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Inmate Name

\_\_\_\_\_  
JCA #

Please place your initials on the space in front of each rule topic; indicating you have read the entire rule. Sign and date the last page.

## Sawyer County Jail Huber Rules

The information contained in this booklet is intended to provide a understanding of the huber privilege, how it is administered in the Sawyer County Jail; and is a rule guide that must be followed while exercising huber privileges.

In accordance with Wisconsin State Statute 303.08(1), the Court has granted you the privilege to work, seek employment, attend school, or attend to needs of the family; if approved by the Jail Administration.

Huber law is a privilege. NOT A RIGHT.

All persons reporting to the jail to serve a sentence must spend the first 48 hours in the Sawyer County Jail before being allowed to exercise their huber privilege.

### 1) Drug and Alcohol screening

All inmates who are huber eligible will be administered a urinalysis. Cost of the U.A. is \$5.00, and is the responsibility of inmate. This fee will be charged for each test conducted, if more than one test is requested for a negative result.

a) You will be subject to random urinalysis during your stay in the Huber Wing. If a random urinalysis tests positive, you will be charged for the cost of the test (\$5.00). If you test negative, you will not be charged for the test. If your urinalysis test is positive, you may request that the sample be sent to a laboratory for confirmation testing. You will be responsible to pay for the cost of the confirmation test. If the laboratory confirmation is negative, you will be refunded the cost of the test and confirmation.

b) Possession of, or use of, alcohol or illegal drugs is prohibited while you are on Huber release. When you return from release under the Huber law you shall be subject to a strip search and may be required to take an Intoxilyzer, PBT, or urinalysis. If you refuse to submit to an intoxilyzer, PBT, or urinalysis, you will immediately be suspended from Huber.

### 2) Employment

Must be employed a minimum of 32 hours per week; earning the minimum wage with appropriate withholdings.

Employment must be within a radius of 50 miles from the jail. Employers must submit a Job Verification Form along with proof of workers' compensation insurance. Any inmate who wishes to work for a family member must show proof that such employment existed prior to the start of the jail sentence; proof will

consist of recent payroll and payroll tax records. You will not be allowed to work under the supervision of another huber inmate; or for a business owned by another inmate.

- a) If you have a form of employment (including self-employment), that has multiple worksite locations, you must have the ability to call the jail to inform the staff of a change in your location. You must be able to provide a complete address of worksite to include fire number and road/street name.
- b) At no time is an inmate to leave a message in the voice mail of the huber officer. If you have a need to call the jail, you **must** speak with a staff member. If there is an emergency, to include your family, you must call the jail and speak with a jailer for instructions. The number to call is 715-634-9120.

**All other huber communications with jail staff must be conducted while you are in the jail, and will be done so verbally or in writing.**

### 3) Self-employment

Self-employed persons must submit the Request for Self-employment form, filled out completely. Self-employment must have existed prior to the start of the jail sentence. This must be verifiable with business records, contracts, recent tax records, tax identification numbers, and appropriate liability insurance. Submit your certificate of insurance with the Request for Self-employment. You will not be allowed self-employment if you cannot provide the requested documentation.

You must allow Deputies access to your place of business, to include work sites, any time you are there working.

### 4) Hours

- a) Employed persons are allowed out a maximum of (6) days per week; day seven must be spent in the jail. The maximum hours allowed out on any day is 12 hours; to include travel time to and from work.
- b) Inmates must submit weekly schedules into the huber officer no later than Wednesday of each week; for the week beginning with the upcoming Sunday - Saturday. Inmates turning in late schedules WILL NOT be scheduled for work the following week. All schedules must be signed by employer or supervisor.
- c) Changes in work schedule must be requested for by the employer; request must be in writing for the huber officer's approval. Same day request will not be granted.
- d) Your employer may request same day overtime work. Your employer must fax the request for overtime to (715-634-9748); it must state the appropriate hours. All overtime must be within the maximum 12-hours allowed out for the day.

### 5) Holiday Work Schedule –

Huber inmates will not be allowed to work the following holidays unless they are employed by businesses that are **open to the public** on such holidays (examples being Gas & Service Stations, Hospitals, Casinos, 24 hour retail, Restaurants, Lodging). Self-employed persons will not work these holidays.

