

Polk County Sheriff's Department - JAIL DIVISION
1005 West Main, Suite 900 – Balsam Lake, WI 54810

Brent A. Waak, Sheriff

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Polk County Jail

Huber Registration & Rules Packet

Contact:

Officer Lorraine Beyl

Sgt. Matt Thayer or Sgt. Matt Lechman

Sgt. Tim Johnson or Sgt. Melissa Alexander

HUBER ELIGIBILITY REQUIREMENTS

- Granted Huber/Work Release privileges by the Court.
- No extraditable Warrants, Holds, or Cash Bonds.
- Ability to provide all required documentation.
- Minimum Security Classification.
- Must provide a clean Urinalysis.
- No Disciplinary action within 4 weeks of applying for Huber.

You have been granted Huber privileges under Wisconsin Statute 303.08 or have been 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 who wish to gainfully seek employment, those that are employed to retain their jobs; if attending school, to continue their education; or to assist their spouse or family member with a child or adult care while serving a jail sentence. Although the Court has 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 set forth in the Huber Rules Packet and in the General Inmate Handbook.

**** 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 read, to know, and understand. If you are unable to read, Jail staff will read and explain the rules to you upon your request. If you do not understand something about a rule, memo, procedure, or verbal correspondence from a Corrections Officer, please ask or submit a written request form for further clarification. Your signature at the end of this packet acknowledges your understanding of these rules and any deviation from these rules must be documented in writing and approved.

Urinalysis / Breathalyzer:

As a Huber inmate you will be required to submit to a urinalysis. You must pass your urinalysis prior to being eligible for Huber release. You will not be charged for your initial urinalysis if it is negative. Positive and subsequent tests to gain Huber eligibility will cost \$5.00

Huber inmates are also required to submit to random urinalysis and breathalyzer tests when requested by jail staff. A positive test will result in a \$5.00 charge. Any refusal, failure to provide or a positive sample may result in loss of Huber. The Jail Captain will petition the courts to revoke your Huber privileges. You will not be allowed to utilize your Huber until courts have made a determination on your Huber revocation.

Employment Requirements:

The approval of any job is up to the discretion of the Sheriff or their designee. The requirements are as follows.

1. Gainfully employed earning minimum wage. You cannot have more than 1 job.
2. If employed in an adjacent county prior to serving sentence you will be allowed to keep your job. If not you may only look for a job in Polk County
3. NO CASH JOBS
4. Proof of workers' compensation insurance
5. Provide a letter on a Company letterhead verifying employment. Letter must contain:
 - a. Position
 - b. Hire date
 - c. Rate of Pay
 - d. Payday and pay Schedule
 - e. Work Schedule
 - f. Supervisors name and Contact Information
6. If employed by a family member you must show proof that such employment started prior to start of your sentence.
7. No inmate can be supervised by a current inmate or by a person who was incarcerated in the Polk County Jail in the past 6 months
8. Notify the jail immediately if employment is terminated
9. Cannot take a different job without approval of Sheriff or their designee

Self-Employment Requirements:

Self-employment will follow the same guidelines as general employment in addition to providing the jail with:

1. Copy of Health Insurance card or proof of worker's compensation.
2. Copy of Liability Insurance on the business.

3. Copy of previous year's Federal Taxes. If business was opened after tax year cut off, you must provide your Business Tax I.D.
4. Current contracts or business plan.
5. You may not become self-employed after you begin your sentence.

Hours of Work:

The Sheriff or their designee must approve your hours of work. The requirements for approval are as follows:

1. Must remain in jail at least one day a week. No Inmate can work seven days in a row.
2. Your travel times will be determined based on your schedule and distance from work. Deviation from these times will not be allowed without prior authorization.
3. Cannot be out of jail more than twelve hours a day including travel time. 60 total hours in a week. Week is Sunday – Saturday.
4. Submit a weekly work schedule including start and stop times. Schedule must be written on Company letterhead and signed by a supervisor. If your schedule varies from week to week you will have to submit a new schedule weekly.
5. If you job location changes, you must notify the jail.
6. Employer must request overtime in writing on a signed Company letterhead. If overtime is requested while at work your employer must call the jail and send a signed note on Company letterhead back to the jail with you.
7. Must have 8 hours between shifts.

Holidays:

Huber privileges will not be exercised on the following Holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. If the Holiday causes you to miss a normally scheduled day of work you will be credited your Huber Fees for that day. If you are serving a sentence for another county, you will be charged in either case.

Appointments:

Permission to visit a doctor, dentist, probation officer, court appearance, etc may be granted upon receiving approval of the Sheriff or their designee.

All appointment requests must be submitted on a *Huber Inmate Appointment Form*.

All appointment forms must be submitted 48 business hours prior to appointment.

