



CITY OF WILDWOOD

**NOTICE TO ALTERNATIVE COMMUNITY SERVICE WORKERS**

**INSTRUCTIONS**

**REPORTING REQUIREMENTS**

- ❑ Report to the Wildwood Municipal Building, located at 16860 Main Street, 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. **No flip-flops allowed.**
- ❑ The Police Department does not provide outdoor clothing or rain gear.
- ❑ Safety vests will be provided.
- ❑ **Bring a photo I.D.**
- ❑ **No use of cell phones or ipods 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 Supervisor** to notify them of your absence. You may get a dispatcher with St. Louis County who will take your information. An officer in the 6<sup>th</sup> 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.