

KEWAUNEE COUNTY JAIL RULES AND REGULATIONS FOR HUBER LAW INMATES

THESE RULES APPLY TO ALL INMATES SENTENCED UNDER THE HUBER LAW OR AS A CONDITION OF PROBATION. YOU ARE ALSO SUBJECT TO ALL JAIL RULES. REMEMBER, HUBER LAW RELEASE IS A PRIVILEGE, NOT A RIGHT. ABUSE OF THAT RIGHT CAN LEAD TO ITS LOSS.

- 1.) All inmates shall earn at least minimum wage and work in KEWAUNEE COUNTY. No inmate will be allowed to work outside of Kewaunee County without the WRITTEN PERMISSION OF THE JAIL ADMINISTRATOR OR HUBER LAW OFFICER. No inmate will seek NEW EMPLOYMENT WHILE ON WORK RELEASE WITHOUT THE WRITTEN PERMISSION OF THE JAIL ADMINISTRATOR OR HUBER LAW OFFICER. Work outside of Kewaunee County will be in the adjacent counties only. (Door, Manitowoc and Brown Counties).
- 2.) Any changes in your work schedule or place of employment must be approved IN ADVANCE by the Huber Law Officer. If you are laid off or otherwise terminated from your job, you must report this at once to the jailer on duty. In the event that you are required to work overtime, your supervisor must contact the jail prior to the work being done. In addition, he must give you a note (on business stationery) to bring back to the jail. No Huber Inmate will be permitted to work on Sundays or Legal Holidays without the WRITTEN APPROVAL OF THE JAIL ADMINISTRATOR OR HUBER LAW OFFICER. Legal Holidays are defined as: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. All non-working hours will be spent in jail.
- 3.) Huber fees are \$15.00 per day plus a \$5.00 per week laundry charge. All wages, earnings, salary monies, in cash or by check must be turned over in full to the Huber Officer when it is received. You must have a WAGE STATEMENT and a CHECK STUB with it, along with a COPY of your TIME CARD. DO NOT CASH YOUR CHECK OR SPEND ANY OF YOUR MONEY. THIS IS A VIOLATION OF THE RULES. The only deductions are for Federal, State, or Social Security taxes, union dues and wage assignments for child support. Your money will be paid out as required by Section 303.08(5) of the Wisconsin Statutes, in the following order: 1.) Necessary travel expenses to and from work; 2.) Court ordered support of dependents, if any; 3) The cost of your board as set by the Kewaunee County Board of Supervisors; This will include an allowance of not more than \$40.00 per week; 4) Other incidental expenses; 5) Payment in full or part, of the inmates financial obligations either by written acknowledgment of the inmate or by written judgment, such as fines, restitution, court ordered child support, etc. (Private debts owed to family or friends cannot be paid while an inmate at the jail. These can be taken care of after your release from jail). The balance, if any, of the inmate's Trust Account WILL BE MAILED TO YOUR HOME ADDRESS UPON DISCHARGE OF JAIL CUSTODY.
- 4.) All inmates who leave the jail to exercise their Huber rights are subject to a Urine Analysis (UA) test before being released. The cost of this test, \$20, will be covered by the inmate being released. Additionally, inmates out for work release will be charged a minimum of one additional UA test per month regardless of the results. All other random UA tests administered to an inmate will only be charged if the results come back positive.
- 5.) If you have bills to be paid, request a "Huber Check Request Form", sign your name and give them to the jailer on duty.
- 6.) If you are sentenced to less than thirty (30) days or do not receive a paycheck during your term with us, you MUST PAY IN ADVANCE. All self-employed inmates, those sentenced for contempt of court or for failure to pay a fine, must also pay their board in advance.

