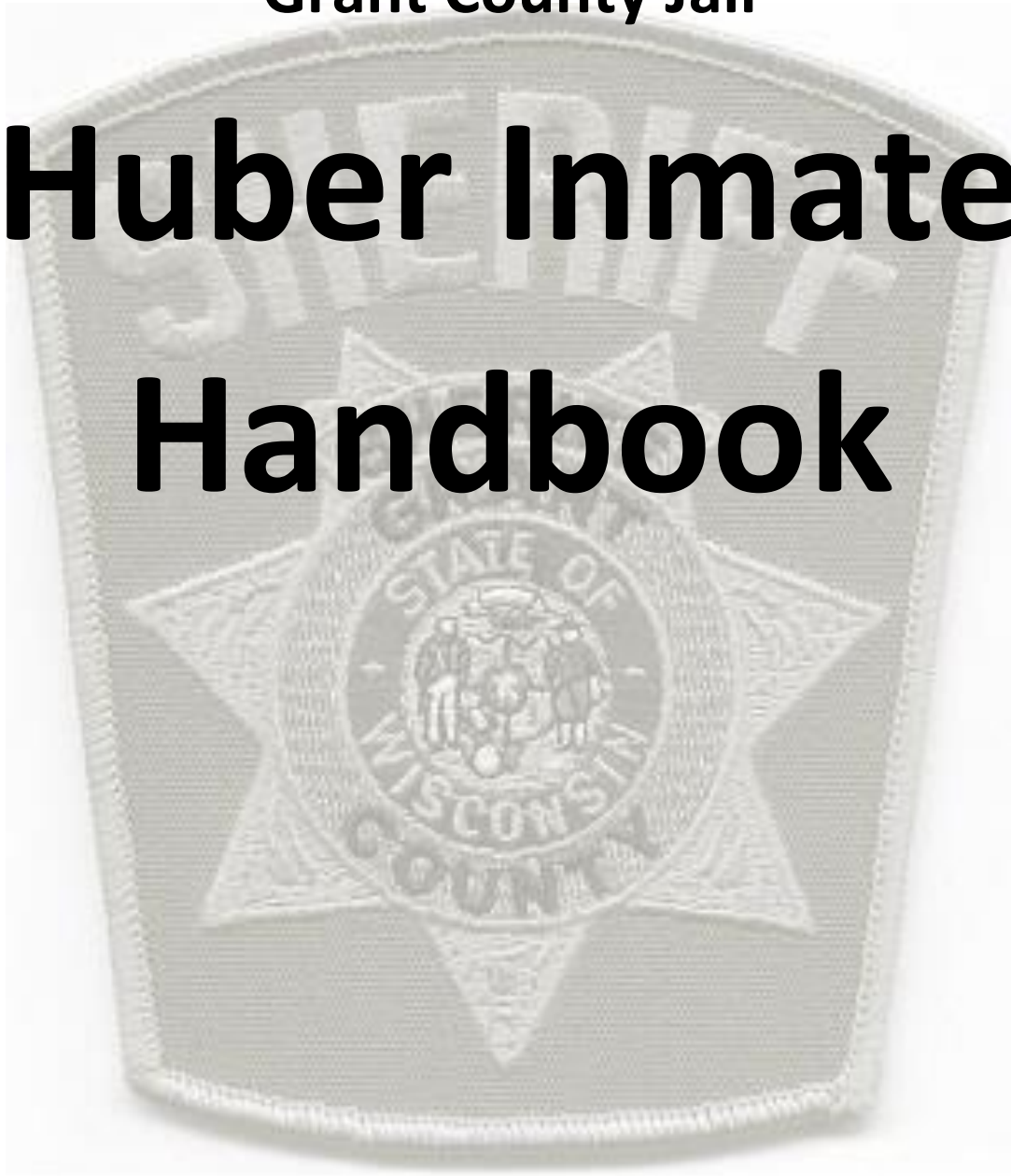


Grant County Jail

Huber Inmate Handbook



It is our goal to ensure Grant County Huber Inmates are able to be productive workers while maintaining the safety of the community they are working in.

Initial_____

Purpose

To establish rules and guidelines in order to maintain an orderly and efficient Huber Facility, maintain Jail Security, and ensure the safety and welfare of the public, inmates, and jail staff.

Introductions:

Sheriff: Craig Reukauf

Chief Deputy: Travis Klaas

Jail Administrator: Mason Nemitz

The State of Wisconsin established the Huber Program to allow inmates sentenced to a regular jail term to maintain their employment.

Huber is a privilege and not a right.

