

Date: _____

Jail Start Date: _____

Check-in Time: _____

Length of Stay: _____

HUBER WORK RELEASE AGREEMENT

You have been ordered to serve a jail sentence in the Pierce County Jail. You are to report to the lobby of the Pierce County Jail on the date and time listed on your Judgment of Conviction. **Do NOT report under the influence of alcohol or drugs!** Failure to report on your scheduled report time/date will result in an additional felony charge of failure to report to jail. If you would like to report early, or transfer to an approved county that is listed on your Judgment of Conviction, please contact the Huber Officer at 715-273-1124.

I, _____, have been provided with a copy of the rules governing the conduct of the Huber/Work Release inmates sentenced to the Pierce County Jail.

I understand it is my responsibility to obey all the rules of the Pierce County Jail and a violation of any Jail rule or Huber/Work Release rule may result in disciplinary action up to and including permanent revocation of my Huber/Work Release privileges.

In accepting Huber/Work Release privileges, I understand that I will be required to submit to a blood, urine, or breath sample for analysis to determine the presence of alcohol or controlled substances upon demand. Refusal or failure to provide such a sample will result in the same disciplinary action that would be imposed for the use of alcohol or controlled substance.

I understand the Pierce County Jail will not be held responsible for any personal property that is lost, broken, or stolen while I am in custody.

I have read, or have read to me, this agreement and fully understand my obligations.

Inmate's Signature: _____

Home Address: _____

Current phone #: _____ Date: _____

Jailer Receiving: _____ Date: _____

HUBER LAW INMATES ARE REQUIRED TO COMPLETE THE FOLLOWING LIST OF ITEMS BEFORE REPORTING TO JAIL. YOU WILL NOT BE RELEASED FOR WORK UNTIL THE LIST IS COMPLETED.

1. Signed copy of Huber/Work Release agreement.
2. Complete Employer Form signed by your supervisor. If self-employed, fill out and sign, then attach itinerary of where (complete address) you will be working and for whom (complete name, address, and phone number). Self-employed persons will also be required to submit the following if applicable: tax numbers, seller permits, and last federal tax form.
3. Complete Employee Form.
4. Proof of Workman's Compensation and/or Health Insurance.
5. Proof of valid driver's license if you are a driver. If riding, proof that your driver has a valid driver's license.
6. Complete detailed vehicle information of the vehicle you are driving and/or riding in, and proof of car insurance for each driver.
7. If required by judgment of conviction, provide written proof of Ignition Interlock Device installation (Completed MV3598 Form), to the Sheriff.

SS303.08(10r) –The Sheriff may not permit a prisoner who is subject to an order under SS343.301(1g) to leave the jail under sub. (1) unless, within 2 weeks after the court issues the order, the person submits proof to the Sheriff that an ignition interlock device has been installed in each motor vehicle to which the order applies.

8. Cash totaling \$175.00.
 - A. \$119.00 will pay for the first week of your Huber Law charges. Huber fees are automatically deducted from your canteen account on Sunday mornings for the following week.
 - B. When you report to Jail you will be required to submit to a drug test at your expense for a fee of \$12.00. You may at any time during your sentence be required to submit to a drug test at a fee of \$12.00 per test.
9. You will be required to have documentation of a negative Mantoux Test. If you have not done this before you report to Jail, the Jail Nurse will perform this test for a fee of \$10.00. *This test is only done on the 1st and 3rd Tuesday of the month.* You will not be allowed to leave the jail until the test is complete and the result is negative.

PREFACE

You have been granted Huber privileges under Wisconsin Statute 303.08 or given work release as a condition of your probation under Wisconsin Statute 973.09. During your stay at the Pierce County Jail, you are expected to follow the rules and regulations which have been adopted for the purpose of maintaining proper custody and control of the inmate population.

