



WILDWOOD

REPORTING REQUIREMENTS

- Report to the Wildwood City Hall, located at 183 Plaza Drive, the same location as the court.

WHEN

- Work hours are 9:00 a.m. - 4:00 p.m. with 2 personal breaks and 30 minutes for lunch.
- Arrive **by 8:45 a.m.** on assigned date.

WEAR SUITABLE CLOTHING

- Come prepared to work outside.
- Wear appropriate garments for picking up litter along roadsides.
- Wear gloves/hat that would be appropriate for working along roadsides.
- Hard sole shoes are recommended.
- The Police Department does not provide outdoor clothing.
- Safety vests will be provided.
- Bring a photo I.D.
- No use of cell phones or pagers during work hours.

LUNCH

- You will be given a lunch break, at which time you will be returned to your cars at City Hall with instructions to return at a specific time.

SEVERE WEATHER CONDITIONS

- In case of inclement weather, you will receive a phone call from the Court Clerk if the work date is cancelled. If not, assume the work day will occur as planned.

IMPORTANT

- If you have an emergency and cannot show up, you **MUST** call the Wildwood Court Clerk at (636) 458-8277 **by 4:00 p.m. the Friday before your scheduled date** to re-schedule your assigned work day. Do not leave a message for the Court Clerk after 4:00 p.m. on Friday or you will be considered absent. **After 4:00 p.m. on Friday**, you must call the St. Louis County Police Department at (636) 458-9194 **and speak with a Police Officer** to notify them of your absence. You may get a dispatcher with St. Louis County who will take your information. An officer in the 6th precinct will call you back and notify the community service officer of your absence. You will be excused, but will be given a new court date to explain your absence to the Judge. If you do not call at all, you will be removed from the program and your probation may be revoked.