New Years Day  
Easter  
Memorial Day

Labor Day  
Thanksgiving  
Christmas Day

4<sup>th</sup> of July

## 6) Leaving Workplace

You will not leave your place of employment for lunch or any other reason. If you must leave due to an emergency, you must notify the Jail as soon as possible and the emergency will be verified.

## 7) Travel & Transportation

All inmates will be allowed ample time to travel to work. The huber officer will determine travel time.

- a) If you are released early from work for any reason, you must travel directly back to the jail.

If you have a valid driver's license, valid vehicle registration, and proof of liability insurance, you will be allowed to drive your own vehicle to work. Huber inmates driving their own vehicle; or an approved vehicle owned by someone else, must sign consent to enter and search approved vehicles.

Huber inmates with vehicles must park in the "Huber Parking" area. Huber vehicles found parked elsewhere around the county property will be subject to a tow.

- b) You may have another person designated to drive you to and from work, or to any allowed appointments. Designated drivers' must be listed on your huber ride approval form. They must have a valid driver's license, valid vehicle registration, and provide proof of liability insurance.
- c) While waiting for your designated driver, the shuttle bus, or the taxi; you must wait in the Huber entryway until your ride arrives. Inmates are not allowed to loiter outside the building waiting for a ride. Inmates are **not allowed** to meet their designated ride at any other location.
- d) You may bicycle or walk to your place of employment, or appointments, if they are within two miles of the jail. You must inform the huber officer which method will be your means of travel; this will allow the huber officer to schedule adequate travel time.
- e) You will go directly to work and/or appointments and return directly back to the jail. You are not allowed stops in travel unless prior authorization is received from the huber officer. If you are driving yourself; the huber officer will grant you a fuel stop, this will be determined by the huber officer in advance of allowed stop.
- f) You are not allowed to meet with your wife, husband, girlfriend, boyfriend, or other friends or family members while you are away from the jail; these would be considered an unauthorized visit and subject to disciplinary action.

## 8) Appointments & Medications

Huber inmates, with employment or full time housekeeping, are responsible for their own medical, mental health, dental, and eye care, while on huber. All other huber inmates must use the medical services provided by the jail.

- a) Working hubers in need to visit a doctor, or dentist, will make their own appointment, fill out the Huber Appointment form, and submit it to the jail nurse for verification. You must allow minimum of (3) business days for verification. Once appointment is verified, the huber officer will place you on the schedule.
- b) Appointments should be scheduled on a regular day out. You will not be allowed out of the jail if the appointment falls on your “in day”.
- c) Inmates must return a completed Medical Visit Findings and Recommendations to the jail medical staff; and the Huber Appointment form to the huber officer.
- d) All costs for medical services are the responsibility of the inmate.
- e) If medications are prescribed inmate must provide the jail medical staff with prescription; medical staff will fill medications.

## 9) Paycheck & Fees

All huber inmates with earnings (payroll, unemployment compensation), housekeeping huber inmates, and student inmates with paid internships or work study, will be charged a daily huber fee.

- a) All working huber inmates are responsible, and required by law, to submit all earnings to the Huber staff. Your payroll stubs, or statements of earnings, must accompany the paycheck.
- b) Your paychecks will be deposited into the locked box found at door #7 for male huber inmates; and door #45 for the female huber inmates. The huber officer will verify paychecks and deposit funds into inmate canteen accounts on Sunday of each week.
- c) Working inmates are not allowed to accumulate comp or bank hours for hours they have worked. You must be paid for all hours you spend at work (allowing for lunch break). Any hours in excess of 40 hours in a week must be paid as overtime at time and ½.

Persons whom are working as a salaried employee will be allowed to work a 45 hour week. Compensation must equate the minimum wage, or more, for 45 hours of work.

- d) Huber fees are due in advance. The first huber payment is due prior to the first day working outside the jail, and every Sunday thereafter until huber fees are paid in full. Payments will be taken from inmates canteen account.

Huber officer will provide each paying huber a schedule of huber payments, showing the total number of days on huber to be paid for, and the date each payment is due.

- e) You will not be allowed to go out to work if you are behind in huber payments.

