and accept that the volunteer opportunity for which you are applying may include some risk. The Ottawa Police Service is committed to taking reasonable measures to protect its volunteers, and at the same time, expects and requires that volunteers abide by these measures and act with good judgement and common sense to protect themselves.

Liability, Insurance, and Related Issues

Legal liability of OPS for harm done by a volunteer in the course of his or her work for the Service: In general, the Service is potentially liable for harm done by a volunteer to others in the course of a volunteer's work for the Service. Recent case law has expanded this exposure. The fact that a volunteer rather than a paid employee might have caused harm does not insulate or protect the Service from potential liability.

Consequently, the OPS is required to take reasonable measures to protect others from the harm that might be caused by a volunteer doing work on its behalf. Those measures include careful assessments of all relevant factors, including risk, in the design of volunteer assignments; thorough and appropriate screening of applicants for volunteer assignments; appropriate orientation and training, supervision, and evaluation.

Legal liability of OPS for harm done to, or injuries suffered by, a volunteer in the course of his or her work for the Service: As noted above, police volunteers (other than auxiliary members) are not eligible for Workers' Compensation. The Service could potentially be held liable for harm done to, or injuries suffered by, volunteers during the course of their work for the Service. The same measures undertaken to protect others from harm caused by volunteers are required to protect volunteers from harm: careful assessments of all relevant factors, including risk, in the design of volunteer assignments; thorough and appropriate screening of applicants for volunteer assignments; appropriate orientation, training, supervision, and evaluation. Volunteers are expected by the Service to take adequate precautions themselves while they are doing work for the Service. All volunteers sign a Release and Assumption of Risk, which outlines their obligations and the Service's in terms of the protection of their own safety.

Insurance Coverage Extended to OPS Volunteers

a) Third Party Liability Insurance

In this context, third party liability insurance would provide protection if a volunteer were to cause injury, harm, damage, or loss to someone else or to someone else's property, while performing his or her duties as a volunteer with the City (thus the Service). The types of damages covered include such things as libel, slander, defamation of character, invasion of privacy, bodily injury, sickness, diseases, shock, mental anguish, mental injury, assault and battery and death at any time resulting therefrom.

There are conditions attached to this coverage. The fact that insurance is in place does not guarantee that it will be extended in every situation; the insurer will look at each incident or event individually. A critical issue is whether the volunteer was in fact acting as a volunteer of the Ottawa Police Service and within the scope of his or her approved duties when the incident occurred. Punitive, exemplary, or aggravated damages are specifically excluded from the coverage.

b) Accidental Death & Dismemberment Insurance/Disability Insurance

The City of Ottawa (and therefore the OPS) does not provide AD& D, Personal Accident or Disability insurance, which would offer protection if a volunteer were to be injured or harmed in the course of his or her work with the Service. In addition, Workers' Compensation benefits are not available to people who are injured in the course of doing volunteer work. Even if the City and/or OPS wished to purchase Workers' Compensation coverage for its volunteers, it is not available.

If a volunteer is injured in the course of doing authorized work in an approved volunteer assignment, the Service may reimburse the volunteer for out-of-pocket expenses. A volunteer may, of course, have private, individual disability insurance that might provide benefits in such a situation. A volunteer might also be eligible for Disability Benefits under the Canada Pension Plan.

Liability Release and Assumption of Risk

It is fundamental to understand and recognize that accident, injury, or any kind of misadventure can and may occur to a volunteer when helping the community or a police officer, due to the inherent dangers of policing. The situations that volunteers may be exposed to will depend on a number of factors including the day of the week, the time of day, weather conditions, and special projects that their supervisors may be working on.

All OPS volunteers are asked to sign a Liability Release and Assumption of Risk waiver. This is a legal document which binds the signatories and is meant to clearly set out that participants in the Volunteer Program are assuming the risks associated with their participation in the program, except those caused by the negligence of the Ottawa Police Service. There is nothing unusual about the OPS Release from Liability and Assumption of Risk; indeed it is standard practice to have volunteers sign a similar form in other organizations. The waiver is a contract, and under its terms, the OPS agrees to take reasonable measures to protect its volunteers, and in turn the OPS expects its volunteers to take reasonable measures to protect themselves. Under the terms of the waiver, volunteers retain the right to sue the OPS in situations of negligence.