You are an inmate of the Pierce County Jail and the rules in this booklet and the General Inmate Information booklet apply to you. **Ignorance of these rules is no excuse or defense for any rule that you violate.** All correspondence both written and verbal (including this document and the General Inmate Information booklet) that you receive is posted for your benefit and is your responsibility to know and understand. If you don't understand something about a rule, memo, procedure or verbal correspondence from a Jailer, you may ask or write for clarification.

The purpose of this booklet is to make sure you are aware of the Pierce County Huber/Work Release rules and the type of behavior which is required of you while you are an inmate of the Pierce County Jail. Read, understand, and FOLLOW the rules and you will have no problem serving your sentence at this facility.

Failure to follow the rules and regulations of this Jail may result in disciplinary action up to and including permanent revocation of your Huber/Work Release privileges and loss of good time.

PIERCE COUNTY JAIL HUBER LAW/WORK RELEASE RULES AND REGULATIONS

1. For violation of any of the Jail or Huber/Work Release rules, the Jail staff, Huber Officer, Jail Sergeants, Jail Administrator, Chief Deputy or Sheriff may hold you without Huber privileges for a period of up to five (5) days for each violation. You can also lose good time. The court can also be petitioned to have your Huber privileges permanently revoked. If the rules violation constitutes the commission of a crime (failing a urine test), you may be charged with that offense. This could result in an extension of your sentence in the Pierce County Jail or being sent to a State Prison.

2. **DRUG TESTING:** In accepting Huber/Work Release privileges you may at any time be required to submit blood, breath, or urine test. Refusal or failure to do so will result in the same disciplinary action being imposed as having a positive test for alcohol or controlled substance. Any inmate that uses intoxicating liquor in violation of Wisconsin Statue 302.37(2) shall be fined not more than \$10,000.00, or imprisoned for not more than nine months. All Huber Law inmates will submit to a drug test before being released for work. You will be required to pay for this test at a cost of \$12.00.
 - A. If you fail your first drug test you will be held from work for a minimum of five (5) days and/or subject to loss of Huber/Work Release privileges. You will not be released to go to work until you have passed the drug test. You will be required to pay for these tests. (One test per five days at a cost of \$12.00 per test.)
 - B. **At any time during your sentence if you fail a drug or alcohol test your Huber/Work Release privileges will be revoked** and you may be charged for possession of a controlled substance.
 - C. Any inmate reporting to Jail for the start of his/her sentence with any measurable amount of alcohol in their system will be held from work for a minimum of five (5) days, and/or subject to the loss of Huber/Work Release privileges.

The approval of any job is up to the discretion of the Sheriff or his/her representative.

3. Job requirements for Huber Law purposes:

- A. You will be allowed to continue your regular employment. If unemployed you will be given reasonable opportunity to secure employment, not to exceed 14 days. You will immediately notify the Jail staff of any change in your employment status.
- B. You must work as gainful employment in which you earn at least minimum wage. **NO CASH JOBS.** You will not be released to do jobs for which you don't get paid. You will not be released to do work around home.
- C. **You will be allowed to work only ONE FULL-TIME JOB.** Inmates will be allowed to work a normal eight-hour shift. Inmates who do not work a normal shift will have to obtain permission to expand the hours.
- D. An inmate must remain in the Jail at least ONE day each week. For this purpose, the week starts on Sunday and ends on Saturday.
- E. Part-time employment is not allowed. **You must have a minimum of 32 hours per week of employment in order to qualify for Huber status.**
- F. A detailed work schedule must be submitted by the inmate. Only the employer may call and change the hours. **No inmate will be released for work until the schedule is on file.**
- G. Any shift that exceeds the hours listed in your work schedule requires you to deliver, at least 24 hours in advance, a signed written request from your employer.
- H. You are required to bring a written request from your employer if you are to work a holiday, even if it falls within your normal schedule.
- I. All Huber inmates must bring in proof that their employer carries Workman's Compensation Insurance policy prior to being released for work.

