



# USSU Safewalk Policy

## 1. Preamble

The University of Saskatchewan Students' Union (USSU) exists to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality accessible public education.

The USSU Safewalk program is a free service provided in partnership with Campus Safety, in order to maintain and promote the personal safety of everyone at the University of Saskatchewan. USSU Safewalk operates in accordance with the USSU's mission statement and is guided by the values of innovation; integrity; mutual respect; professionalism; service; social, economic, and environmental responsibility; teamwork; and trust.

This policy is intended to outline the principles, which guide the operation and structure of USSU Safewalk.

## 2. Mission

USSU Safewalk's mission is to encourage everyone who lives, works, studies, or visits the University of Saskatchewan campus to be proactive about their personal safety, and to raise awareness of safety issues.

## 3. Mandate

USSU Safewalk provides safe escorts to or from a person's car, office or residence, on or within close proximity to campus (approximately a 30-minute walking radius). A strong partnership with Protective Services allows for USSU Safewalk to be a 24 hour, 7 days a week service. USSU Safewalk is possible primarily due to the volunteers who generously donate their time, enthusiasm, and efforts to the program. The existence of USSU Safewalk is a testament to the concerns students have about safety on campus, and to students' desire to be active in maintaining a reasonable and sustainable level of safety on campus.

## 4. Accountability

The USSU Safewalk Supervisor is responsible for the smooth and continuous operation of the USSU Safewalk program, and will ensure that the services offered effectively meet the needs of students. The USSU Safewalk Supervisor will report regularly to the USSU Business and Services Manager.

## **5. Volunteers**

### **5.1. Criteria**

Volunteers must be registered students at the University of Saskatchewan.

### **5.2. A Volunteer is a Person Who**

- Has completed a USSU Volunteer Application and interview process;
- Has passed a Criminal Background Check;
- Has been appropriately trained as a front-line volunteer by the USSU Safewalk Supervisor; and
- Regularly works with USSU Safewalk for a minimum weekly time period as determined by the USSU Safewalk Supervisor.

### **5.3. General Duties & Responsibilities of a Volunteer**

- To be trained in basic volunteer duties;
- To attend regular or general USSU Safewalk meetings;
- To attend all USSU Safewalk training sessions;
- To provide the services of the USSU Safewalk program in a non-discriminatory manner in accordance with their training; and
- To maintain regularly scheduled work hours in the USSU Safewalk program.

### **5.4. Volunteer Concerns**

5.4.1 If a volunteer has a problem with anything regarding USSU Safewalk, the first course of action is to talk to the USSU Safewalk Supervisor.

5.4.2 If a volunteer has a problem with the USSU Safewalk Supervisor, a complaint can be lodged with the USSU Business and Services Manager.

## **6. Centre Operations**

6.1 The USSU Safewalk Supervisor's primary responsibility is to implement the USSU Safewalk Action Plan and ensure any discrepancies are addressed. Action plans are to be created annually and updated as required. All changes need to be reviewed and approved by the USSU Business and Services Manager, prior to implementation. The USSU Safewalk Supervisor should convey to each volunteer the relevant aspects of the strategic plan and let them know that they are expected to adhere to these requirements during scheduled shifts.

6.2 Should volunteer actions be in violation of such requirements, the USSU Safewalk Supervisor will follow a three-step disciplinary process after consultation with the USSU Business and Services Manager.

**7. Promotion of the Service**

As Safewalk is a USSU service, all promotional material created by the office will be approved by the USSU Business and Services Manager and/or the Communications and Marketing Manager. All material must carry the current USSU logo.

**8. Policy Changes**

8.1 USSU policies are reviewed regularly and changes are implemented to reflect new information, structure, or other modifications. The USSU Safewalk Supervisor will participate actively in formulating new policy in conjunction with the USSU Business and Services Manager, and may suggest revisions at any time. The revised policy will then be submitted to the Executive Council and, when the revisions are complete, to the University Students' Council for final approval.

8.2 This policy was approved by the University Students' Council in accordance with the regulations established by the USC for the adoption of policy.

Contact Information: Vice President (Student Affairs) 966-6970

Category: USSU Centres

Policy Authority: Student Affairs Board

<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Adopted	Student Issues Board	02/06/09	USC 153
Amended	Executive Committee	06/21/11	EXEC11
Amended	Student Affairs Committee	03/05/14	SAC003