Initial_____

Certain criteria apply to having status as a Huber inmate:

- Huber must be granted by a judge during the sentencing phase and documented on the judgement of conviction.
- Inmates sentenced as a condition of probation are not allowed to participate in Huber privileges until they have spoken with their probation agent and signed their probation rules
- EMP Officer or Jail Administrator must approve of work location and occupation prior to being accepted as a Huber inmate
- Inmates must sit a ***mandatory 48-hour period*** for all convictions related to Operating a Motor Vehicle While Intoxicated 2nd and up. (Wisconsin State Statute 346.65(7))
- ***Employers*** must complete and sign the work release agreement form and agree to the terms.

General Rules:

All inmates approved for participation in the Huber program, will be automatically enrolled in Grant County's Electronic Monitoring Program; even if they are going in and out to work from the Grant County Jail.

You will only be allowed Huber privileges for **one** job, school, or child care:

- Job must be full-time (minimum of 36hrs/week) and pay at least minimum wage
- Child care must be for a dependent child

Huber inmates who have more than one job site must report locations to jail staff prior to leaving the Huber facility. If job locations changes during a work day, you are required to call the Grant County Jail and report these changes prior to relocating. Some changes may not be approved such as leaving the state or county. Changing location without permission may result in sanctions including, but not limited to, losing a work day or losing Huber privileges.

You are limited to a maximum of 60 hours a week including drive time. You are only allowed to be out for work 6 days a week. Any jobs that don't fall into these restrictions will need approval from the Jail Administrator prior to getting out for

Initial_____

work. Any changes in your schedule must be preapproved prior to the day of the change. This can be accomplished in two ways:

- In writing or by fax from your supervisor, within a minimum 48 hours before the changes go into effect. Faxes and letters need to have company letter head to be considered. Letters and fax must state the need for overtime and the hours needed to work.
- By phone at least 24 hours prior to the change

Sundays are not considered work days. Should you need to work on a Sunday you must stay in another day of the same week. These changes, again, need to be preapproved.

You are not allowed to work on the following Holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. You may not use any of these days as your day in from work. Any exceptions will need to be approved by program administrators at least 24 hours in advance for verification purposes.

You are not allowed to work outside of Grant County or Wisconsin, unless you are approved to do so by the jail administrator or EMP Officer. These approvals will only be **considered** if:

- You have had the job prior to being sentenced.
- You are able to transfer to the county you work in (must be documented on your judgement of conviction to transfer to another county)
- You are able to travel to the job site and complete the work day within the 10 hours you are allowed out

You cannot have any outstanding warrants from any law enforcement agency. These include cash bonds, Forfeitures, DOC Apprehension Requests, or Body Only Warrants. These warrants must be satisfied before you are allowed to have Huber privileges.

You must have satisfied any debt owed to the Grant County Jail, or have made payment arrangements with the Jail Administrator, prior to going out for work.

Huber for Child Care

Initial_____

You are allowed to have Huber privilege in order to take care of your child(ren), as long as you meet the following criteria:

- Huber noted on the Judgement of Conviction
- Huber fees are paid
- Birth Certificates of your child(ren) are provided
- Paternal work schedule is provided
- Proof of insurance is provided
- Visitors are not allowed at the house while you are there
- You have custody of child(ren), provide a copy of the child custody paperwork
- Home of the inmate is where childcare must take place
- With pre-approval home maker tasks will be allowed such as Doctor appointments, Grocery Shopping or Transporting Children to and from Activities

Huber for Education

Huber will be allowed for going to school if you meet the following criteria:

- Huber is documented on the Judgement of Conviction
- You have been attending school prior to the conviction
- Class Schedule is submitted
- Additional Study time is not allowed
- You are attending class at any of the following:
 - ❖ High School in Grant County
 - ❖ SWTC
 - ❖ UWP
 - ❖ Universities in the City of Dubuque

Work Hours

You are not allowed to be gone more than 60 hours per week. Any changes must be preapproved before going out to work.

If you work more than ten-hour days, you must supply time sheets and pay stubs to show proof of hours worked. Up to ten-hour work days are allowed, this includes drive time. Pre-approval is needed for anything more.

Initial_____

Exceptions:

- Factory jobs that have regularly scheduled 12-hour shifts
- Self Employed Farmer (proof is mandatory)
- Construction workers may work 12-hour days but only 5 days a week

Keep in mind drive time is included in these 12-hour work days unless approved by the jail administrator.

If you are going to be late returning to the jail due to work related issues, you must have your supervisor contact the jail and explain why you are being delayed, how long you are being delayed, and the exact time you will be leaving the job site. If you are going to be late returning from work for any other reason, you must notify the jail immediately. You may need to stay in the next day and explain this delay to the jail administrator depending on the reason.

If you are a self-employed farmer, exceptions can be made regarding Sundays. Sundays can be pre-approved in order to accommodate morning (4 hours including drive time) and evening (4 hours including drive time) chores.