Medical appointments must be approved by the Jail Nurse. All costs of medical appointments are the responsibility of the inmate. The Jail is not to be billed.

- All medications will be administered and distributed by Jail Staff. Prior to being released to work you will be provided with any medication that you would be given during normal medication pass hours.
- You are **NOT** authorized to take any type of medication outside of the jail without prior approval by jail staff.
- 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 ensuring your appointment form is signed by the correct person with your arrival and departure time. ****

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 fill out Huber Appointment Form and arrange your own transportation.

Child/Family Care:

In addition to completing the Polk County Jail Child / Family Care Information Form, you will be required to submit the following documentation:

- Child Care: documentation that you are the custodial parent or legal guardian of the child or children.
- Adult Care: medical documentation that the family member is unable to care for his/herself.
- Name and schedule of the person caring for the child or adult in your absence.

Child care carries the same general Huber rules/requirements as employment. No other adults and/or visitors are to be at the child/adult care site. You are not allowed to run errands or make any stops without prior authorization from jail staff.

Students:

Huber inmates attending school must provide a class schedule and proof of registration—High School or Post-Secondary. Students attending School will not be billed. All students will be held to the same standards and rules as Inmates utilizing Huber for employment.

Transportation to Work or Appointments:

The Sheriff or their designee must approve your transportation arrangements. Riding with an unauthorized driver is not allowed. You may drive yourself if you meet the requirements. The requirements are as follows:

1. Driver must have a valid driver's license
2. Vehicle must have current registration
3. Proof of vehicle liability insurance
4. You are only allowed 3 drivers.
5. Each driver must have a "Huber Ride Information Sheet" on file.
6. Drivers must report to the Huber door and announce themselves and who they are here to pick up.

- Jail staff must know your exact location while out on Huber.
- Inmates are to go directly to and from work without any deviation or stops unless written approval is obtained from jail staff.
- Inmates are to take the shortest possible route to and from work.
- If an inmate is directed to take a certain route by jail staff they are not to deviate from that route.
- Report into the jail immediately upon return. No lingering/waiting in the parking lot until approved return time.

Huber Fees/Earnings/Access to Funds. :

- All Inmates serving a sentence will be charged a \$25.00 sentenced housing fee.
- Inmates will be charged \$18.00 per day to exercise Huber to include days that you are not working (\$25.00 per day for Out of County Transfers).
- The Huber Fees will not begin until the first day you are released for work, child care, school, etc. You will be initially charged \$126.00 (\$175.00 for Out of County Transfers) to cover the last weeks fees. Additionally on that day, and every subsequent day, you will be billed \$18.00 a for the next weeks fees—your account will at all times be 1 week paid in advance. The \$18.00 a day collection will cease 1 week prior to your release date.

Your sentenced housing fee and one week of Huber fees may be required to be paid up front and prior to being released for work. Exceptions may be made with prior authorization and will be granted on a case by case basis.

It is required by Wisconsin SS 303.08 "Huber Law" **all wages, salaries, paychecks, paystubs, unemployment insurance**, etc. be turned over to the Sheriff's Department. Direct deposit is not allowed unless approved by the Jail Captain or their designee. If direct deposit is approved you are required to bring in cash in the same amount as your earnings. Your money will be deposited into your Polk County Jail Inmate Account. You may make requests to distribute your money for the following:

- Necessary travel expense to and from work. (Ex: Checks to a Driver)
- Support of the dependents. (Ex: Child support, Utilities, Rent, etc.)
- Incidental expenses. (Ex: Dentist, Gas Station, DMV, etc.)
- Payments reduced to judgment. (Ex: Checks to Court—Fines, payments, etc.)

To withdraw money you will need to complete a *Huber Check Request* form to have a check written from your account. Checks **WILL NOT** be filled if you do not provide a stamped and addressed envelope for businesses or persons that you do not have prior authorization to encounter

(Ex: Friend or Family member that is not an approved driver or employee of your place of business.)

- Any positive balance will be returned to you when you are released from custody after any debts are collected.

Misc:

- You and your locker and personal vehicle are subject to search at any time. Absolutely no tobacco products of any kind, weapons, knives, food, drugs or any other contraband may be brought into the jail.
- You **MUST** report any contact with law enforcement personnel to jail staff immediately upon returning to jail.
- You may not enter a bar at any time or consume any alcohol or illegal drugs
- You are not allowed to meet with your spouse, boy/girlfriend, family, friends, or anyone outside the scope of your employment.
- All correspondence with anyone will go through the USPS using the normal jail procedure and is subject to search. You will not take letters you want mailed out of the jail.
- Your bunk must be made properly and your cell area kept as clean and neat as possible.
- You are expected to shower during the shower hours of 6am – 10 am. If you work during that time frame, you will be allowed up to one hour after your return to the jail to shower.
- You are required to complete your laundry at the jail. Laundry is completed on Saturday and Sunday.
- If you are out of jail during regular meal times you will be provided with a bag lunch.
- You must stay at the work site. You are not allowed to leave premises for meals.

