



# HUBER INMATE RULES & REGULATIONS

## ONEIDA COUNTY JAIL

2000 E. Winnebago Street

Rhineland, WI 54501

Phone: 715-361-5180

Email: [corrections@oneidacountywi.gov](mailto:corrections@oneidacountywi.gov)

## Huber Office

Phone: 715-361-5146

## HUBER INMATE RULES & REGULATIONS

### Work and Facility Release Rules

**The following is a guideline for the rules of the Oneida County Sheriff's Office Jail Division Huber Program. These rules should be used as an example and are not all encompassing. Each application will be considered on its own merit and will ultimately be decided based on the sole discretion of the Oneida County 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 inmate's employment before inmate will be released for work. Inmates may be held in at the jail in order for jail staff to facilitate verifying their job, review of their Huber packet, to meet requirements of State Statute §346.65(7), and/or approval from the Sheriff.

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

- H1. While completing the Huber packet you may **NOT** provide false information or attempt to deceive staff on the Huber packet or otherwise.
- H2. Huber inmates are **NOT** allowed to work outside of Oneida County. Travel outside of the county may be allowed, on a case by case basis, with special advanced permission from the Sheriff.
- H3. All Huber inmates must bring in a copy of their employer's Workman's Compensation insurance or Certification 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.
- H4. Huber inmates will be allowed two changes of outer clothing, one hat, one jacket or coat, and one pair of gloves, to be kept in their Huber locker. Inmate will also be allowed to have five pair of socks, five pair of underwear, five pair of pants, and five t-shirts, to be kept in their Huber locker. An exception may be made, with advanced approval, when seasons change. Inmate 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 Oneida County Sheriff's Office. From there, it will be inspected and inventoried before being placed in inmate's Huber locker. No personal clothing of any kind will be allowed in the Huber dorm.
- H5. When leaving for and returning from work, inmate will be subject to a full strip search and body scan.
- H6. Inmates cannot possess or use any alcohol or drugs (legal or illegal) that have not been prescribed by a physician and dispensed by the Oneida County Jail nurse or a corrections officer. Inmate must maintain absolute sobriety, both in and out of the Oneida County Jail. Inmate may be required to submit to a urinalysis to determine the presence of drugs and/or alcohol in their system. Inmate may also be required to submit to a Preliminary Breath Test (PBT) or an Intoximeter Test to determine the presence of alcohol in their system. Refusal or failure to provide an adequate sample, with either test, will result in the loss of inmate's Huber privileges.
- H7. No tobacco use while on Huber.
- H8. 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 five days and being retested by Oneida County Jail staff. Additionally, all Huber inmates are subject to random urinalysis tests 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 Oneida County Jail staff within 24 hours of the request. Unless there is a medical problem, failing to provide a urine sample will be considered a refusal. Any refusal or tampering with the urinalysis will be grounds for violation, which may include revocation of Huber privileges.

- H9. The Oneida County 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. As of January 1, 2022, Huber's will be billed for U/A's regardless of positive or negative results.
- H10. Inmates are not to have any money in their possession when in the Huber dorm. Inmate may have some money in their Huber locker for travel expenses.
- H11. A Huber Expense Form may be used to request how the inmate wants their paycheck disbursed after Huber fees have been paid. This form must be completed and signed before any money will be disbursed.
- H12. Inmate may have only one (1) full-time job. Part-time employment may be approved on a case by case basis and if able to provide the proper Huber fees.
- H13. Inmate will not be allowed to visit their attorney while out for Huber. Inmate may be allowed to visit their probation agent with an advance appointment and permission from the Huber Officer.
- H14. Acceptance of a Huber inmate from another county shall be made by the Sheriff. 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. Huber transfers will only be considered if the Huber inmate is employed in Oneida County.
- H15. Before any Huber transfer is accepted, a urinalysis will be conducted. The Oneida County Jail will not accept a Huber transfer who has 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 will be denied and they will be sent back to the county of origin.
- H16. Inmates will be periodically checked at their place of employment. Any inmate not at his/her place of employment during scheduled work 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/or from that location. This includes other Huber inmates.
- H17. Huber inmates may park their vehicle in the area designated "Inmate Parking" located on the west side of the Oneida County Law Enforcement Center.
- H18. Inmate must have a work history of at least 3 months with business prior to reporting to jail to serve the sentence.