- J. Self-employed inmates must submit a copy of their health and accident insurance policy, seller's permit, and sales tax numbers prior to being released. Subcontractors will be required to submit a copy of their last federal tax form to prove they have gainful employment.
 - K. If your occupation is being a caretaker for your children, you will be required to fill out a Pierce County Childcare Release form. Once this form is completed it must be approved by the Huber Officer.
 - L. Some exceptions to these rules may be made for others, Example/ farmers. This will only apply to those who are responsible for the operation of their own farm. It doesn't apply to hired hands. Each case will be looked at on an individual basis. Exceptions will be made based on the needs and type of farm and the time of year.
4. The charge for Huber privileges is \$16.11 per day plus 5.5% tax. This must be paid in advance. This is collected by the Jail and paid to the County Treasurer on a monthly basis. **Huber inmates must bring in cash or money order for at least \$175.00 at the time they are booked in.** All Huber costs must be paid in full before you are released at the end of your sentence. You will be returned to court for further action if you fail to comply.
 5. **You must go DIRECTLY to work and return DIRECTLY to jail after work.** Inmates will be checked at their place of employment periodically. Any inmate not at his/her place of employment during his/her scheduled working hours will lose his/her Huber/Work Release privileges. This includes lunch breaks.
 6. You will spend all non-working hours in the Jail. You may not go home, attend meetings, religious services, or make appointments, etc., without permission from the Huber Officer, Sergeant, Lieutenant, or Sheriff. There will be no exceptions unless it is an extreme emergency.
 7. No person shall visit a Huber inmate at the job site, or while the inmate is traveling to and from work, or at any other time the Huber inmate is released into the public from Jail. This includes other Huber inmates. **YOU ARE NOT ALLOWED TO SOCIALIZE OR MEET WITH YOUR SPOUSE, BOYFRIENDS, GIRLFRIENDS, FAMILY, FRIENDS OR ANYONE ELSE WHILE YOU ARE AWAY FROM JAIL.**

8. You may not enter bars or go into any establishment that serves intoxicants unless it is your approved normal place of employment.
9. You may not consume intoxicants of any kind, or use or possess any controlled substance or non-prescription drugs. All prescription drugs shall be delivered to the Jail staff and will be issued by the Jailer on duty as the prescription indicates.
10. You shall obey all Federal, State, and Local laws.
11. You will **immediately** report all police contacts (traffic stops, criminal investigations, tickets, etc.) to the Jail staff.
12. Per section 303.08(3) Wisconsin Statutes, all of your earnings must be turned over to the Jailer on the day you get paid. **YOU CANNOT CASH YOUR CHECK.** In addition you will need to turn in your pay stub which documents the hours worked and the money earned. If you have direct deposit it must be changed to a paper check before you report to Jail. The only exception is an inmate who is sentenced to less than 30 days in Jail. Inmates sentenced to less than 30 days must provide a copy of their direct deposit statement and a check, cash, or money order equal to the amount of the direct deposit from that account.
13. If you need money for bills, personal expenses, etc., you will need to fill out a Payment Request Form. Payment Request Forms have to be filled out 72 hours in advance. Huber payments and other obligations including fines, restitution, etc., will be deducted first. If you have a balance at the end of your sentence it will be returned to you when you are released from custody. There shall be no exchange of money between Huber inmates for any reason.
14. In family situations, Huber expenses will be deducted and the rest can be released to your spouse for paying bills.
15. You will submit to a search upon leaving and returning to the Jail.
16. Pierce County is not responsible for any personal property which is lost, broken, or stolen.
17. You will be given a list of items that are permitted in the Pierce County Jail, and a list of items that are allowed in the cellblock. Any item not on the list is considered contraband and you will be subject to disciplinary action. **Do NOT bring any tobacco products, lighting devices, or cell phones into the jail.**

