

HUBER INMATES

Work and Facility Release Rules

An inmate **MUST** be classified as a **MINIMUM** in order to qualify for Huber privileges.

The correctional staff must verify your employment before you will be released for work. You may be held in to facilitate staff verifying your job, review of your Huber packet, TB test and to meet requirements of SS 346.65 (7).

In addition to the facility rules, Huber Inmates are also subject to the following rules:

H1. Huber inmates are **NOT** allowed to work outside of Oneida County. Travel outside the county may be allowed, on a case by case basis, with special advance permission from the Sheriff.

H2. All Huber inmates must bring in a copy of their employer's workman's compensation insurance or certificate of liability insurance prior to being released for work. The policy/insurance card **MUST** show the effective dates of coverage. Self-employed inmates must submit a copy of their health and accident insurance prior to being released for work, with a deductible not to exceed \$1,000.00.

H3. You will be allowed two changes of outer clothing; one hat, one jacket or coat, and one pair of gloves to be kept in your Huber locker. You will also be allowed to have five pair of socks, five pair of underwear, 5 pairs of pants and five T-shirts to be kept in your locker. You will not be allowed to bring in additional clothing when returning from work. An exception may be made, with advanced approval, when seasons change. No personal clothing of any kind will be allowed into the Huber dorm.

H4. When leaving for and returning from work, you will be subject to a full strip search.

H5. Inmates cannot possess or use any alcohol, or drugs (legal or illegal) that have not been prescribed by a physician and dispensed by the nurse or corrections officer. You must maintain absolute sobriety, both in and out of the facility. You may be required to submit to a urine analysis to determine the presence of drugs or alcohol in your system. You may also be required to submit to a preliminary breath test (PBT) or an Intoxilyzer test to determine the presence of alcohol in your system. Refusal or failure to provide an adequate sample, with either test, will result in the loss of your Huber privileges.

H6. All Huber inmates will be required to complete a urinalysis prior to being released under the Huber guidelines. If a urinalysis tests positive, the Huber inmate has the option of waiting 5 days and being retested by jail staff. After 5 days, if a second positive test is attained, within 24 hours, a retest at a recognized clinic, of their choice, and at his or her own expense may also be arranged. Additionally, all Huber inmates are subject to random urinalysis while serving a sentence at the Oneida County Jail. The Oneida County Jail is responsible for conducting all urinalysis tests. If an inmate tests positive on a random urinalysis, Huber privileges will be suspended pending the outcome of violation or revocation proceedings. All alternate tests must be completed within 24 hours of initial jail urinalysis. All urine samples must be provided to the jail staff within 24 hours of the request. Unless there is a medical problem, failing to provide the sample will be considered a refusal. Any refusal or tampering with tests will be grounds for violation which may include petitioning the courts for revocation of Huber privileges.

H7. The jail will pay for the initial urinalysis. On a random urinalysis, if the test comes back positive, the Huber inmate pays for the test. If the test comes back negative, the county will pay for the test. The cost of the test is \$6.00.

H8. Do not have any money in your possession when in the Huber dorm; you may have some money in your locker for travel expenses.

H9. A **HUBER EXPENSE FORM** may be used to request how you want your paychecks disbursed after Huber fees have been paid. This form must be filled out and signed before any of the money will be disbursed.

H10. You will be required to submit to a Tuberculosis (TB) test prior to your release for work.

H11. You may have only (1) full-time job. Part time employment will be permitted only if employment began before entry to the facility and then only with the express approval of the Jail Administrator or designee.

H12. You will not be allowed to visit your attorney while out for Huber. You may be allowed to visit your probation officer with an advance appointment and permission from the Correction's staff.

H13. Acceptance of a Huber inmate from another county shall be by the Sheriff or his designee. The Huber inmate must still contact the county of conviction and that county will contact Oneida County to see if there is available space for a Huber transfer. Transfers will only be considered if the Huber inmate is employed in Oneida County.

H14. Before any Huber transfer is accepted, a urinalysis will be conducted. The Oneida County Jail will not accept any Huber transfers that have a positive urinalysis. If a Huber transfer tests positive during their sentence, their Huber privileges will be revoked, and they will be sent back to the county of origin. If a Huber transfer refuses to submit to a urinalysis, their transfer request will be denied and they will be sent back to the county of origin.

H15. Inmates will be checked at their places of employment periodically. Any inmate not at his/her place of employment during scheduled working hours will lose Huber privileges. This includes lunch breaks. No person shall visit a Huber inmate at the job site, or while traveling to and from that location. This includes other Huber inmates.

H16. Huber inmates may park their vehicles in the area designated "Inmate Parking" located on the west side of the Oneida County Law Enforcement Center.

BOARD

H17. If you earn wages, salary, unemployment compensation or employment training benefits, you will be required to pay Huber board, along with other court ordered payments. Huber fees are \$112.00 per week or \$16.00 per day for individuals serving less than a 7-day sentence. Huber fees must be in advance of being released for work each week.