Please read the waiver thoroughly before you sign it. Please ask for clarification if any part of this package or form is unclear to you. If you sign it, we assume that you have read and understood it. Without the executed forms, we will not be able to finalize your volunteer application

**PLEASE RETAIN THIS AND THE PREVIOUS
PAGES FOR REFERENCE PURPOSES.**

COMPLETE AND RETURN THE FOLLOWING:

APPLICATION FOR VOLUNTEER ASSIGNMENT

Note to Applicants: Volunteers will be selected based on their suitability for specific positions, activities, or tasks. It is understood that the OPS is free to accept or reject any application for a volunteer position or activity. Acceptance of an application by the OPS constitutes acceptance by the OPS of the applicant as a volunteer to perform certain tasks assigned by the OPS and does not constitute an offer of employment to the applicant. The successful applicant's volunteer status may be terminated by the OPS at its discretion at any time.

Please read this application thoroughly before completing it. All questions must be answered completely and all sections of this form must be completed. Only complete applications will be processed. If the response to a question is "Not Applicable", you must indicate this (e.g., N/A). An Applicant who knowingly supplies incorrect information may be excluded from consideration.

You are hereby notified that the information requested on this form is being collected for purposes of the selection and screening process, to assess your suitability for a volunteer placement with the Ottawa Police Service. This information is being collected under the authority of the Ontario *Consumer Reporting Act* and the *Police Services Act*.

Please be advised that should you be considered for volunteer position, a police records check, of national, regional, and local databases and files will be conducted on you, on your spouse or partner, and on individuals over the age of 12 with whom you reside. Prior to final acceptance as an OPS volunteer, applicants will be fingerprinted and a further record search conducted. Additional screening measures such as reference checks will be carried out to ensure that you meet the essential requirements of the position for which you are applying. See the Volunteer Program Information Package for more details.

Questions about the collection of this information should be directed to:

Ottawa Police Service
Human Resources Section
474 Elgin Street, PO Box 9634, Station T
Ottawa, ON K2P 2J6
(613) 236-1222, Ext. 5850

Please complete this form neatly in black ink.
If extra space is required, attach additional sheets of paper

A. GENERAL INFORMATION

For which Assignment are you applying?

In which Section? or, at which Community Police Centre?

How did you learn of this volunteer opportunity?

Surname (Last/Family Name)		Given Names (First and Middle Names)	
Mailing Address: (include Apt. #, if any) Number and Street, Town or City, Postal Code			
Do you reside at this address?		If not, provide a residential address below:	
Residential Address, if different from mailing address - (include Apt. #, if any) Number and Street, Town or City, Postal Code			
Home Phone Number	Work Phone/Cell Phone	E-mail Address	
B. SUITABILITY FOR THE ASSIGNMENT			
Please review the Assignment Description for which you are applying, and describe how you meet the requirements set out in it. For example, a requirement for the position may be “ability to organize projects” or “proficiency in word processing”, “valid driver’s license and good driving record”, “fluency in English and French, written and spoken”.			
1) Requirement:			
Your relevant experience, qualifications, etc. :			
2) Requirement:			
Your relevant experience, qualifications, etc. :			
3) Requirement:			
Your relevant experience, qualifications, etc. :			

4) Requirement:	
Your relevant experience, qualifications, etc. :	
C. REFERENCES	
<p>1. Letters of Reference: Two written letters of reference must accompany this application or be sent to the OPS. The persons writing the letters should be adults who are competent and willing to comment on your character, temperament, work habits, and/or personal suitability for the assignment for which you have applied. Please have the referees send their letters to the Coordinator of Volunteer Resources, OPS, at the address given on page one of this form. <i>Applications will not be processed until the letters are received.</i></p>	
<p>2. Referees Who Will Be Contacted by Telephone List the names of three other adults, excluding your employer, who are competent and willing to comment on your character, temperament, work habits, and/or your ability to meet the <i>bona fide</i> occupational requirements of the assignment for which you are applying. At most, one of these individuals may be related to you by family or marriage. These individuals will be contacted by telephone by an officer of the OPS, who will ask them to comment on these and other issues relevant to the assignment for which you are applying and to your suitability to a volunteer position with the Ottawa Police Service.</p>	
1. Surname (Last/Family Name)	Given Names (First and Middle Names)
Residence Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code	
Telephone	Occupation
2. Surname (Last/Family Name)	Given Names (First and Middle Names)
Residence Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code	
Telephone	Occupation

3. Surname (Last/Family Name)		Given Names (First and Middle Names)	
Residence Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Telephone		Occupation	
D. PERSONAL INFORMATION			
Your Date of Birth (year, month, day)			
If you have used a surname (family name or last name) or given name(s) (first and middle name(s)) other than the one listed on the first page, please give details below.			
1. Changed from		Changed to	
Date changed (year, month, day)			
2. Changed from		Changed to	
Date changed (year, month, day)			
E. SPOUSE/COMMON-LAW SPOUSE/PARTNER			
Please provide the following information about your spouse, common-law spouse, or partner (opposite or same sex).			
Surname (Last, Family Name)		Given Names/First and Middle Names	
Residence Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Date of birth (year,			

F. COHABITANTS

Please provide the following information about all persons, 12 years of age and older, with whom you reside.