- 7.) You may receive a $\frac{1}{4}$ reduction of your sentence, as good time, if there have been no violations of these rules or other State and Federal laws. If you are sentenced as a condition of probation, you will receive good time only if the court has ordered it.
- 8.) When you leave the jail to go to work you are to go directly to your place of work, REMAIN at your place of work and RETURN DIRECTLY to the jail when you are finished with work. Unless you have permission from a jailer, do not stop on the way to or from work.
- 9.) You are not allowed to socialize or meet with your family members or friends while you are away from jail. ALL VISITING SHALL BE DONE AT THE JAIL.
- 10.) You may not enter any tavern or other place where alcoholic beverages are sold unless you work there.
- 11.) You may not drink ALCOHOL in any form. Anyone suspected of violating this rule will be required to submit to a breath test. Refusal will result in disciplinary action.
- 12.) You may not use any NON-PRESCRIBED DRUGS OR OTHER ILLEGAL OR CONTROLLED SUBSTANCES. Anyone suspected of violating this rule will be required to submit to a urine test. Refusal to do so will result in disciplinary action.
- 13.) You may not go to your home, at any time without PERMISSION from a jailer.
- 14.) Your means of transportation to and from work must be approved in advance by the Jail Administrator or Huber Law Officer. DO NOT CHANGE your means of transportation without their approval. You may drive your own vehicle as long as you meet the following conditions. You must show a VALID DRIVER'S LICENSE, PROOF OF INSURANCE, AND PROOF OF REGISTRATION. If the vehicle is owned by somebody else, you must have written permission to use it along with that person's proof of registration and proof in insurance. The permission must be signed in front of a Kewaunee County Sheriff's Department employee or be notarized. If someone is giving you a ride, that person must show a valid driver's license, proof of insurance, and proof of registration along with permission to operate the vehicle if they do not own it before you will be allowed to ride with them. The person picking up the Huber inmate must come into the jail and announce to the jailer in person, that they are here to pick up what inmate Exceptions only by approval. Written permission for transportation will be granted by the Jail Administrator or Huber Law Officer after the above criteria have been met.
- 15) Whenever you leave the jail, for any reason, you must be signed out. Giving false information will result in disciplinary action.
- 16) You are not allowed to carry in or out any items for yourself or for anyone else in the jail. An officer will inspect any package or bundle and you will be searched. You may be STRIP SEARCHED each time you come into the jail from work or any time you are away from the cell block and not in the company of a Deputy Sheriff.
- 17) Before leaving for work you must have your bed made and your area cleaned. Failure to do so will result in the loss of your work privileges the following day. You must do your fair share of the cleaning of the cellblock.
- 18) Huber inmates are not allowed to work for another Huber inmate, nor can they hire another Huber inmate.
- 19) Money cannot be transferred from the account of one inmate to another.

- 20) You will not be allowed to carry more than \$40.00 on you at any time. All excess cash will be kept in your account.
- 21) Do not keep valuables of any sort in your cellblock. Kewaunee County will not be responsible for any items lost or destroyed.
- 22) All inmates shall wear uniforms while in the jail. Any clothing worn for work shall be placed in a locker outside of the cellblock.
- 23) Medical costs incurred by the Huber Law inmate will be paid for by that inmate. The Huber Officer or jailer must clear all appointments for medical care, with the exception of emergencies, in advance.
- 24) Job Search: Inmates will be allowed to contact the SEEK Agency out of Green Bay if looking for employment. Inmates are only allowed employment in surrounding counties. Current inmates wishing to visit SEEK or have arranged another job interview may be allowed to leave the jail to make a personal visit if approved by the Huber Officer. You must make this request on an "inmate request" form.
- 25) Huber inmates will only be allowed to be away from the jail for a maximum of 12 hours on any given day. They will be allowed to be away from the jail for only 6 days, and a maximum of 60 hours during those 6 days. Exceptions by approval only, any other time allowed away from the jail will be subtracted from the 60 hours. (AA. Doctor visits, etc.) Do not try to alter your schedule to get more time out of jail. All schedules are verified with employers.
- 26) The Sheriff, through the Jail Administrator, may refuse to permit an inmate to exercise his (her) privilege to leave the jail for Huber Law purposes for each violation of these rules or other jail rules. In addition, violation of these rules or jail rules can result in loss of privileges, loss of good time or an inmate's probation being revoked. Violation of any law or ordinance can result in criminal prosecution.
- 27) Your Employer must allow unrestricted access to your work site without prior notice for the Huber Law Officer or Jail Administrator. If you are not at your work station your supervisor must be able to take the Huber Officer/Jail Administrator directly to where you are or know your whereabouts. Your employer must provide the Jail Administrator with proof of Workers' Compensation Insurance before you will be allowed to go to work.
- 28) All inmate request forms for Huber and/or jail needs must be given to the jailer on duty at least five (5) days ahead of time. All Check requests will require FIVE (5) DAYS NOTICE. You must turn in a request for checks. VERBAL REQUESTS will not be honored.
- 29) No part time jobs allowed unless established prior to the time of conviction.
- 30) Childcare means exactly what is stated—CHILD CARE. You will remain at your residence. You will be allowed out of the home, ONLY WITH PERMISSION, for professional appointment, such as Attorney, Social Services, etc. You will need ADVANCE permission from the Jail Administrator or Huber Officer obtained by submitting a request slip to them as far in advance of the appointment as possible. Should an officer be unable to contact you at the residence at which you are out for child care or attempted phone call to that residence not find you there, we will consider you in violation of your release from the jail and appropriate action will be taken. While out of the jail, you will NOT socialize or meet with friends or relatives. All visiting will be done at the jail. Childcare will be for your children only. The child must be yours by MARRIAGE, through ADOPTION or by having a BIRTH CERTIFICATE with you NAMED as the FATHER (MOTHER) on it. 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.

