

# HUBER RULES

## ONEIDA COUNTY JAIL

2000 E. Winnebago Street  
Rhineland, WI 54501

Phone (715) 361-5180

Fax (715) 361-5188

Huber Office Phone (715) 361-5146

Huber Office Fax (715) 361-5159

REVISED JANUARY 2015

## **HUBER INMATES**

### Work and Facility Release Rules

**The following is a guideline for the rules of the Oneida County Huber Program. These rules should be used as an example and are not all encompassing. Each application will be considered on its own merits and will ultimately be decided based on the sole discretion of the Sheriff. The Sheriff reserves the right to approve or deny Huber privileges as he sees fit.**

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

The Huber Officer 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), and approval from the Sheriff.

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. An exception may be made, with advanced approval, when seasons change. You will not be allowed to bring in additional clothing when returning from work. Any additional property or clothing brought in must be dropped off at the reception area of the Sherriff's Office. From there it will be inspected and inventoried before being placed in the Huber locker. 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 Intoximeter 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. 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 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 revocation of Huber privileges.

H7. The jail will charge \$15.00 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 \$15.00.

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 may be permitted only if employment began before entry to the facility and then only with the express approval of the Huber Officer.
- 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 Huber Officer.
- H13. Acceptance of a Huber inmate from another county shall be by the Sheriff or Huber Officer. 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 \$150.00 per week or \$25.00 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 approval will be necessary by the Huber Officer. 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.) Health Insurance

You are also required to show a self-employment work history of at least 6 months to be approved by the Huber Officer. 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, including calls made from cell phones unless it is an emergency or a work related call.

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 have their valid driver's license on file and show proof of insurance for the vehicle you will be riding in. Correctional staff must approve riding with others. You must have approval on 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 and any unpaid breaks. Any change in your employment schedule **MUST** be in writing, on letterhead, from your 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, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve).

H31. Inmates will not be permitted to work more than 6 days a week or 12 hours in a day. Work hours may not exceed 40 hours in a week. You must show your last 3 check stubs prior to release for work. Exceptions may be made on a case by case basis by the Huber Officer. 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 Huber Officer. 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.

### **CHILD CARE/FAMILY CARE**

The Oneida County Huber Officer will regulate the hours you will be permitted for childcare. The court must authorize childcare. The Huber Officer 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. Child care is ONLY authorized in EXTREME circumstances determined by the Sheriff and Huber Officer.

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. Home health care is ONLY authorized in EXTREME circumstances determined by the Sheriff and Huber Officer.

The time of the child care 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. 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 Huber Officer. 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 Huber Officer. The Huber Officer will approve or deny attendance on a case by case basis.

### **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 pending review by Huber Officer
- Huber law privilege revoked by Sheriff

**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.

To wash one load of clothes costs .75 cents.

To dry one load of clothes costs .75 cents.

Detergent provided will cost .75 cents.

The cost of one load of clothes is \$2.25.

# OFFICE OF THE SHERIFF

## ONEIDA COUNTY

2000 East Winnebago Street  
Rhinelander, Wisconsin 54501

Jail Division

Phone (715) 361-5180

Huber Office (715) 361-5146

*Grady M. Hartman*  
Sheriff

*Mark A. Neuman*  
Jail Administrator

*Daniel L. Hess*  
Chief Deputy

*Keith J. Fabianski*  
Assistant Jail Administrator

## HUBER ACCEPTANCE

Directions: Individuals who are reporting to the Oneida County Law Enforcement Center to serve a jail sentence under 303.08 Huber Law, must complete this form and other required documentation and return it to the Oneida County Law Enforcement Center at least five (5) days prior to the beginning of their jail sentence. Those individuals who are already incarcerated or are given a report date less than five (5) days from conviction are to complete this form and return it as soon as possible. Incomplete or inaccurate information may be grounds for denial or delay of work release privileges.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last, First, Middle)

Jail Report Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ and Time: \_\_\_\_\_ Court Case #: \_\_\_\_\_

Full Street Address: \_\_\_\_\_

\_\_\_\_\_  
(State) (Zip Code) (City)

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Home Phone Number) (Cell Phone Number) (Work Phone Number)

I wish to exercise the following Huber release privileges:

( ) Employment ( ) Schooling ( ) Child Care/Family Care

List all Counties and any cases that are currently open:

\_\_\_\_\_

I understand that it is my responsibility to provide any supporting documentation requested. I agree to abide by the rules and regulations set forth in the Oneida County Jail Inmate Rules and Regulations and Informational Booklet. I understand that failure to abide by these rules may be grounds for disciplinary action, which may include loss of Huber privileges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Work Release Employer Information

HUBER PHONE: 715-361-5146 FAX: 715-361-5159

**THIS FORM IS TO BE COMPLETED AND SIGNED BY THE EMPLOYER ONLY!!!**

Inmate Name: (please print)	Total Hours Scheduled / Rate of Pay	
Employer's Name, Address, and City:	Employer's Phone Number:	
Direct Supervisor's Name:	Employee Pay Date:	Weekly: _____ Bi-weekly: _____ Monthly: _____
<b>Supervisor's Signature:</b>	Date of Hire:	

## Oneida County Jail Huber/Work Release Guidelines

The following are Huber/Work Release rules for inmates at the Oneida County Jail. Exceptions to the rules are made for exigent circumstances only, and must be approved by the Huber Officer.