1. Surname/Family Name	Given Names/First and Middle Names
Date of birth (year, month, day)	Relationship (spouse, partner (opposite or same sex) , parent, sibling, friend, etc.)
2. Surname/Family Name	Given Names/First and Middle Names
Date of birth (year, month, day)	Relationship (spouse, partner (opposite or same sex) , parent, sibling, friend, etc.)
3. Surname/Family Name	Given Names/First and Middle Names
Date of birth (year, month, day)	Relationship (spouse, partner (opposite or same sex) , parent, sibling, friend, etc.)
4. Surname/Family Name	Given Names/First and Middle Names
Date of birth (year, month, day)	Relationship (spouse, partner (opposite or same sex) , parent, sibling, friend, etc.)
5. Surname/Family Name	Given Names/First and Middle Names
Date of birth (year, month, day)	Relationship (spouse, partner (opposite or same sex) , parent, sibling, friend, etc.)

If any of the people with whom you reside have used a surname or given name other than the one listed, give details below.

1. Changed from	Changed to	Date changed (year, month, day)
2. Changed from	Changed to	Date changed (year, month, day)

It is important to us to establish that our volunteers are of good moral character and that their associates are equally respectable. Please have each individual listed in sections E and F above read and sign the following:

I hereby authorize the OPS to collect personal information about me relevant to this application, including but not limited to police records data including criminal records, and driver record information, from sources other than me. I further authorize the release of this information to the OPS by the person(s) or organization(s) that possess it.

I understand that the OPS will seek such information as is relevant to the *bona fide* occupational requirements of the applicant, including issues of character, of the assignment(s) for which he/she is applying, and to his/her suitability to be a volunteer for the Ottawa Police Service.

I understand that this authorization shall supercede any consent, or refusal of consent, previously given by me to the OPS for the collection and release of personal information.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature		Date	
Signature		Date	
G Residence History Please list in chronological order, beginning with the most recent, every address at which you have resided in the past 10 years.			
1. Address - (Include Apt. No, if any) Number and Street, Town or City, Postal Code			
Resided there from:		Resided there until:	
2. Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Resided there from:		Resided there until:	
3. Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Resided there from:		Resided there until:	
4. Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Resided there from:		Resided there until:	
5. Address - (include Apt. No, if any) Number and Street, Town or City, Postal Code			
Resided there from:		Resided there until:	

H. EMPLOYMENT HISTORY

Please list, in chronological order, all of your employers over the past 10 years. Please be advised that some or all of these employers may be contacted by the OPS during the screening process, with respect to your suitability for a volunteer position with the OPS and/or your suitability for the assignment for which you have applied.

1. Name of employer			Address of Employer	
Dates Worked for this Employer			From (year/month)	To (year/moth)
Supervisor/Contact Person			Telephone	
2. Name of Employer			Address of Employer	
Dates worked for this Employer			From (year/month)	To (year/month)
Supervisor/Contact Person			Telephone	
3. Name of Employer			Address of Employer	
Dates worked for this Employer			From (year/month)	To (year/month)
Supervisor/Contact Person			Telephone	
4. Name of Employer			Address of Employer	
Dates worked for this Employer			From (year/month)	To (year/month)
Supervisor/Contact Person			Telephone	
5. Name of Employer			Address of Employer	

Dates worked for Employer		From (year/month)	To (year/month)
Supervisor/Contact Person		Telephone	
<p>I. POLICE RECORDS CHECKS</p> <p>The policy of the Ottawa Police Service is that any and all charges and dispositions related to criminal or other offences under Canadian law or the laws of any other country will be seriously considered when reviewing an application for a volunteer position. A charge or conviction will not necessarily exclude an individual; the decision will be made on a case-by-case basis, at the discretion of the OPS.</p> <p>Are you currently facing charges for or have you ever been charged with a criminal or other offence under any federal or provincial statutes, or for infractions of any municipal bylaw in Canada or in any other country?</p>			
If yes, please provide details			
<p>DECLARATION</p> <p>I hereby declare that all information I have provided in this application is true and complete to the best of my knowledge. I understand that making a false statement or providing incorrect information may disqualify me from further consideration or may result in dismissal if I am engaged by the OPS as a volunteer.</p> <p>I understand and accept that I am involved in a competitive selection process and that my application may be declined at any stage of the process.</p>			
Signature		Date	