18. Meals will be served at 7:30 a.m., 11:30 a.m., and 5:00 p.m. Huber inmates who need a sack lunch must inform the kitchen staff 24 hours in advance of needing that lunch. A hot supper will be provided if you miss the evening meal. There is a sign-up board outside the Huber Dorm. All meals not eaten at the Jail will be eaten at the job site. Meal or breaks in restaurants are not allowed, unless of course it is your approved place of employment.
19. You will keep yourself clean, shave regularly, have a neat haircut and wear clean clothing. You will not be allowed to leave the Jail if you have a “grubby” appearance. No gang related attire may be worn while away from Jail.
20. All Huber laundry will be done by the Pierce County Kitchen/Laundry Department.
 - A. When you check into the Huber program, you will be issued two (2) large green laundry bags and one (1) small white laundry bag to keep in your assigned locker. The number on the laundry bags will match the number on your locker.
 - B. Every Friday morning by 6:00 a.m. the Jailer will collect your bags and take them to the laundry room. There will be a form you must mark indicating how many laundry bags you submit. The Jailer will initial the form.
 - C. The cost of laundry will be automatically deducted from your Canteen account. You will be charged \$5.00 per large laundry bag and \$3.00 per small laundry bag. You will be allowed to go into a negative balance one (1) time only. After that time, you must have a positive balance to have your clothes washed.
 - D. No inmate will go to the local Laundromat unless it is authorized by the Sheriff, Jail Administrator, or Huber Officer.
21. Your bunk will be made with the blankets tucked under the mattress before leaving for work. Wall lockers are to be kept in an orderly fashion. All Huber inmates will be responsible for keeping the Huber Dorm clean and for emptying the trash on a regular basis.
22. You will be prosecuted and required to pay restitution for any damage to equipment, defacing or writing on walls, tampering with lighting systems, ventilators, or windows in the Huber Dorm.

23. Canteen is available on Tuesday evening. You will be allowed to purchase snack items. Food from the Jail Kitchen or canteen is the only food allowed into the Huber Dorm. Any other food is not allowed in the Huber Dorm. You are not permitted to cook, use coffee warmers, or have fires of any kind.
24. Visits with attorneys and clergy will be allowed at reasonable times of the day for reasonable lengths of time.
25. Inmate visitation hours are Wednesdays 7:00 p.m. to 9:00 p.m., and Sunday from 1:00 p.m. to 4:00 p.m., with a 30 minute limit. The Jailer on duty has the authority to deny a visit to any prisoner, when in the Jailer's opinion the visit would not be in the best interest of Jail security.
26. Incoming and outgoing mail may be inspected for contraband. **Do not seal outgoing mail.** Mail to and from the courts, attorneys, State and Federal officials will be delivered unopened.
27. Any sickness or injuries are to be reported to the Jailer on duty. Inmates are responsible for their own medical and dental expenses while incarcerated in the Jail.
28. You may earn up to one-fourth good time on any sentence when applicable.
29. You must notify the Jail at least 72 hours in advance and in writing for any court appearance, appointment to see your probation officer, doctor, dentist, counseling, etc. Special Release Request Forms are available for this purpose. Appointments will be verified.
30. If you are a transfer inmate from another county Jail, you will be returned to that county if you break any of the rules or regulations of this Jail. If you are laid off, fired, or otherwise lose your employment for any reason you will be returned to the sentencing county.
31. A phone is available in the Huber Dorm to make collect calls only.

PIERCE COUNTY JAIL INSTRUCTIONS FOR MANTOUX TUBERCULOSIS TESTING FOR HUBER INMATES

1. All inmates who will be entering the Pierce County Jail to serve a Huber sentence 14 days or greater are required to obtain a Mantoux Tuberculosis test prior to entering the jail. The test must be given and read prior to entering the facility.
2. A Mantoux test may be obtained from a physician or from most local health departments. Pierce County Health Department offers the screening by appointment for a fee of \$10.00.
3. The test is administered one day and needs to be read 48-72 hours later.
4. The following information must be provided to the Pierce County Jail.
5. If you have had a positive Mantoux in the past or have a history of active TB disease, you must report the History and Evaluation of Tuberculosis form.