#### **HUBER BOARD**

- H19. If an inmate earns wages, unemployment compensation, or employment training benefits, they 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 inmates serving less than a seven-day (7) sentence. Huber fees must be paid in advance of being released for work each week.
- H20. All paychecks/income will be given to Oneida County Jail staff to be deposited into the Oneida County Prisoner Fund. Failure of inmate to comply with surrendering their entire wages immediately upon receipt of wages shall result in the inmate losing all Huber/work privileges. The only exception will be those inmates 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 reviewed and returned.

H21. In accordance with State Statute §303.08, the Oneida County Sheriff or his agents, will control all monies earned by inmate. If inmate is self-employed, Huber fees must be paid in advance each week.

H22. Inmate must show proof of payment for the hours they are scheduled to work.

### **SELF-EMPLOYMENT**

If inmate is self-employed, they must provide the following as proof of self-employment:

1. Tax ID number
2. Taxes
3. Copies of contracts
4. Health Insurance

Inmate is also required to show a self-employment work history of at least six (6) months prior to approval by Huber officer. This needs to be completed prior to inmate being released for work.

H23. All self-employed Huber inmates will be required to pay their board one (1) week in advance and keep it current. Failure to do so will result in inmate being held in from work until the requirement is met.

H24. Self-employed inmates **WILL NOT BE** allowed to work holidays.

H25. Self-employed inmates will be required to provide the Oneida County Jail with proof of injury/accident insurance with a deductible of not more than \$1,000.00. An application will not suffice. Proof of coverage is required.

### **TRAVEL**

H26. When an inmate leaves the Oneida County Jail to go to work, they are to go directly to their place of employment, remain at their place of employment, and return directly to the Oneida County Jail when they are finished with work. Unless inmate has permission from a corrections officer, they are not to stop anywhere on the way to/from work. Work sites may be visited or called by Oneida County Jail staff or other law enforcement officers. Oneida County Jail staff will determine travel time. Inmates are required to take the most direct route to and from their permitted destination. Corrections staff must know the whereabouts of the Huber inmate at all times. Inmates must notify the jail immediately of any movement to/from different work sites.

H27. Huber inmates are **NOT** allowed to meet with their wife/husband/girlfriend/boyfriend, other friends, or family members while away from the Oneida County Jail. Huber inmates may not go to their home or any other residence without permission from an Oneida County Jail staff member. Huber inmates are NOT to be visiting ANY social networking sites such as Facebook, MySpace, Twitter, etc. while away from the Oneida County Jail.

H28. While out for work, an inmate may not make any telephone calls, except for work related reasons. No personal calls are allowed, including calls made from cell phones, unless it is an emergency or work related call.

H29. Huber inmates are not allowed to carry any items into/out of the Oneida County Jail for themselves or anyone else in the Oneida County Jail (including mail).

H30. If a Huber inmate has a valid driver's license and auto insurance, they may drive to and from work. If someone else will be transporting the Huber inmate, the driver must have their valid driver's license on file and show proof of insurance for the vehicle Huber inmate will be riding in. Corrections staff must approve riding with others.

Huber inmate must have approval on file with the above information prior to accepting a ride from them.

### **WORK SCHEDULES**

- H31. Huber inmate will be required to provide a detailed work schedule from job supervisor. This will include days/times Huber inmate will work and any unpaid breaks. Any change in employment schedule **MUST** be in writing, on company letterhead from the supervisor prior to that change. **Huber inmates will not be released if a current schedule is not on file**
- H32. If Huber inmate is required to work on a holiday, they must provide written notification from employer no later than **48 hours** prior to that holiday. If Huber inmate fails to comply exactly, they will not be let out for work. Holidays include: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day.
- H33. Inmates will not be permitted to work more than six (6) days a week or twelve (12) hours in a day. Work hours may not exceed sixty (60) hours in a week. Inmate must show their last three (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 Oneida County Jail staff on inmate's weekly schedule. Schedule changes will be limited to two (2) per week.
- H34. Inmates must stay in one continuous 24-hour period per week (one day in). This means no appointments (such as medical or other treatment), work, child, or home care will be allowed during this period.
- H35. Inmates who quit or are terminated from their job must notify the corrections staff as soon as possible following the job action.

### **WORK SEARCH**

- H36. Inmates may write any employing business in Oneida County requesting an application, or have individuals drop off applications for them. All applications will be sent out at the expense of the Oneida County Jail. Inmates will only be released for confirmed scheduled interview appointments.