H18. All paychecks/income will be given to jail staff to be deposited in the Oneida County Prisoner Fund. Failure to comply with surrendering your entire wages immediately upon receipt thereof shall result in the prisoner losing all Huber/Work release privileges. The only exception will be those enrolled in direct deposit. Prior notification will be necessary, to Jail Staff. All inmates are required to turn in their check stubs which will be returned after review.

H19. The Sheriff or his agents in accordance with SS 303.08 will control all monies earned. If you are self-employed, Huber fees must be paid in advance each week.

H20. You must show proof of payment for the hours you are scheduled to work

SELF-EMPLOYMENT

If you are self-employed, you must provide the following as proof of self-employment:

- a.) Tax ID number
- b.) Taxes
- c.) Copies of contracts
- d.) Liability Insurance

You are also required to show a self-employment work history of at least 6 months to be approved by the Jail Administrator or designee. This will be done prior to you being released for work.

H21. All self-employed Huber inmates will be required to pay their board (1) week in advance and keep it current. Failure to do so will result in you being held in from work until the requirement is met.

H22. Self-employed inmates **will not** be allowed to work holidays.

H23. Self-employed inmates will be required to provide the jail with proof of injury/accident insurance with a deductible not more than \$1000.00. An application will not suffice; proof of coverage is required.

TRAVEL

H24. When you leave the jail to go to work, you are to go directly to your place of employment, remain at your place of employment and return directly to the jail when you are finished with work. Unless you have permission

from a corrections officer, do not stop anywhere on the way to or from work. Work sites may be visited or called by jail staff or other law enforcement officers. Jail staff will determine travel time. Inmates are required to take the most direct route to and from their permitted destination. Correctional Staff must know the whereabouts of the Huber inmate at all times.

H25. You are **not** allowed to meet with your wife, husband, girlfriend, boyfriend or other friends or family members while you are away from jail. You may not go to your home or any other residence without permission from a jail staff member. You are not to be visiting social networking sites such as Facebook, MySpace or Twitter while you are away from the jail.

H26. While out for work no telephone calls can be made except for work related reasons. No personal calls are allowed; Huber inmates are not allowed to be in possession of a cellular device unless it is issued by the employer.

H27. You are not allowed to carry any items into or out of the jail for yourself or anyone else in the jail (including mail).

H28. If you have a valid driver's license and auto insurance, you may drive to and from work. If someone else will be transporting you, they must show proof of insurance for the vehicle you will be riding in. Correctional staff **MUST** approve riding with others. This must and will be done prior to your first day of work release. You must add a new contact to your file with the above information prior to accepting a ride from them.

WORK SCHEDULES

H29. You will be required to provide a detailed work schedule from your job supervisor. This will include days and times you work. Any change in your employment schedule will **MUST** be in writing, on letterhead, from your foreman or supervisor prior to that change. **You will not be released if a current schedule is not on file.**

H30. If you are required to work on a holiday, you must provide written notification from your employer no later than **48 hours** prior to that holiday. If you fail to comply exactly, you will not be let out for work. (Holidays include: New Year's day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve).

H31. Inmates will be permitted to work up to 6 days a week or 12 hours a day, not to exceed 60 hours a week, including travel time. Scheduled lunch breaks must be reported to jail staff on your weekly schedule. Schedule changes will be limited to 2 per week.

H32. Inmates must stay in one continuous 24 hour period per week. This means no appointments (such as medical or other treatment) work, child or home care will be allowed during this period.

H33. Inmates who quit or are terminated from their job must notify the correctional staff as soon as possible following the job action. Huber fees will continue to be charged until the staff is informed that an inmate is no longer employed.

WORK SEARCH

H34. Work search privileges may be exercised by requesting and filling out applications from jail staff. If you so desire you may write any employing business in Oneida County requesting an application or have individuals drop applications off for you. All applications will be sent out at the Oneida County Jails expense. The Oneida County Jail will also distribute any information it receives (in the form of solicitation or newspapers) to inmates when it becomes available. If an inmate believes they qualify for a certain position, jail staff will assist them in obtaining information in the form of an application or interview for the position. Inmates are encouraged to write up a resume and have it available for use should they qualify for one of these positions.

You may also attend local job fairs with approval. If you learn of a job fair, please provide documentation and a request to the Assistant Jail Administrator or designee. You will be advised if permission is granted for your attendance.

The Assistant Jail Administrator reviews daily the jobs available thru Job Center. If full time jobs are available and an inmate meets the job requirements (such as drivers license, high school diploma, etc.) they will be printed off and given to blocks with those eligible to apply. Inmates will not be released for weekly job search at job centers or employment agencies.

Inmates will only be released for confirmed scheduled interview appointments.

CHILD CARE/FAMILY CARE

The Oneida County Jail staff will regulate the hours you will be permitted for childcare. The court must authorize childcare. The Assistant Jail Administrator will only allow the inmate to be released for childcare to care for his or her own children. The Oneida County Jail must be provided with the name of any children you will be caring for, as well as a copy of the birth certificate of each child. In a non marital situation, you must show proof that you are the custodial parent or legal guardian and provide placement/visitation arrangements. The child care arrangement must be a continuation of one that is already in place.