Meals

IF you will be gone for a meal time you will be provided a sack lunch. You are not allowed to leave the jobsite for meals. IF you are going to be back to the jail within an hour or so from supper time you will be provided with a sack lunch.

Fees and Payments

Huber fees are established based on Wisconsin Statute 303.08(4). This fee is currently set at \$175.00 per week, and for your last week \$25.00 per day. Final payment is adjusted to reflect state taxes. This fee is subject to change as the Grant County Sheriff deems necessary.

You are required to pay a total of \$405.00 as startup costs. Included in the startup costs will be \$350.00 to pre-pay your first and last week's payments, a \$25.00 administrative setup fee, a \$25.00 strap fee and a \$6.00 fee for an initial drug screening. If you are staying for a term 14 days or less, you will have to make your

Initial_____

Huber payment in full prior to your being released for work, in addition to the fee for a drug test.

How do I Pay:

- Cash-deposit directly into the Steller Teller.
- Money order-given to staff
- Payroll check (as long as it isn't a personal check) given to staff for deposit

Huber payments are billed on Saturday nights at 6pm. You shall have the money in your account to make your Huber payment, in full, at that time; or, you could be kept in on your next work day. Payment will then be made in full before you can return to work.

Failure to meet child support obligations will result in a loss of Huber privileges. It is your responsibility to meet these obligations.

Huber Dorm Conduct:

- Televisions will be kept at a lower volume during hours of sleep (keep in mind different hours of work could determine different hours of sleep)
- Quiet time will be observed between 11 pm and 5 am
- Cleaning supplies are kept in the dorm and it is expected that all Huber inmates will assist with cleaning the Unit as needed.
- Personal items are expected to be kept neat and in an orderly fashion
- Beds will be made prior to leaving for work
- Maintenance needed to any part of the dorm should be brought to staff attention immediately
- The alert button in the Huber unit is only to alert staff you are ready for work or emergencies, no other reasons

Failure to comply with these rules may result in staying in from work.

Huber Check-in and Check-out-Ready for Work

When you are scheduled to leave for work, you alert jail staff by pressing the call button by the entry way. This button is only to be used for alerting staff you are

Initial_____

ready for work. Pressing the button earlier than your scheduled release time could result in a delay.

When jail staff arrives, you may exit the Huber dorm. You are not allowed to take ANY items from the Huber dorm. You are to walk with the jail officer to the secure locker room and remove all your clothing, socks, underwear, t-shirt etc. and place them in a cubicle.

You will move from the secure locker-room into the Huber locker room to dress for work. Absolutely no items can go from the Huber locker room into the secure locker room and vice versa. Anyone attempting to take items from the Huber dorm to the secure locker room or from the Huber locker room into the secure locker room will result in being kept in from work and other sanctions may result.

As a Huber inmate, you will be expected to conduct yourself in a certain manner while at work, and traveling to and from work. You are an inmate at the Grant County jail and you are expected to behave in an appropriate manner. Any Huber inmate caught violating any of the following guidelines, will be subject to loss of work day(s), or other punitive sanctions including revocation of Huber privileges.

If your work schedule ends prior to your regular work day, you are to return to the Jail, you are not allowed to remain at your job site or travel anywhere else.

While out on Huber you are NOT allowed to:

- Return home
- Make any unauthorized stops
- Have any visitors on the job site
- Enter any taverns or places that sell liquor, for any reason
- Consume alcohol or illegal drugs
- Commit any traffic violations or crimes
- Bring items off the street into the Huber area including newspapers, cell phones, personal hygiene items, tobacco, electronic devices, etc.
- Wear any work clothing with images depicting or alluding to illegal drugs or activities or alcohol. (Examples: Huff, seedless, 420 etc.)
- Actively participate in any conduct which would cause or provoke a disturbance.

Initial_____

Return from Work

When you arrive back at the jail, you will alert the staff using the call button outside the Huber entrance of the jail. You will be searched and given an opportunity to complete any laundry. You will notify staff when laundry is completed, and then you will be strip searched (Huber laundry is your responsibility, once back in the housing unit, you will not be allowed to return to the Huber locker room/mud room to wash Huber laundry). When jail staff arrives to check you in, you will immediately do the following:

- Submit to a Breath Test if asked
- Remove all clothing including shoes, socks, and undergarments and place them aside in a pile
- When instructed you will place your hands above your head and slowly turn completely around 360 degrees
- The officer will search your head, fingers, toes and the areas between.
- Females will lift their breasts
- Males will lift their scrotum
- You will then turn away from the officer and bend forward at the hips, and separate your buttocks
- When instructed you may store your clothes and shower.