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

- H37. Child care is **ONLY** authorized in **EXTREME** circumstances determined by the Sheriff and Huber officer. If permitted by the Sheriff, the following will take place:
1. The Huber officer will regulate the hours inmate will be permitted for child care
  2. The court must authorize the child care
  3. The Huber officer will only allow the inmate to be released for child care to care for his/her own children
  4. The Oneida County Jail must be provided with the name(s) of child/children the inmate will be caring for, as well as a copy of the birth certificate of each child/children
  5. In a non-marital situation, inmate must show proof that they 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.
- H38. The time of the child care will be the hours the inmate is needed when the other child care person is at work. Inmate must provide the Oneida County Jail with the name and work schedule of the person who provides care in their absence, on the business letterhead. Limits on when and how long inmate can be away from the jail for child care will be the same as for work release. Inmate will be restricted to a single residence at which the child care is performed.
- H39. Home health care is **ONLY** authorized in **EXTREME** circumstances determined by the Sheriff and Huber officer. If inmate is providing care for an adult (immediate family only), inmate must provide medical documentation that

the family member is unable to care for him/herself.

H40. The name(s) of anyone residing at the residence where inmate will provide care must be furnished.

H41. All Huber rules apply at all times.

### **SCHOOL**

H42. 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 schooling may be provided in-house through jail programming.

H43. Attendance at Nicolet Area Technical College (NATC) is **ONLY** authorized in **EXTREME** circumstances determined by the Sheriff. If approved, inmate must provide a school schedule, including the name and contact number of all instructors and class locations. Inmate is required to be in the classroom area at all times. Inmate is not allowed to leave the building except to report to another class. Inmate 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.

H44. If there is a one (1) hour or longer time period between two (2) classes, inmate will be required to return to the Oneida County Jail. With proof of assignment and instructor syllabus, inmate may be allowed to visit the computer lab, but only with advance approval from Oneida County Jail staff. If inmate is not specifically told, they should not assume permission is granted. If there is doubt, inmate should return to or call the Oneida County Jail.

### **ALCOHOL AND OTHER TREATMENT**

When granted treatment by the judge, the inmate will be considered on its own merits and will ultimately be decided based on the sole discretion of the Sheriff.

H45. Inmates who wish to exercise Huber privileges for alcohol and/or other treatment are required to be attending similarly offered services at the Oneida County Jail. For example, an inmate who wants to attend outside Alcoholics Anonymous (AA) meetings must consistently attend meetings at the Oneida County Jail. For outside alcohol treatment, the inmate must be set up with an outside counselor, either through their probation agent or the Human Service Center. All appointments with the counselor must be scheduled and verified.

H46. To qualify to attend an outside AA meeting, an inmate must have a recommendation from their counselor. The counselor can call, mail, or email the recommendation to the attention of the Huber officer. The Huber officer will approve or deny attendance on a case by case basis.

H47. Inmates granted Huber and/or EMP for OWI convictions **MUST** sit 48 hours in the Oneida County Jail before going out to work.

### **HUBER DISCIPLINE**

The violation of any of the above rules, or the Oneida County Jail rules, may result in disciplinary actions being taken against the inmate. Disciplinary action may include, but is not limited to the following:

1. Warning
2. Restricted privileges
3. 24-hour segregation
4. Held in from work or child care pending review by Huber officer
5. Huber privileges revoked by Sheriff



H48. Violation of any law or municipal ordinance may result in a new prosecution. Inmates **MUST** report law enforcement contact immediately upon return to the Oneida County Jail.

### **MISCELLANEOUS** *BAG LUNCHES/EARLY MEALS/LATE MEALS*

Inmate will be entitled to three (3) meals per day. If inmate leaves the Oneida County Jail before a meal is served or is scheduled to return after a meal is served, the following will take place:

1. Breakfast: If inmate leaves at 7:45 a.m. or before, they will be served an early breakfast
2. Lunch: If inmate leaves after 7:00 a.m., they will be offered a bag lunch
3. Supper: If inmate leaves after 12:00 noon, they will be offered a bag lunch. Bag lunches shall be eaten outside of the Oneida County Jail.

If inmate is released for child care, they will not be entitled to a bag lunch

If inmate is scheduled to be away from the Oneida County Jail for two consecutive meals, inmate may receive two bag lunches to be taken with at the time they 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 requested number.

### **COURT**

When inmate has a scheduled court date, inmate is required to furnish Oneida County Jail staff with a copy of the court paperwork. Failure to comply may delay their release for court. If the court case is of a criminal matter, the inmate is required to return to the Oneida County Jail for escort to court by a court officer. If the case is of a civil matter, the inmate may be given permission by corrections staff to transport themselves.