Inmates will be allowed up to \$50, cash, per week, if their huber fees are current, and funds are available. Disbursement of cash will occur once a week. Inmate must fill out a Canteen Account Withdrawal form no later than 4:00 pm on Sunday of each week. This form will be submitted to the huber officer, and will be processed along with weekly paychecks. Funds will be available to inmates on Monday after 0830 hours. Inmate will pick the cash up and sign the receipt at jail reception window in the lobby.

Inmates may request for payments to be made, by check, out of their canteen account; maximum of two per week. This request must be on the Canteen Account Withdrawal form.

### 10) Housekeeping

Housekeeping is permitted to care for children, or an immediate adult family member unable to care for themselves. This form of huber must pay full huber fees. This form of huber will only be allowed if it has been pre-arranged prior to reporting to serve a sentence. Inmates will not be allowed to do both housekeeping and employment.

- The children must be the biological or adopted children of the inmate; the children must live at the inmate's residence. Sawyer County Jail must be provided with the names of all children in the home; birth certificates must be supplied for each child.
- In a divorce situation, you must show proof that you are the custodial parent or legal guardian.
- Inmate may request housekeeping by filling out the "Request for Housekeeping Huber" to include providing detailed directions to residence, and a detailed explanation for the need of housekeeping huber. The name(s) of all persons residing at the residence must be furnished on the enrollment application.
  - a) A letter, from the employer of the other parent/guardian, stating days and hours worked is required to be submitted to the huber officer before you will be considered for child care. You will be allowed at the home for childcare during the work hours of the other parent/care provider.
  - b) Visitors are not allowed at your residence while you are there; this includes grandparents, neighbors, or friends of the children. Should the other caregiver return from work early; you must leave and report directly back to the jail.
  - c) If you are providing care for an adult immediate family member, you must provide medical documentation that the family member is unable to care for themselves. Immediate family members are mother, father, sister, brother, son, or daughter.
  - d) Housekeeping huber inmates must sign the consent to enter and search.

### 11) Full-Time Students

Educational huber is available for persons engaged in a full-time accredited program of study at a local educational facility (Hayward High School, LCO Community College, WITC Hayward Campus for HSED/ GED and accredited programs).

To be considered for educational huber at a College or Technical College, you must have been **enrolled** and **attending** the prior semester; or have been enrolled for upcoming semester prior to incarceration. An inmate may be granted permission to enroll and attend one of these institutions, while an inmate, only if the person will be incarcerated for the entire semester of which they will be attending classes.

- a) Educational huber inmates must pay huber fees if they participate in internships for pay, or work-study programs.

- b) Must provide a class schedule from the Registration Office. If at any time you drop a class, pick up a class, or class locations change on campus; you must immediately report this to the huber officer.
- c) The huber officer will create a schedule for you to follow while participating in educational huber. This schedule will be structured off your schedule of classes; you will be instructed of where you are to be located at on campus for the duration of each day you are on campus. If there is a block of time between classes you will be instructed by the huber officer where you are to spend this time; it will be for study purposes in the computer lab or the library.
- d) It is the inmates' responsibility to inform the huber officer, in advance, if there is a change in any class locations, even if only for one day. If a random huber check is conducted and the inmate cannot be found according to schedule, there will be disciplinary consequences.
- e) If you want educational huber to pursue or complete the GED/HSED studies and tests, you must request this in writing to the huber officer. GED/HSED studies are allowed at the WITC Hayward Center. The huber officer and the GED instructor will establish your days and times for attendance.
- f) While you are in attendance at educational facilities, you will not engage in socializing by means of personal visits, use of computers for social networking (ie. Facebook). Your time is to be spent on your educational endeavors.

## 12) Work Search

Huber eligible inmates may engage in work search efforts after they have passed the initial urinalysis, submitted a signed Huber Enrollment Application, and has been issued the blue "Huber" ID card.

Huber eligible inmates will have access to the weekly Sawyer County Record. You may inquire of the huber officer for local business applications, some forms are kept on file. Completely filled out applications will be mailed out at the Sawyer County Jail's expense. Inmate must provide huber officer with name and address of business to receive application. Incomplete applications will be returned to inmate.

You can have applications sent to you through the U.S. Postal Service, or dropped off for you at the jail window – your name must be on the applications to guarantee delivery.