****This is a mandatory search and you should not have to be prompted to complete this task. ****

(If any items considered contraband are located the officer will collect them as evidence. You will be placed in administrative confinement until a time you can talk to the Jail Administrator. ***Possession of Contraband may result in Criminal Charges.***)

Housekeeping

Before leaving for work, Monday, Wednesday, and Friday, make sure you have your jail issue bedding, underclothes, and uniforms ready for laundry. *****Special arrangements will NOT be made for anyone forgetting to put their jail laundry out on laundry days.*****

Medical

As a Huber, you may be allowed to schedule a doctor's appointment. These appointments must be pre-approved before scheduling. You are responsible for any medical debt accrued whether from doctor visits or prescriptions. Do not bill the jail for outside medical appointments.

Medical requests can be made on the kiosk by using the Request for medical care tab. Your doctor will have to complete a form documenting your arrival and departure time. Failure to follow any of these steps could result in you being denied future outside doctor appointments.

Any medications you will need to take, at the Huber facility, will need pre-approval from the nurse. These medications will be ordered from the Hometown Pharmacy, Lancaster. You may want to get your prescriptions transferred to the pharmacy prior to your stay. Jail staff will distribute the medications at appropriate med pass times. You will not be allowed to refill your own prescriptions. You will NOT be allowed to keep medications in the dorm, other than those purchased on commissary. You may not take any medications while at work unless approved by medical staff here at the jail. (See Inmate Handbook for protocol on the proper procedure to take meds)

The Grant County Health Department requires a TB skin test for any inmate staying more than 14 days. You will have to make yourself available to the jail nursing staff to complete this test. If your work schedule does not allow for you to work with the jail nurse, it will be your responsibility to go to the Grant County Health Department to have the test completed, *prior to coming to jail*. The test is a two-part test it will require two visits. ***If it isn't completed you will be held in until our jail nursing staff completes the test.***

DOC 350.13(5) requires a health appraisal be completed within 14 days after arrival at our facility. Again, you must make yourself available to our nursing staff to complete this medical appraisal at the jail, or at the Grant County Health Department. If this task is not completed within the first week of your stay, you will be kept in week 2 until our medical staff has time to complete the appraisal.

Escape and Weapons

Any inmate who escapes, attempts to escape, assists another inmate in escape, or is responsible for bringing any weapon, saw, or tool used in attempt to escape, **WILL BE SUBJECT TO PROSECUTION.**

Huber/EMP Violations

Depending on the seriousness of the violation the Sheriff or Jail Administrator may impose the following sanctions:

- Loss of Huber privileges for up to (5) days
- Loss of up to (2) days good time
- Criminal charges
- Huber privileges revoked

******If you receive a violation which results in your Huber/EMP privilege being revoked or suspended for a period of time, all fees paid for that week are non-refundable and will be forfeited.**

Huber Ride and Transportation

If you drive your own vehicle, you will need to provide the following information:

- Valid Driver's license
- Current vehicle registration(s)
- Proof of Insurance of vehicle(s)
- Proof of renewal should expirations dates fall during your stay

Huber parking is on the East side of the building. If you will be riding with another individual, they need to provide:

- Valid driver's license
- Current registrations to any vehicles you will be in
- Current proof of insurance for any vehicles you will be in
- Proof of renewal if any expire during your stay

Jail staff will make copies of all these documents and keep them on file. You may not change drivers or vehicles without prior approval. No inmate is allowed to ride to work with another inmate unless the driver of the vehicle is not currently an inmate, and only if it is approved by administration.

Work Schedule and Pay Verifications

Initial_____

You will be required to submit your work schedule for verification. This can be accomplished in one of two ways:

- Employer may fax your weekly work schedule to the Grant County Jail no later than Friday night every week.
- Employer may send, with you, your weekly work schedule on company letter head in a sealed envelope or email to jail@co.grant.wi.gov.

Huber Inmate Check List

Does my Judgement of Conviction grant me Huber?

Do I have a Huber & EMP packet? (Can stop in at the Sheriff Dept. or download from the Sheriff Dept. website)

Do I have proof of insurance, driver's info, and workers comp information?

Do I have all my warrants taken care of?

Do I owe the jail any debt, if so, have I paid it or made arrangements with Administrator?

Can I pass a drug test?

Have I addressed any scheduling conflicts that need pre-approval?

Have I made arrangements to see the county Health Nurse for a TB skin Test or medical evaluation if I am staying more than 14 days?

Have I forwarded any medication subscriptions I need to take while physically at the jail to Hometown Pharmacy in Lancaster?

Do I have the \$405, which includes drug/alcohol test fees and EMP strap fees?

Do I have to sit a mandatory 48 hrs. for OWI related charges? Does my boss know?

IF OWI related charges, have I completed, or at minimum scheduled, my alcohol assessment?

If my jail sentence is a condition of probation, have I talked with my agent and signed the probations rules?

Offender Signature: _____

Date: _____

Program Administrator: _____

Date: _____

Initial _____