- 31) The hours 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.
- 32) Limits on when and how long you can be away from the jail for childcare will be the same as for work release. If you are working and doing childcare, the hours for the two (2) will be added together. All Huber/work release rules apply at all times including the \$15.00 per day and \$5.00 per week laundry charge.
- 33) The Kewaunee County Jail will NOT MAKE COPIES for any inmate FREE OF CHARGE. If you are required to have copies of paychecks, stubs, etc. for any reason you will have to make arrangements to have those copies made. If you request the jail to make copies for you the charge will be \$1.00 per page.
- 34) After being admitted to the jail, you will be required to leave all work/street clothing in your assigned locker and will be changed into a jail uniform. All items including clothes, shoes, money, etc., will be placed into your locker. You are responsible for locking your own locker. The jail or jailer is not responsible for items missing from your locker(s). It is NOT RECOMMENDED to keep valuable items in the locker.
- 35) After the breakfast meal is served, it will be your responsibility to get up and be ready for your work release time and /or other appointments. Jailers will not wake you for this.
- 36) You will be entitled to 3 meals per day. If you are scheduled to leave the jail for work or other release at least ½ hour prior to a jail meal, you will have an option of a bag lunch or no bag lunch. You must indicate this on your "Inmate work release form". The kitchen is closed at 6:00PM. If you are scheduled for work or school during one of the scheduled meals, you will have the option of taking a jail-issued bag lunch. You will need to indicate this on your "Inmate work release form" when you fill it out for the next scheduled time to be released. You must eat the bag lunch at work or school. If you are scheduled to be away from the jail for 2 consecutive meals, you may receive 2 bag lunches, you must sign up for 2. Failure to indicate if you want a lunch or not will be considered as a NO answer.
- 37) If you are self-employed, you will be required to furnish a federal-tax number. This will be done prior to you being released for work. 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. Self-employed inmates WILL NOT be allowed to work holidays. Self-employed inmates will be required to provide the jail with proof of injury/accident insurance.
- 38) Lockdown and Lights out are at 10pm. All inmates in the Huber dorm must be in their bunk at this time. You will not be allowed to be out of your bunk unless you are getting ready for or returning from work. Sitting at the table playing cards, board games or talking will not be allowed.

Huber Law Rules are intended to assist you in learning to respect the rights and property of others. This Inmate Handbook has been prepared for your benefit. You should read it carefully and completely so that you know what conduct is expected of you, and what services are available.

I have read or have had read to me the above Huber Law Rules. I understand and will follow these rules during my commitment to the Kewaunee County Jail. I understand that if I violate any of these rules, I may face criminal charges, incur discipline or lose my Huber Law work release privileges. I also understand that I am not to use any type of intoxicating substance while out of the jail for work/school release. I hereby consent to submit to a test(s) of my breath, blood or urine for the purpose of testing for intoxication or the use of drugs. I understand I may be tested at any time while an inmate of the Jail.

Signed: _____ **Date:** _____
Inmate

Huber Officer: _____ **Date:** _____