

Polk County Jail Huber
Registration Packet

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Polk County Jail
1005 W Main Street Suite 900
Balsam Lake, WI 54810

Phone: 715-485-8370 Fax: 715-485-8375

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. Huber release is a **privilege**. It has been designed to assist those individuals that are employed to retain their jobs, if attending school to continue their education, or to assist their spouse or family member with child or adult care while serving a jail sentence. Although the Court granted this privilege, you must meet the criteria set forth by jail policy in order to exercise Huber privileges. During your stay at the Polk 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 Polk County Jail and the rules set forth in this booklet and in the general Inmate Handbook apply to you. **Ignorance of these rules is no excuse or defense for any rule that you violate.** All correspondence both written and verbal that you receive is created for your benefit and is your responsibility to know and understand. If you do not understand something about a rule, memo, procedure, or verbal correspondence from a Jailer, please ask or submit a written request for further clarification.

The purpose of this booklet is to make sure you are aware of the Polk County Huber/Work release rules and the type of behavior that is required of you while you are an inmate at the Polk County Jail. Read, understand, and **follow** the rules set forth and you will not have any problem serving your sentence at this facility.

Violations of these rules may result in loss of Huber privileges, disciplinary action, and/or loss of good time. If serving a sentence from another county, you may be returned to the county of conviction.

Facility Address:
1005 W Main Street Suite 900
Balsam Lake, WI 54810

Facility Phone Number:
715-485-8370

Facility Fax Number:
715-485-8375

What to Bring

1. Socks/Underwear in new and unopened packages. You may have up to three pairs each in the cell block with you.
2. New bras (no underwire.) You may have up to three in the cell block with you.
3. Employment information/Huber release forms and required documentation
4. Applicable Fees. \$25.00 Sentenced Housing Fee/ \$105.00 one week of Huber Fees (\$175.00 one week of Out of County Huber fees)
5. Work clothes for approximately one week
6. Prescription medication in original containers
7. Additional funds (to be used for canteen purchases)
8. Laundry detergent
9. Quarters for washer/dryer

What Not to Bring

1. Tobacco products
2. Valuable items
3. Food/drink items
4. Weapons
5. Tools, knives, box cutters, etc.
6. Personal hygiene items to include razors, toothbrush, soap/shampoo, etc...
7. Personal reading material

Once the booking process is complete you will be provided with a Huber locker in which to store all of your personal belongings that will not be brought back to the cell block with you. All items are subject to approval by jail staff and may be denied if they pose a safety and/or security risk.

Employment

The approval of any job is up to the discretion of the Sheriff or his/her representative. Employment outside of Polk County is not allowed. Exceptions may be made with prior approval.

You must be gainfully employed earning 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 the home. If you are employed by a family member you must provide proof that you were employed previous to reporting to jail.

A schedule of your work release times will be posted and made available to all jail staff. Deviation from these times will not be allowed without prior authorization. Your movement will be recorded daily. It is your responsibility to check OUT or IN on your timecard.

You may be allowed out for up to 12 hours per day dependent upon your work schedule. This 12 hours includes travel time to and from your place of employment. You must travel directly to work and directly back to the jail. Inmates may be checked at his/her place of employment periodically. Any inmate not at his/her place of employment during scheduled work hours will lose Huber privileges. This includes lunch breaks. You will be allowed no more than 60 hours of out time per week. Huber privileges may be exercised seven days a week.

If your job requires that you fill out a daily itinerary it must be filled out completely and accurately for that day prior to leaving the jail.

All of your non-work hours will be spent at the Polk County Jail. This is to include days that you are released from work early, or when work is cancelled. You may not go home, attend meetings, or make appointments, etc. without prior approval.

Self-Employment

You are required to provide the following documents in order to exercise Huber:

- Copy of Health insurance card or proof of worker's compensation
- Copy of Liability Insurance on the business
- Copy of previous year's Federal Taxes

You are also required to have one or more of the following:

- Copy of Business card or advertisement
- Proof of a business checking account and/or bank statements
- Current job bids/invoices along with records and receipts
- Three previous contracts dated within the last six months

You will not be allowed to start a new business while in custody.

Child Care

You are required to provide the following documentation in order to exercise Huber for Child Care:

- If child care, and it is a divorce situation, documentation that you are the custodial parent or legal guardian of the child(ren)
- If adult care, medical documentation that the family member is unable to care him/herself
- Name and schedule of the person caring for the child(ren) in your absence

No other adults and/or visitors are to be at the child care site without approval of jail staff. You may not run errands or leave the child care site without prior approval.

Getting to Work

You are required to travel directly to and from your place of employment. Any activity, or stops, other than work is prohibited, unless you have prior authorization from jail staff. Reasonable travel time will be allowed to travel back and forth. You must receive prior approval from jail staff to stop for gas.