If you are providing care for an adult (immediate family only), you must provide medical documentation that the family member is unable to care for him/herself.

The time of the childcare will be the hours you are needed when the other childcare person is at work. You must provide the jail with the name and work schedule of the person who provides care in your absence, on their employer's business letterhead. Limits on when and how long you can be away from jail for childcare will be the same as for work release. If you are working and doing childcare, the hours for the two will be added together. You will be restricted to a single residence at which the childcare is done.

The name(s) of anyone residing at the residence where you will provide care must also be furnished. All Huber rules apply at all times.

SCHOOL

Any inmate under the age of 18 will be offered educational services at the Oneida County Jail under the direction of Rhinelander High School. This may involve going to school on a regular basis or may be provided in-house, through jail programming.

Attendance at Nicolet Area Technical College may be approved by the Assistant Jail Administrator or designee. You must provide a school schedule including the name and contact numbers of all instructors and class locations. You are required to be in the classroom areas at all times. You are not allowed to leave the building except to report to another class. You will not be allowed to go to the library or bookstore without advanced notice. Enrollment prior to sentencing is required; release for enrollment after sentencing will not be allowed.

If there is a 1 hour or longer time period between two classes you will be required to return to the Oneida County Jail. With proof of assignment and instructor syllabus, you may be allowed to visit the computer lab but only with advanced approval from jail staff. . If you are not specifically told, do not assume permission is granted. If there is doubt, call or return to the jail.

ALCOHOL AND OTHER TREATMENT

The jail will do everything possible to comply with the judges wishes for inmates to obtain treatment. That being said, everyone granted the opportunity does not automatically qualify.

Inmates that wish to exercise Huber privileges for Alcohol or Other Treatment are required to be attending similarly offered services at the Jail (for example, someone who wants to go to outside AA must go to the Jail's AA meeting consistently). For outside Alcohol Treatment, the inmate must be set up with an outside counselor (either thru their probation agent or the Human Service Center). All appointments with the counselor must be scheduled and verified.

To qualify to attend an outside AA meeting, an inmate must have a recommendation from their counselor. The counselor can call, mail or fax the recommendation to the attention of the Assistant Jail Administrator. The Assistant Jail Administrator will then make contact with Koinonia Treatment Centers and obtain permission for the inmate to attend their Sunday meeting. The number of inmates attending outside AA meetings may be limited, by jail staff or Koinonia staff to avoid disruption.

HUBER DISCIPLINE

The violation of any of the above rules or the Oneida County Jail rules may result in disciplinary actions being taken against you. Disciplinary action may include-but, is not limited to the following:

- Warning
- Restricted privileges
- 24-hour segregation
- Held in from work or childcare/loss of one day of work or childcare
- Huber law privilege revoked
- Forfeiture of Huber law privileges for up to 5 working days

Violation of any law or municipal ordinance can result in a new prosecution. Inmates MUST report law enforcement contact immediately upon return to the jail.

MISCELLANEOUS

BAG LUNCHESES/EARLY MEALS/LATE MEALS

You will be entitled to 3 meals per day. If you leave the jail before a meal or are scheduled to return after a meal is served, the following will take place:

- Breakfast: If you leave at 7:45 a.m or before you will be served an early breakfast.
- Lunch: If you leave after 7:00 a.m. you will be offered a bag lunch.
- Supper: If you leave after 12:00 noon you will be offered a bag lunch. Bag lunches shall be eaten outside the jail.

If you are released for childcare, **you will not** be entitled to a bag lunch.

If you are scheduled to be away from the jail 2 consecutive meals, you may receive 2 bag lunches, to be taken with you at the time you leave.

Huber inmates are required to indicate on the daily request form the number of meals they wish to take with them when they leave the next day. Failure to do so may result in the unavailability of meals as the meals are brought out from the kitchen based on the number requested.

COURT

When you have a scheduled court date, you are required to furnish jail staff with a copy of the court paperwork. Failure to comply may delay your release for court. If the court case is of a criminal matter, you will be required to return to jail for escort by a court officer. If the case is of a civil matter, you may be given permission by corrections staff to transport yourself.

HUBER LAUNDRY PROCEDURE

Huber inmates will be able to wash their work clothes in the department provided washer and dryer located in the Huber corridor. The procedure for this is as follows:

The Huber inmate must request to wash their clothes one day prior to when they want to do their laundry.

Requests are to be made in writing, using the "Huber Inmate Work Release" form.

Indicate the total amount of money you want taken out of your commissary account in the space provided. These items will then be placed in your Huber locker for your use.

Boxes of soap can be purchased off commissary.

(Inmates serving a longer sentence may request enough soap/tokens to do several loads of clothes.)

Each token will cost .25 cents.

To wash one load of clothes costs .50 cents. (2 tokens)

To dry one load of clothes costs .50 cents. (2 tokens)

The cost of one load of clothes is \$1.00.

You may be chosen and required to wear an electronic monitoring device while exercising work search privileges. Attachment of the device will be at the discretion of the Jail Administrator, Assistant Jail Administrator or designee.

You will be instructed on the rules regarding the device should you be chosen to wear it.