LIABILITY RELEASE AND ASSUMPTION OF RISK

In consideration of the Ottawa Police Service granting me their permission to participate in the "Volunteer Program," I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the City of Ottawa, the Ottawa Police Service and the Ottawa Police Services Board, their respective agents, officials, officers and employees from all liability or responsibility whatsoever for personal injury, property damage or wrongful death, or any other charges however caused, whether active or passive, unless such damage or injury is caused by the negligence of the City of Ottawa, the Ottawa Police Service or the Ottawa Police Services Board.

I acknowledge that I have read the information provided to me, and understand that because of the nature of police officers' duties under the laws of Canada and the Province of Ontario, by being present in a police or community police centre, I may be exposed to certain risks. In order to be allowed to participate in the program, I AGREE to assume such risks while I am a participant in the VOLUNTEER PROGRAM. I UNDERSTAND THAT any member of the Ottawa Police Service whom I may be working with and/or accompanying will not be assuming additional responsibility for my safety I UNDERTAKE AND AGREE TO COMPLY with all regulations, directions, and requirements of the Ottawa Police Service, AND TO OBEY the orders, rules and directions of any police officer whom I may be working with and/or accompanying.

I UNDERTAKE TO HOLD, SAVE HARMLESS and AGREE TO INDEMNIFY the City of Ottawa and all of the aforesaid, form and against any and all liability incurred arising as a result of, or in any way connected with my participation in the Volunteer Program.

I AGREE AND UNDERSTAND that this waiver, release and indemnity will bind my estate and my personal representatives.

I FURTHER AGREE AND UNDERSTAND that any permission granted to me may be revoked at any time by any member of the Ottawa Police Service.

I HEREBY CERTIFY THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE

Signature	Date

AUTHORITY TO RELEASE/CONSENT TO DISCLOSURE

I, (print full name) hereby authorize the OPS to collect personal information about me relevant to my application, including but not limited to academic records, employment history including disciplinary records, medical, physical, financial, character, police records data including criminal records, and driver record information, from sources other than me. I further authorize the release of this information to the OPS by the person(s) or organization(s) that possess it.

I understand that the OPS will seek such information as is relevant to the *bona fide* occupational requirements, including issues of character, of the assignment for which I am applying, and to my suitability to be a volunteer for the Ottawa Police Service.

I understand that this authorization shall supercede any consent, or refusal of consent, previously given by me to the OPS for the collection and release of personal information

Signature	Date

CONDITIONS OF SERVICE

I, (print your name here) _____, do hereby agree to abide by all policies, procedures, rules, guideline, and conditions which the OPS may from time to time establish related to the involvement and activities of volunteers, including the following:

I will not disclose, communicate, convey, or allow to be disclosed, communicated, or conveyed, directly or indirectly, to any person, any private or confidential information whatsoever that is obtained by me, in or about the performance of my duties or by virtue of my position as a volunteer with the OPS, unless I am required to do so in the course of judicial proceedings or pursuant to the orders of my supervisor or other authority within the OPS.

I further promise that I will not allow any person or persons to inspect or have written access to any written statement, departmental record, roll, return, correspondence, plan, photograph, or any other paper or document or material, electronic or other, of a private or confidential nature to which I may from time to time have access. I will conscientiously endeavour to prevent any person from so inspecting or having access to any such information.

I understand and acknowledge that, in conformity with the Adequacy Standards regulation of the *Police Services Act*, the following are basic policies of the Volunteer Program of the Ottawa Police Service:

- a) that volunteers are not to be used to undertake any functions or activities that must be performed by members of the police service or by police officers under the Adequacy Standards Regulation;
- b) that volunteers may not operate marked general patrol vehicles;
- c) that volunteers are not to carry or be equipped with weapons;
- d) that volunteers, other than chaplains and members of police bands and choirs, are not to be equipped with or wear a police uniform; and that uniforms and insignia for its volunteer members of police bands and choirs are distinct from the uniforms of police officers;
- e) that volunteers are at all times to act under the supervision of members of the police service.

I further understand that I am required, now and throughout my tenure as a volunteer at the Ottawa Police Service, to identify immediately to my supervisor, any investigation, proceeding, or charge of which I am the subject, under any municipal bylaw, provincial, or federal law or statute.

I understand that if I contravene these guidelines, I may be summarily dismissed from volunteer service with the OPS.

Signature	Date