You, or the driver of the vehicle used to transport you, must provide the following:

- Proof of motor vehicle insurance
- Current vehicle registration
- A valid driver's license

If you have been court ordered to install an ignition interlock device you will be required to provide proof that the device has been installed in each motor vehicle to which the court order applies.

You are to report any contact with law enforcement personnel to jail staff upon returning to jail. Any violations of the law can result in prosecution, as well as loss of Huber privileges.

Holidays

Huber privileges will not be exercised on the following designated Holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. You will not be charged daily Huber fees for these Holidays unless you are serving a sentence for another county.

Court Ordered Programs/ Appointments

You will be required to completely fill out and turn in a Huber Appointment form at least 48 business hours before any non-work related activity outside of the jail. You will be expected to take the most direct route to and from the appointment site and will not deviate without permission. Family/friends may not visit while in transit to the program or at the program site. You are responsible for ensuring your appointment form is signed by the correct person with your arrival and departure time.

Fees

All Polk County sentenced inmates will be charged a \$25.00 sentenced housing fee.

Polk County daily Huber fees: \$15.00 per day (\$25.00 daily if convicted in another County)

Inmates will be charged \$15.00 per day (out of county Huber's will be charged \$25.00 daily) for full or part time employment. This includes Huber release for child care or students taking post high school credits at an educational institution. This amount is deducted from your account on a daily basis. Huber fees must be paid in full prior to your release.

Your sentenced housing fee and one week of Huber fees is required to be paid up front and prior to being released for work. Exceptions may be made with prior authorization. Fees must remain current during your entire stay. Additional funds will be needed to purchase hygiene and canteen items while incarcerated. Failure to maintain a current and positive balance may result in loss of Huber privileges.

If you have a balance at the end of your sentence it will be returned to you when you are released from custody.

Earnings

Your paycheck and/or all earnings will be turned over to jail staff upon your return to the jail. Your paychecks are not to be cashed by you. Your money will be deposited in, and distributed from, your Polk County Inmate Account. Requests may be made to distribute your money after deposits have been made. If you have direct deposit you will need to provide a copy of the pay stub to the jail and it will be your responsibility to deposit funds into your inmate account.

Work Search

You will not be allowed out of the jail to conduct work search. Friends/relatives may provide you with job applications by mailing them into the jail. If an interview is scheduled it will be your responsibility to make transportation arrangements and provide the jail with a Huber Appointment Form in a timely manner.

Community Service

Community Service hours infrequently become available to Polk County Jail Inmates. They will first be offered to those with a community service requirement as part of their sentence. Community Service hours will be offered at the discretion of the Jail staff and administration.

Students

Huber inmates attending school must provide a class schedule and proof of registration. Post secondary students will be billed at the usual Huber rate.

PBT/UA

You are subject to random urine testing and random breath samples. Any positive result can result in the loss of Huber privileges. Refusal to provide a sample is considered a violation of the rules. You will not be charged for your initial U/A or random testing kits. However should your initial kit indicate a positive result each subsequent testing kit will be billed to you at \$5.00 each.

Mail

All incoming and outgoing mail must go through the US Postal Service and will be inspected for contraband. You are not to bring correspondence in and out of the facility without Officer approval.

Meals

Work release inmate's who are present at scheduled meal times (0600hrs, 1200hrs, and 1700hrs) will be furnished with regular meals. Inmates who are at work during scheduled meal times will be provided with a bag lunch. All meals not eaten at the jail will be eaten at the job site. Meals or breaks in restaurants are not allowed, unless it is at the approved job site.

Hygiene/Housekeeping

Your bunk will be made properly and cell area clean and neat prior to being released for work each day. Personal property will be properly stored in one drawer. The jail provides the opportunity to use the hair clippers once monthly. You may also request to have your name added to the hair cut list. You will not be approved to get your hair cut elsewhere.

Laundry facilities are available at the jail. Huber inmates will be allowed to wash personal clothing on weekends only. You are responsible for supplying your own laundry detergent and quarters to operate the machines. Each load is \$.50 to wash and \$.50 to dry. No inmate will be authorized to go to the local Laundromat.

Medical Needs

Huber inmates that require necessary medical, mental health, and/or dental care will be permitted to attend the appointment once it has been verified and approved. You must turn into jail staff a Huber Appointment Form no later than 48 business hours prior to the scheduled appointment. In the event of an emergency you may seek immediate care and notify the jail staff as soon as possible thereafter. You are responsible for the cost of your own medical, dental, mental health, and medications.