If a perspective employer wants to conduct an interview, they must be given the jail phone number, 715-634-9120; they need to call and arrange the interview, date and time, with the huber officer.

Huber eligible inmates are not allowed to walk door to door, to the local businesses, to fill out applications. Inmates will only be allowed out for pre-arranged job interviews.

## 13) Jail Debt-

Persons that have jail debt must enter a weekly payment agreement with the jail before they will be eligible to exercise their huber privilege. This includes the request for work, school, and housekeeping.

- a) If the debt is past huber debt or indigent debt, this must be paid in full before being allowed to exercise huber privileges.

b) If the inmate has employment, school, or housekeeping, and has other forms of debt to the jail, they will be given a weekly payment amount that must be paid along with the weekly huber fees in order to continue with huber privileges.

c) If the inmate cannot make weekly payments on jail debt, they will not be allowed out on huber.

#### 14) Meals

Three meals a day are provided by the jail. Huber inmates must request sack meals if they will be working during a meal time (lunch, dinner).

a) Meal requests are due on a weekly basis, along with the weekly huber work schedule. Requests are due to the jail kitchen staff by Wednesday evening each week, for the week beginning on Sunday. If requests are not received by Wednesday evening, you will not be provided sack meals. On the request forms, circle the "Y" if you are out of the jail for the lunch hour. Circle "Y" for a late meal if you will be returning to the jail later than 1630 hours.

b) You will not be allowed to bring into the jail any portion of the sack lunch, or any other food or beverage.

#### 15) Huber Lockers & Laundry

Each huber will be assigned a Huber locker to keep their work clothes in. You will sign for your property release from the jail; you'll be given a combination lock; and you'll place your belongings in the Huber locker.

a) The jail is not responsible for your property once it is placed in the Huber locker. It is your responsibility to keep your belongings locked up.

b) You are to keep a minimum amount of belongings in your locker; if/when locker searches are conducted and it is determined you have too much property in your locker, you will be told to remove unnecessary items.

c) Lockers are subject to searches randomly. Any items found to be inappropriate, and/or medications of any sort, will be removed. You are allowed to keep up to \$50 in cash in your personal possession; any amount found in excess of \$50 will be removed and placed in your inmate canteen account.

d) Huber work clothes will be washed by the Jail's laundry workers. If you need laundry washed you are to place it in a red or blue mesh bag and place it in the laundry holding box. Personal laundry will be done on Saturdays.

#### 16) Leaving & Returning to the Jail

When leaving for work take your huber ID card with you. You will be required to take your Jail Uniform and undergarments off just inside of Door #7 (males), Door #45 (females), and place items in your bin. You will be let out into the locker room where you will dress, and leave on your own.

When you return from work, you will swipe your ID card over the scanner outside of the Huber entrance. Once inside, you will push the intercom button to inform the Control Officer that you have returned. Once you are inside, you will not go back outside. Wait on the bench in the Huber waiting area until a Jailer lets you in. You will open your locker and place all of your personal clothes in the locker. The Jailer will let you through Door #7 or #45; where you will don your Jail uniform. You may not bring any items through Door #7 or #45 without the Jailers permission. Your huber ID card will be kept in the holders outside your dorm.

17) Conduct

- a) You will not engage in any activity that is a violation of the Wisconsin Statutes. If you do not return to the Jail after work, a job interview, or an appointment, your case may be referred to the District Attorney requesting that you be charged with escape under the Wisconsin State Statutes.
- b) You will not contact any Jail Staff at their home while you are on Huber. All contact with Jail Staff will be at the Jail. If you have any contact with Law Enforcement while you are out to work, you will notify the Jailer immediately.

18) Dorm Living Conditions

The day room and the bathroom facilities are to be maintained in a neat clean manner; this should be accomplished cooperatively among all inmates in the dorm.

**Your bed is to be made daily** according to the jail rules. Personal items are to be kept in your assigned locker. Jailers may refrain from letting you out for the day if your area is not in compliance.

19) Release Date

If you are normally scheduled to work between the hours of 12:00 am and 8:00 am, you will be released from jail at the time of your scheduled work time on your release day. All other releases will take place approximately 8:00 am.

\_\_\_\_\_  
**Huber Inmate Signature**

\_\_\_\_\_  
**Date**