Date applied: _____ Time: _____

Date read: _____ Time: _____

Results in millimeters: _____

Staff Signature: _____

Facility Name and Address: _____

Inmate's Signature: _____

Date: _____

In the event that an inmate presents himself/herself to the jail without a Mantoux Tuberculosis test, he/she will be given one by the Jail Nurse. Mantoux tests are given on the first and third Tuesday of each month and read 48-72 hours after it has been given. **The inmate will not be permitted to leave until the test has been given and read.**

The inmate will be charged a fee of \$10.00 for this test.

PIERCE COUNTY HUBER LAW EMPLOYMENT RECORD / EMPLOYEE FORM

Inmate's Name (print): _____

Type of Job: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number(s): _____

Supervisor's Name: _____

Wages: Hourly \$ _____ or Weekly \$ _____ or Bi-Weekly _____ or Monthly \$ _____

Paid: Weekly _____ or Bi-Weekly _____ or Monthly _____

Paid what day of the week: _____ Date of next check: _____

Hours per day: _____ Work begins: _____ Work ends: _____

Days per week: _____ Distance (miles) from PC Jail to work: _____

Approx. travel time: _____ Drive yourself: _____ Ride: _____

If you drive: Vehicle type: _____ License #: _____

Vehicle color: _____ Year: _____

Insurance Company/Agent: _____

If you ride: Who you ride with: _____

Time picked up: _____ Time brought back: _____

Vehicle type: _____ License #: _____

Vehicle color: _____ Year: _____

Insurance Company/Agent: _____

As per Wisconsin Law SS. 303.08(3) Huber prisoners shall report and submit all income to the Sheriff's Department while out on Huber Law. All money will be deposited in a bank account and disbursements such as board, expenses, and obligations will be paid by the Sheriff's Department from said account. At the end of your sentence, any money remaining in your account will be returned to you.

PIERCE COUNTY HUBER INMATE WORK SCHEDULE

- A schedule signed by your supervisor must be on file with the Pierce County Jail prior to any inmate being released for work.
- You will be allowed only one full-time job with a minimum of 32 hours/week.
- You will work only six days in a row.
- Any shift that exceeds normal working hours, any holiday, or any change in your normal Huber hours requires written approval by the Sheriff, Sergeant, or Huber Officer. Any such change must be submitted on this form 24 hours prior to the change request and signed by the Inmate's supervisor.

Indicate AM or PM, beginning, and ending times.

Date							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							
Date							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							
Date							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							
Date							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

Inmate Name (print)

Inmate Signature

Supervisor Signature

Date

Pierce County Jail Staff Signature for verification of employment

Date

HUBER INMATES - ITEMS ALLOWED IN JAIL

The following is a list of items allowed in the Pierce County Jail that can be **kept in your locker**:

- All Items Allowed in Huber Dorm
- Watches and Jewelry
- Cologne
- Wallet
- Keys
- Work Clothes and Shoes
- Laundry Detergent
- **Absolutely NO Cell Phones, Pocket Knives, Lighters or Tobacco Products**

The following is a list of items allowed in the Pierce County Jail Huber Dorm:

- Alarm Clock (Battery Operated or Wind Up, **NO** Watches)
- Two Bath Towels and Two Wash Cloths
- Shampoo and Conditioner
- One Comb or Brush
- Hair Spray/Hair Gel
- Toothbrush, Toothpaste, and Floss
- Nail Clippers
- Deodorant
- Q-Tips
- Lotion
- Soap or Body Wash
- Underwear (socks, boxers, briefs, non-underwire bra, plain white t-shirts or thermals)
- Eyeglasses or Contacts (eyeglass/contact care solution)
- Mail and Magazines with Subscriptions Received Here
- Three (3) Photos
- Work Training Material or School Material
- Pencils Only (no mechanical pencils)
- Feminine Hygiene
- Canteen Items
- Medical Items (Only if approved by Nurse)
- Jail Uniform and Jail Laundry (only issued items)
- Religious Books
- Items Approved By Jailer

****** ANY ITEM NOT LISTED ABOVE WILL BE CONSIDERED CONTRABAND ******