### **HUBER LAUNDRY PROCEDURE**

Huber inmates will be able to wash their work clothes in the jail provided washer and dryer located in the Huber corridor. The Huber laundry procedure is as follows:

1. Huber inmates must request to wash their clothes one day prior to the day they want to do their laundry
2. Requests are to be made in writing using the "Huber Inmate Work Release" form
3. Inmate must indicate the total amount of money they want taken from their commissary account in the space provided
  - a. To wash one load of clothes costs .75c
  - b. To dry one load of clothes cost .75c
  - c. Detergent costs .75c
  - d. The cost to process one load of clothes is \$2.25

## Huber Program Work Schedule

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

Name of Employer/Business \_\_\_\_\_

Job Site Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Rate of Pay \_\_\_\_\_ Date/Day of Pay \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

1. Start and end times are **YOUR SCHEDULED HOURS** for work
2. You **WILL NOT** be allowed to work over 12 hours per day, unless approved by the Huber officer. This would only be for special situations, not on a daily basis
3. The Huber inmate must remain in the Oneida County Jail at least one day each week
4. Completed schedules must be turned in every **WEDNESDAY** during the enrollee's weekly meeting

DATE	DAY OF WEEK	START TIME	END TIME	ACTUAL TIME YOU LEAVE FOR WORK OR SCHOOL	ACTUAL TIME HOME FROM WORK OR SCHOOL	TOTAL HOURS
___/___/___	Sunday					
___/___/___	Monday					
___/___/___	Tuesday					
___/___/___	Wednesday					
___/___/___	Thursday					
___/___/___	Friday					
___/___/___	Saturday					

I hereby state that these are the paid hours for this employee, who is presently under the Huber Program at the Oneida County Jail. I understand that the information furnished is public record and may be given to the IRS, the Social Security Office, Employment Relations Board, or others as requested. I agree to call the Huber officer in the event of any changes in hours for this employee. I also agree to advise the Huber officer of any job site changes of the employee.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

The Huber officer can be reached at 715-361-5146 or at email [corrections@oneidacountywi.gov](mailto:corrections@oneidacountywi.gov).

*In order for your employee to continue with this program, this form MUST be completed by you PRIOR TO each work week. The Oneida County Jail considers Sunday the first day of the week.*



**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 \_\_\_\_\_

Huber Officer Signature \_\_\_\_\_

## Work Release Employer Information

HUBER OFFICER PHONE: 715-361-5146

EMAIL: [corrections@oneidacountywi.gov](mailto:corrections@oneidacountywi.gov)

**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: _____
Supervisor's Signature:	Date:	

### Oneida County Jail Huber/Work Release Rules

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. **Inmate and employer need to read and understand both pages of this form.**

1. Inmates are permitted release from the Oneida County Jail for **no more than** six days in a row.
2. Inmates will be permitted **no more than** twelve (12) hours of release per day. Inmates are restricted to sixty (60) 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:  
New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve,  
Christmas Day, and New Year's Eve Day\*\*

These days 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.

#### 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 immediately.
6. Overtime will be permitted only with prior notification to Oneida County Jail staff. If an inmate is needed for overtime, please call 715-361-5180. Written verification on company letterhead of overtime worked must be presented by the inmate immediately upon return to the Oneida County Jail.

7. No person is allowed to visit an inmate while on the jobsite. This includes lunch periods. Personal phone calls are prohibited. The employer must notify the Oneida County Jail immediately if a non-employee visits the jobsite for these purposes.
8. The inmate is required to hand in every pay stub (for direct deposit) or paycheck with stub attached, for the duration of their stay. The hours paid will be expected to match the hours scheduled out of the Oneida County 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 the inmate is needed for work on the holiday in question must be received at least 48 hours prior to the holiday.

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 Oneida County Jail to report changes to work sites. The Oneida County Jail 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 privileges. Any inmate who is not at an approved work 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 the Oneida County Jail of any violations, as described above, and all absences from the work site.

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

Signature of Work Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Title of Work Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Name of Inmate (*print*) \_\_\_\_\_

Signature of Inmate \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# HUBER ACCEPTANCE

Individuals who are reporting to the Oneida County Jail 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 Jail at least five (5) days prior to beginning 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 \_\_\_\_\_  
\_\_\_\_\_  
(City/State/Zip)

Home Phone \_\_\_\_/\_\_\_\_-\_\_\_\_ Cell Phone \_\_\_\_/\_\_\_\_-\_\_\_\_ Work Phone \_\_\_\_/\_\_\_\_-\_\_\_\_

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, Regulations, and Information 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)

Inmate Name

## HUBER INMATE WORK SCHEDULE

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

[illegible]

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