



Oakland County Community Corrections Division WWAM Program Guidelines and Rules

ATTENDANCE

◆ Attendance is mandatory.

- ◆ WWAM days are assigned based on first available opening. Any changes to your WWAM schedule must be made through the court from which you were sentenced.



WHERE & WHEN TO REPORT

- ◆ Participants are to report to Community Corrections Division (250 Elizabeth Lake Road, Pontiac —see map on back) entering through the **PUBLIC ENTRANCE**.
- ◆ Participants must park, be dropped off/picked up in the parking lot in front of the public entrance.
- ◆ **WWAM check-in is at 8:00AM.** Any participant arriving **after 8:00AM is considered late**, and may not be permitted entry for the day, resulting in **termination**.
- ◆ WWAM participants will be dismissed at 4:00PM.

FEES

- ◆ **WWAM Day Fee** – participants are charged \$15 for each day sentenced to WWAM. The total amount will depend on the number of days sentenced.
- ◆ Daily payment is required or the participant will be terminated.

- ◆ Payment for future WWAM Days can be made in advance.
- ◆ **Reinstatement Fees** – participants will be charged a \$15 Reinstatement Fee if terminated and then reinstated. Reinstatement fees are waived for medical purposes. Medical documentation is required from the court upon reinstatement.
- ◆ **Payment Options:**
 1. **In Person with a Money Order** – if paying in person at WWAM, participants **must bring a MONEY ORDER** payable to **OCCCD**. Money orders must be completed prior to arrival. Checks, Cash, and Credit Cards **WILL NOT BE ACCEPTED** at the WWAM site.
 2. **Online** – Participants can pay online (www.oakgov.com/commcorr) prior to their scheduled WWAM Day. Payment methods (Online ONLY) are Visa, MasterCard, or Discover. Please note that to pay online, the participant must know the court and docket number. Contact the court to obtain the docket number – Do Not Call the WWAM office.

**READ INSTRUCTIONS ONLINE CAREFULLY
BEFORE SUBMITTING YOUR PAYMENT.**

PICTURE ID

- ◆ It is **mandatory** that the participant bring in picture I.D.

PROHIBITED ITEMS

- ◆ All WWAM participants are subject to a security search by Oakland County Sheriff Deputies upon entering the building.
 - All electronic devices, including cell phones, pagers, recording devices, radios and iPods are prohibited in the building.
 - Glass containers of any kind are prohibited in the building.
 - Metal utensils (plastic utensils permitted)
- ◆ **Any person found with any of these items will not be allowed entrance.**
- ◆ Illegal drugs, alcohol and weapons of any sort are prohibited. Any of these prohibited items found on a

WWAM participant will be confiscated, the court will be notified and the participant will be immediately terminated.

- ◆ All E Cigarettes and/or vaping devices/products are prohibited.

ZERO TOLERANCE

- ◆ WWAM is a **ZERO TOLERANCE** program. If a participant is believed to be under the influence of **alcohol, controlled substance, or combination thereof**, or if there is an odor of alcohol and/or a display of mental and/or physical impairment, the participant may be required to submit to a PBT and/or field sobriety testing. A **positive test or a refusal to submit to a test** will result in immediate **termination** from the WWAM Program. Random drug/alcohol screenings may be conducted.
- ◆ Participants are not allowed to possess narcotics (prescription or otherwise) while participating at WWAM and are subject to medical termination if they are brought to the facility.

CLOTHING/JEWELRY

- ◆ The participant will be **responsible for dressing appropriately for all weather conditions**, including hot and cold temperatures, snow, rain, etc. Outdoor work may occur during these weather conditions. If a participant is **not prepared to work outdoors**, they may be terminated.
- ◆ **NO** clothing will be worn that advertises alcohol, tobacco, drugs, sex, profanity or gestures.
- ◆ **PANTS:** Participants **must wear long pants** that fit properly and extend from the waist to the ankle. Oversized or excessively tight pants are not permitted. Pants **must** be worn around the waist at all times.
 - **NO** shorts, capris, or yoga pants shall be worn at **any time**, regardless of the weather conditions.
- ◆ **SHIRTS/TOPS:** All shirts/tops **must have sleeves** and also **must** completely cover cleavage and stomach area.
- ◆ **FOOTWEAR:** All participants **must wear flat shoes/boots with feet** (footwear continued) **fully enclosed. NO SANDALS.**

◆ **WORK BOOTS ARE STRONGLY RECOMMENDED.**

◆ From **November 15th through March 31st**, **participants MUST wear winter boots and winter clothing.** If a participant arrives in items other than appropriate outdoor gear, they will be terminated. **NO OTHER FOOTWEAR is allowed from November 15th through March 31st.**

◆ **JEWELRY:** ALL bracelets, neck chains and necklaces are prohibited (except medical alerts). ALL earrings and facial piercings except studs are **prohibited.**

◆ Only bring ID, money order and lunch. **Ladies, do not bring purses.**

CONDUCT

◆ **Any destructive, assaultive or inappropriate behavior** including but not limited to the following:

- | | |
|------------|--------------------------------|
| Lying | Inappropriate attire |
| Sleeping | Failing to work |
| Stealing | Unauthorized breaks |
| Profanity | Not following directions |
| Harassment | Inappropriate physical contact |

◆ by the participant, may result in the participant being **terminated.**

◆ Leaving a work site will result in **termination.** Using a telephone (without the WWAM Staff permission) at a work site is prohibited. Friends and family members are prohibited from being at the work site.