All medications (prescription and over-the-counter) will be administered and distributed by jail staff. Prior to being released for work you will be provided with any medication that you would be distributed during the normal med pass.

Huber Rules

It is your responsibility to read, understand, and follow the Polk County Jail and Huber rules. If you do not understand, please ask.

You and your locker are subject to search at any time. Absolutely no tobacco, matches, lighters, or other contraband items may be brought into the jail.

You may not enter any tavern at any time. You may not consume alcoholic beverages. You may not be in the physical proximity of any persons who are consuming alcoholic beverages, or using/possessing controlled substances.

Huber work release is not intended for socializing. You are not allowed to meet with your spouse, boyfriend, girlfriend, family, friends, or anyone else outside the scope of your employment while you are away from the jail.

Any violation of the jail rules can result in the loss of Huber privileges.

HUBER WORK RELEASE AGREEMENT

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

I understand it is my responsibility to obey all the rules of the Polk
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 urine, and/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 loss of Huber privileges.

I understand the Polk 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

Signature _____

Officer's

Signature _____

Date _____

POLK COUNTY JAIL TRANSPORTATION INFORMATION

Driver's Name:

First _____ Middle _____ Last _____

Driver's Address:

Address _____ City _____ State _____

Vehicle Make: _____ Year: _____ Color: _____
License Plate: _____ State of Issue: _____

Driver's License Number _____

Owner's Name and Address (if different than driver):

First _____ Middle _____ Last _____

Address _____ City _____ State _____



JAIL USE ONLY:

Copy of Driver's License: *Mark "X" if received* _____

Copy of Liability Insurance: *Mark "X" if received* _____

Copy of Registration: *Mark "X" if received* _____

If Ignition Interlock Device is required, has inmate provided proof of installation:

Vehicles requiring Interlock Device _____ Yes _____ No _____

Officer Verifying Driver's Information: _____

Date: _____

Polk County Sheriff's Department
Jail Division

HUBER EMPLOYMENT VERIFICATION FORM

1. Inmate's Name:

First Middle Last

2. Date of Birth: _____

3. EMPLOYMENT

Place of Employment: _____

Address: _____

Telephone Number: _____

Supervisor/Foreman Name: _____

Supervisor/Foreman Telephone Number: _____

Days of Work: S M T W Th F S Hours of work: _____ to _____
(circle) Start End

Hourly Rate: \$ _____/hr Distance Traveled to Employment _____ mi.



JAIL USE ONLY:

4. CRIMINAL CHECK: Officer: _____ Date: _____ Results: _____

5. U/A TEST: Date: _____ Results: _____ Initials: _____

6. ALCOHOL RELATED SENTENCES:
Proof of Alcohol Assessment: *Mark "X" if copies received* _____

7. SERGEANT/HUBER OFFICER SIGNATURE: _____

APPROVED OR DENIED

Polk County Sheriff's Department
Jail Division

SELF-EMPLOYMENT VERIFICATION FORM

1. Inmate's Name:

First Middle Last

2. Date of Birth: _____

3. SELF-EMPLOYMENT INFORMATION

Type of Business:

Business Name:

Business Address:

Address City State Zip

Business Phone Number: _____ Cell Phone: _____

Days of Work: S M T W TH F S Hours of work: _____ to _____

Distance Traveled to Employment _____ mi.



4. **Proof of Worker's Compensation or Health Insurance:** (Officer's initials if received) _____
5. **Copy of Liability Insurance on the Business:** (Officer's initials if copies received) _____
6. **Copy of Schedule C – Federal Taxes:** (Officer's Initials if copies received) _____
7. **Copy of Business Card/Advertisement:** (Officer's Initials if copies received) _____
8. **CRIMINAL CHECK:** Officer: _____ Date: _____ Results: _____
9. **U/A TEST:** Date: _____ Results: _____ Initials: _____
10. **ALCOHOL RELATED SENTENCES:**
Proof of Alcohol Assessment: *Mark "X" if copies received* _____
11. **SERGEANT/HUBER OFFICER SIGNATURE:** _____

APPROVED OR DENIED

11. **CRIMINAL CHECK:** Officer: _____ Date: _____ Results: _____
12. **OFFICER CHECKING DRIVER INFO:** _____
Copy of Liability Insurance: *Mark "X" if copies received* _____
Copy of Registration: *Mark "X" if copies received* _____
Copy of Driver's License: *Mark "X" if copies received* _____
13. **U/A TEST:** Date: _____ Results: _____ Initials: _____
14. **ALCOHOL RELATED SENTENCES:** Proof of Alcohol Assessment: *Mark "X" if copies received* _____
15. **SERGEANT/HUBER OFFICER SIGNATURE:** _____
APPROVED OR DENIED

Form H-803