

Oakland County Community Corrections Division

WWAM & WWAM Warm Wear

Weekend & Weekday Alternative for Misdemeanants

Referral & Scheduling Guidelines

REFERRING

The referring agent will:

- **Contact** the WWAM Administration office at 248.451.2330 during regular business hours to schedule the defendants WWAM days (*see Scheduling*).
- **Complete** the WWAM Referral form and email to commcorr@oakgov.com or fax the completed referral form to 248.451.2319.
- **WWAM Referral Form** is available on the Oakland County Community Corrections Website: http://www.oakgov.com/commcorr/program_service/wwam.html
- A faxed/emailed copy of the completed WWAM Referral or a "Judgment of Sentence" must be received by the WWAM Admin office before a client can be added to the WWAM Roster.

SCHEDULING

- **Next Available WWAM Day** - Both weekends and weekdays are scheduled consecutively with defendants reporting on the **next available WWAM day**
 - **WWAM Weekend** - includes both Saturday and Sunday
 - The court may rule that the defendant's circumstances require attendance to WWAM on only one weekend day (Saturday **OR** Sunday) as an exception to the above guidelines. In this case, WWAM administration will provide that schedule as requested with the court's understanding that weekend work sites are in place well in advance of court scheduling with a designated number of defendants planned for. Variations to these numbers are difficult to revise, and keeping an equal defendant count for both weekend days has proven the best way to insure sufficient staffing and that appropriate sentences are served.
 - **WWAM Weekdays** - Thursday and Friday
 - To insure a workable schedule for their defendants, courts may choose to schedule WWAM sentences in the following ways:
 - Weekends only (Sat and Sun)
 - Weekdays only (Thursday, Friday)
 - Combination of weekends and weekdays
 - **WWAM Warm Wear**
 - Courts may sentence people with physical or medical restrictions to the WWAM Warm Wear. WWAM Warm wear participants meet on Thursdays and/or Fridays beginning at 8:00AM at our Community Corrections WWAM site located at 250 Elizabeth Lake Road in Pontiac. There, under the direction of a WWAM supervisor, participants will be given supplies and instructions on how to knit a hat. All normal WWAM rules will remain in force. Participants are charged the \$15/day fee to participate. All work will be conducted in our WWAM facility at that location.

- **Defendant's Scheduling their own WWAM Days:** If the court allows defendant's to schedule their own WWAM days, any exceptions to the above guidelines should be noted on the faxed "Judgment of Sentence" or "WWAM Referral", (i.e. "Weekdays", "Thursdays Only", "Delayed start dates", etc.). The same guidelines would apply for any approved changes to WWAM schedules and to all reinstatement referrals. If a defendant fails to contact the WWAM office to schedule dates, referrals will be returned to the court advising of defendant's non-compliance.
- **Excused WWAM Days:** We ask that if a defendant is to be excused for a scheduled WWAM day, all paperwork/correspondence be submitted to the WWAM administration office with as much **prior notice** as possible to the originally scheduled workday.
- **Reinstatements:** Any defendant that fails to appear for a scheduled WWAM day will be charged the \$15 reinstatement fee upon being reinstated into the WWAM program. Referring agents must follow the same referring and scheduling process to reinstate a defendant into the WWAM program.
 - **Waiving Reinstatement Fees:** If WWAM staff feels that it is necessary to medically terminate a participant during the workday, the reinstatement fee may be waived at the discretion of the WWAM staff and its administration. However, if a participant fails to attend a scheduled WWAM day for illness or any other issue deemed credible by the referring agent, the referring agent will verify the participants documentation and after consultation with the WWAM program, the participant may be deemed eligible to have their reinstatement fee waived.

REMINDERS

- **WWAM Participant Guidelines & Rules:** Courts are asked to provide each defendant with a copy of the "WWAM Participant Guidelines & Rules" at the time of scheduling. Additional copies may be obtained via mail by contacting the **WWAM Administration office, 248.451.2330 or on the Oakland County Community Corrections Division website - http://www.oakgov.com/commcorr/program_service/wwam.html**
- **New Boot Rule:** From November 15th through March 31st, participants **MUST WEAR** boots and winter jackets. If a participant arrives in items other than appropriate outdoor gear, they will be terminated. **NO TENNIS SHOES** are allowed from Nov. 15th through March 31st.
- **Appropriate attire** is required. No shorts or sandals are allowed at any time.

WWAM Administration Office

250 Elizabeth Lake Road ✦ Pontiac ✦ MI 48341

Phone: 248.451.2330 ✦ FAX: 248.451.2319

Monday through Friday: 8:00 a.m. - 4:30 p.m.

For further questions regarding the WWAM program please contact the WWAM Administration Office or Janet Yosick, WWAM Supervisor at 248.451.2337