◆ All participants **must wear a seatbelt** while in a County van. If a participant refuses to wear a seatbelt, they will be terminated.

◆ **Safety glasses and gloves** (provided by WWAM) **must** be worn when required.

◆ All equipment must be used appropriately. If it is determined that a participant inten-

tionally damaged equipment, they will be terminated and may be prosecuted.

◆ **Smoking and/or eating** is prohibited in County vans and County buildings unless approved by WWAM Staff.

◆ If a person is terminated for conduct reasons, he/she will not be given credit for any time worked that day nor will WWAM refund any fees. Additionally participants terminated for conduct reasons may not be allowed back in the WWAM program.

LUNCH/BREAKS

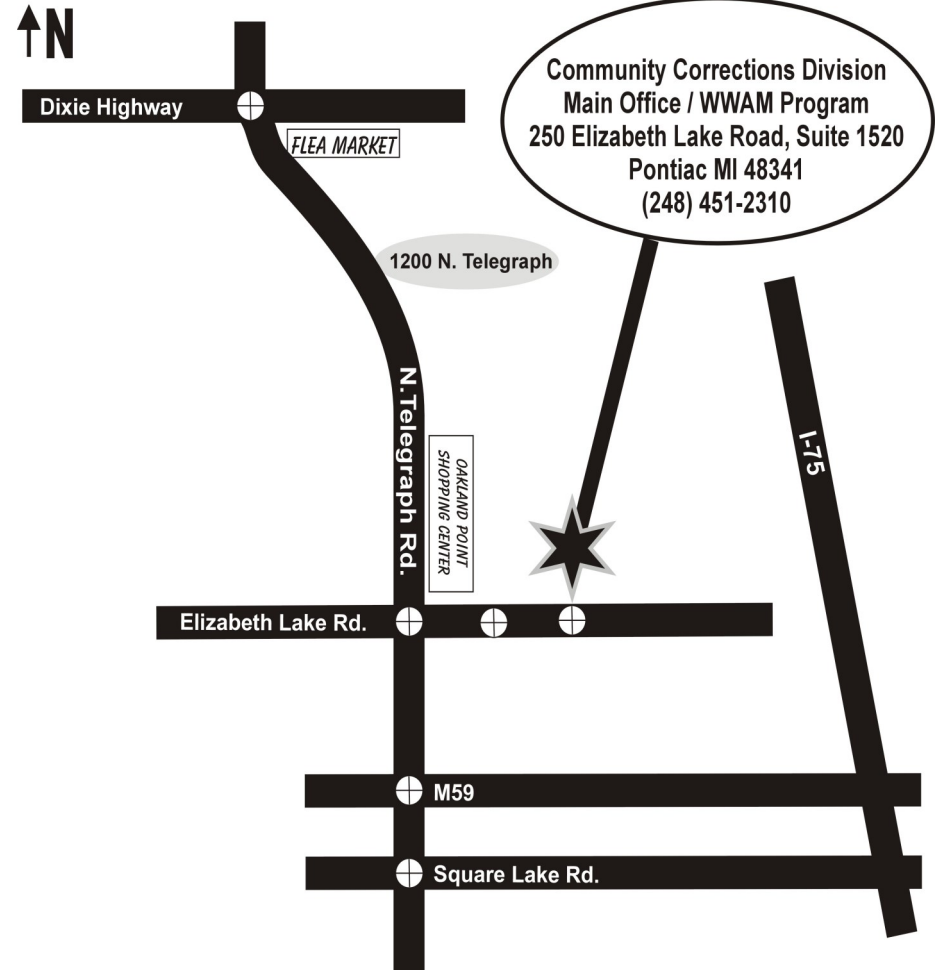
◆ The participant is responsible for bringing their own lunch, however they **will not** have access to a refrigerator or a microwave. The participant **will not** be permitted to leave the work site to purchase food or beverage. Crew leaders are not authorized to stop at fast food or any form of restaurant, party store or gas station to purchase food and/or drinks.

DO NOT ASK!

◆ The participant will be provided two (2) fifteen (15) minute breaks and a 1/2 hour lunch break or a combination thereof. Smoking is a privilege and permitted during break times **only (depending on the site).**

MEDICAL

◆ Narcotics are NOT ALLOWED on site.



Community Corrections Division
Main Office / WWAM Program
250 Elizabeth Lake Road, Suite 1520
Pontiac MI 48341
(248) 451-2310

WWAM Contact Numbers & Directions
248.451.2330 (weekdays only) - 248.858.7199 (weekends only)

Directions from the South

- Travel north on Telegraph, make a right (east) on Elizabeth Lake Road.
- Make a left (north) at the second light into the Oakland Pointe complex and right to the parking lot. Enter the building through the PUBLIC ENTRANCE— **NO CELL PHONES!**

Directions from the North

- Travel south on Telegraph, make a left (east) on Elizabeth Lake Road.
- Make a left (north) at the second light into the Oakland Pointe complex and right to the parking lot. Enter the building through the PUBLIC ENTRANCE— **NO CELL PHONES!**



Community Corrections Division
Barbara M. Hankey, M.S.A., Manager

www.oakgov.com/commcorr