1. Inmates are permitted release from jail no more than six days in row.
2. Inmates will be permitted no more than twelve(12) hours of release per day. Inmates are restricted to 40 hours of work per week. Unpaid breaks are excluded but must be indicated on the work schedule. Exceptions may be made on a case by case basis determined by the Huber Officer.
3. Inmates will not be permitted to work the following holidays. These days in are in addition to the inmates normal day in. Exceptions may be made for exigent circumstances if a written request is received from the employer 48 hours in advance of the holiday, and must be approved by the Huber Officer. The holidays include: New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Years Eve. \*\*

**Rules that apply specifically to work include:**

4. Employers must report all absences from the work site to the Oneida County Jail including, any tardiness, sick absences, leaving for appointments, etc.
5. If the inmate is terminated or laid off, the employer must notify the Oneida County Jail staff immediately.
6. Overtime will be permitted only with prior notification to Correctional staff. If an inmate is needed for overtime please call 715-361-5180. Written verification of overtime worked, must be presented by the inmate immediately upon return to the jail (must be on company stationary).
7. No person is allowed to visit an inmate while on the jobsite; this includes lunch periods. Personal phone calls are also prohibited. The employer must notify the Oneida County Jail staff immediately if a nonemployee visits the jobsite for these purposes.
8. The inmate is required to hand in every paystub (for direct deposit) or paycheck w/stub attached for the duration of their stay. The hours paid for will be expected to match the hours scheduled out of the jail.
9. The employer assumes all risks and liabilities for any injury to an inmate while working.

\*\* Huber Inmates may be considered for holiday work, if they meet the following criteria:

1. May not be self employed.
2. A written request from the employer indicating that the inmate is needed for work on the holiday in question must be received at least 48 hours prior to the holiday.

**INMATE & EMPLOYER: Read and understand both pages of this form.**



All inmates must be at a verifiable work site. **If the nature of the inmate's employment dictates that he/she will be working at numerous work sites, the inmate must call the jail to report changes to worksites. The staff must know the whereabouts of the inmate at all times.** Inmates who are not at the correct site face administrative or disciplinary sanctions that may include suspension of their work release privilege. Any inmate who is not at an approved site at any time may be charged criminally with **ESCAPE**. Travel time will be determined by Oneida County Jail staff; therefore do not include travel time as part of the work schedule.

I attest the above information is true and correct. As the authorized supervisor for the above listed inmate, I agree to inform Oneida County Jail staff of any violations, as described above, and all absences from the work site.

Name of Supervisor (print)\_\_\_\_\_

Signed\_\_\_\_\_Date\_\_\_\_\_  
(Work Supervisor)

Title\_\_\_\_\_Phone\_\_\_\_\_

Inmate Name (print)\_\_\_\_\_

Inmate Signature\_\_\_\_\_

**OFFICE OF THE SHERIFF**

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*Jail Administrator*

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*Assistant Jail Administrator*

**ALL INMATES ENTERING THE ONEIDA COUNTY JAIL**

Name: \_\_\_\_\_

Tuberculosis (TB) skin testing is required for all persons who will be an inmate in the Oneida County Jail. Please report to the Oneida County Jail Nurse for testing prior to entering into the Jail.

TB skin testing is done on Mondays, Tuesdays, Wednesdays and Fridays between the hours of 0830 a.m. and 1:00 p.m. You must report back to the Jail Nurse in 48 to 72 hours to have the test read by a nurse. If you will be in jail when the test is due to be read , inform the nurse completing the test and it will be read in the Jail.

If you have tested positive in the past, please inform the nurse.

You can schedule a test by contacting the nurse Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. (715) 361-5187

Please have this form signed by the nurse after the test is read and then return this form to the Jail staff.

Date Test Given: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Test Read: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Results: \_\_\_\_\_

Nurses Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**HUBER INMATE RULES AND REGULATIONS  
SIGNATURE FORM**

**DATE:** \_\_\_\_\_

**INMATE NAME:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**EMPLOYER TELEPHONE NUMBER:** \_\_\_\_\_

**BUSINESS STREET ADDRESS:** \_\_\_\_\_

Inmates are required to take the shortest route to and from their place of employment. Describe the route you will be taking to and from work. (Be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have read and fully understand the Huber/Work Release Rules and Regulations. I understand that if I fail to follow the procedures of the Oneida County Jail, I may lose my Huber privileges, or be held in from work for committing violations.**

Inmate Signature: \_\_\_\_\_

Corrections Officer: \_\_\_\_\_

Inmate Name \_\_\_\_\_

**HUBER INMATE WORK SCHEDULE**

*A work schedule signed by your supervisor must be on file with the Oneida County Jail prior to your being released for work.*

	Date	Start Time	Unpaid Lunch Time	End Time	Hours Worked (Corrections Staff Only)	Travel Time
<b>SUNDAY</b>						
<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
<b>THURSDAY</b>						
<b>FRIDAY</b>						
<b>SATURDAY</b>						
<b>TOTAL</b>						
<b>Supervisor Name (Print)</b>				<b>Title</b>		
<b>Supervisor Signature</b>				<b>Date</b>		
<b>Employer</b>				<b>Phone</b>		
<b>Inmate Signature</b>				<b>Date</b>		
<b>Corrections Officer</b>				<b>Date</b>		

Do not include travel time. Travel time will be determined by the jail staff.