

# HUBER INMATES

## Work and Facility Release Rules

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

The correctional staff must verify your employment before you will be released for work. You may be held in for the first 48 hours of your incarceration to facilitate staff verifying your job, review of your Huber packet, TB test and to meet requirements of SS 346.65 (7).

Rules governing work and facility release are as follows:

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. Absolutely no shoes will be allowed into the Huber dorm.

H4. Before leaving for work, your bunk must be neatly made and your surrounding area clean. Failure to clean the Dorm will result in loss of Huber privileges.

H5. When leaving for and returning from work, you will be subject to a full strip search.

H6. Inmates cannot possess or use any drugs (legal or illegal) or alcohol that has 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.

H7. 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.

H8. 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.

H9. 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.

H10. Do not have any money in your possession when in the Huber dorm; you may have some money in your locker for travel expenses.

H11. 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.

H12. You will be required to submit to a Tuberculosis (TB) test prior to your release for work.

H13. You may have only (1) full-time job.

H14. 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.

H15. 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. Within 24 hours, however, 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 the retest 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. All refusals will be grounds for petitioning the courts for revocation of Huber privileges.

H16. 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.

H17. 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 \$5.00.

H18. 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**

H19. 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 \$108.50 per week or \$15.50 per day for individuals serving less than a 7-day sentence. Huber fees must be in advance of being released for work each week.

H20. 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.

## **SELF-EMPLOYMENT**

H21. If you are self-employed you must bring in 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.

H22. 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.

H23. You will be required to provide a written schedule each day for your daily activities. This schedule must include the address of the work site, phone number at the work site and the times you will be at the work site.

**Failure to provide staff with a written schedule will result in you being held in from work.**

H24. Self-employed inmates **will not** be allowed to work holidays.

H25. Self-employed inmates will be required to provide the jail with proof of injury/accident insurance with a deductible not more than \$1000.00.

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

## **TRAVEL**

H26. 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.

H27. 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 are not to be visiting social networking sites such as Facebook, MySpace or Twitter while you are away from the jail.

H28. You may not go to your home or any other residence without permission from a jail staff member. You may not make any personal phone calls from anywhere except from your cellblock.

H29. While out for work no telephone calls can be made except for work related reasons. No personal calls are allowed.

H30. You are not allowed to carry any items into or out of the jail for yourself or anyone else in the jail (including mail).

H31. 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**

H32. 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 require a written notice from your foreman or supervisor prior to that change. All changes **MUST** be in writing and on a company letterhead.

H33. You will not be released for work or other appointments until we have a complete and detailed schedule.

H34. 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, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve).

H35. Inmates will be permitted to work 6 days a week or 12 hours a day, not to exceed 60 hours a week, including travel time. 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. You must show proof of payment for the hours you are scheduled to work. Scheduled lunch breaks must be reported to jail staff on your daily request.

H36. 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**

H37. 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.

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

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.

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.

### **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 divorce situation, you must show proof that you are the custodial parent or legal guardian. 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 name(s) of anyone residing at the residence where you will provide care must also be furnished.

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.

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.

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 Assitant 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 your classes are assigned in 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.

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.

## **HUBER DISCIPLINE**

The following is a brief list of Huber violations, which may result in disciplinary actions being taken against you (this is not a complete list):

- Unexcused absence from work, counseling, medial appointments, job interviews, etc.
- Deviating from route without expressed permission
- Use of unauthorized mode of transportation
- Failure to notify the jail in the event of an emergency, extended work hours, or any other change of plans
- Failure to inform jail staff in advance of changes in work schedules and/or work sites
- Failure to turn over all earnings, wages, or compensations while sentenced to Huber law
- Taking correspondence out of the jail and mailing or delivering it yourself
- Bringing contraband into jail
- Unauthorized use of phone or unauthorized visits at the work site, appointments, childcare, home care, family care, school, etc.
- Any inmate, who is being charged as a current walkaway or escapee, along with a Fail to Report to Jail and is awaiting pending prosecution, will not be allowed work release until they are exonerated from the charge, or a Judgment of Conviction is entered. Only then may they be eligible for employment.

Any violation of the Oneida County Jail rules will result in disciplinary action, which 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
- Forfeiture of Huber law privileges for up to 5 working days.
- Huber law privilege revoked
- Transfer-in Huber inmates sent back to county of sentencing

Violation of any law or municipal ordinance can result in a new prosecution.

## MISCELLANEOUS

### BAG LUNCHESES/EARLY MEALS/LATE MEALS

You will be entitled to 3 meals per day. If you leave the jail before a meal 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 scheduled to return to jail from work or other release after a meal has been served, you will be entitled to a meal.

- Breakfast: If you return after 7:00 a.m. you will be offered a bag lunch when you leave the night before.
- Lunch: If you return before 12:00 noon, you will be given a lunch meal.
- Supper: If you return at 5:00 p.m. or before you will be given a supper meal.

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.

## 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.