What to Bring Upon Reporting to Jail:

1. Applicable Fees: (see Huber Fees/Earnings...)
 - a. Polk County Inmates: \$152.00 total: \$1.00 Admissions Kit Fee, \$25.00 Sentenced Housing Fee, \$126.00 for first week of Huber Fees.
 - b. Out of County Inmates: \$201.00 total: \$1.00 Admissions Kit Fee, \$25.00 Sentenced Housing Fee, \$175.00 for first week of Huber Fees
2. Work clothes for approximately one week.
3. Employment information/Huber release forms and **ALL** required documentation provided within this booklet.
4. Undergarments that will be worn into the jail cell, to include socks, underwear, bras (no underwire), and white t-shirts, **must be in new unopened packages**. You may have up to three pairs each in the cell block with you.
5. **Prescription Medication** in original containers.
6. Additional funds to be used for commissary purchases.
7. Laundry detergent

What Not to Bring:

1. Any Tobacco products—to include electronic cigarettes.
2. Valuable Items such as Jewelry.
3. Any food or drink items.
4. Weapons of any sort.
5. Any tools, knives, box cutters, etc.
6. Personal hygiene items to include razors, toothbrush, soap/shampoo. Hygiene items will be provided in the admissions kit and available from commissary.
7. Personal reading material – with the exception of 1 paper back covered bible or equivalent religious reading material.

Once the booking process is complete, or you have been granted Huber and are currently incarcerated, 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.

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 Huber/Work Release Policy 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 urine and/or breathe sample for analysis to determine the presence of alcohol or controlled substances upon demand.

I acknowledge that I will be held accountable for any item—intentionally or accidentally—brought into the jail.

I understand that 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 had read to me, this agreement and fully understand all of my obligations and the rules set forth within the Polk County Jail Huber Registration & Rules Packet.

Print Name,
First, Middle, Last _____

Date of Birth: _____

Inmate Signature: _____ Date: _____

Officers Signature: _____ Date: _____

Huber Transportation Information Sheet

Inmate Name (print): _____

Driver Name (print): _____ DOB: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____

Driver's License Number: _____

Vehicle Information:

Plate Number: _____ State: _____

Year: _____ Make: _____ Model: _____ Color: _____

Standard Huber Driver Rules:

- Driver must be an adult.
- Driver must have a valid driver's license to drive in Wisconsin.
- Driver must have valid proof of liability insurance.
- Vehicle must be licensed and road-worthy.
- Driver must check in at jail Huber entrance to pick up inmate.
(Arriving early will help to ensure the inmate is released at scheduled times.)
- Route to and from work must be the most direct and/or safest.
- Route must not be altered unless approved by a Huber Officer.
- Stops for any reason must have prior approval.
- Driver must not be under the influence of alcohol or any controlled substance while transporting the inmate.

I understand and will follow the above driver policy

Driver Signature: _____ Date: _____

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JAIL USE ONLY

COPY OF DRIVER'S LICENSE RECEIVED: _____ Expiration Date: _____

COPY OF LIABILITY INSURANCE RECEIVED: _____ Expiration Date: _____

COPY OF REGISTRATION RECEIVED: _____ Expiration Date: _____

Driver Approved By: _____ Date: _____

CHILD / FAMILY CARE INFORMATION FORM

Inmate Name (print): _____

Date of Birth: _____ Phone number: _____

Address where activity will take place: _____

City: _____ State: _____ Zip: _____

Hours of the day you will be at this location: _____ to _____
Start End

CHILD CARE

Children's Name(s)

Date of Birth

_____	_____
_____	_____
_____	_____
_____	_____

Name of Individual currently caring for the child(ren) _____

Contact Telephone number for the above individual _____

Telephone and address for the place of employment for that individual:

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____

FAMILY CARE

Family Members Name

Date of Birth

Describe the reason that necessitates this family member needing your care:

Name & Phone Number of Doctor to verify medical need for this care:

Name & Phone Number of person that will care for this family member during times when you are not there:

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JAIL USE ONLY

1. **WARRANT/HOLD CHECK:** Initials: _____ Date: _____ Results: _____

2. **U/A TEST:** Initials: _____ Date: _____ Results: _____

3. **REQUIRED DOCUMENTATION**

- Child Care: documentation that inmate is the custodial parent or legal guardian of the child(ren).
- Adult Care: medical documentation that the family member is unable to care for his/herself.
- Name and schedule of the person caring for the child or adult in inmates absence.

Initials: _____

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

5. **SERGEANT/HUBER OFFICER SIGNATURE:** _____

APPROVED OR DENIED

Huber fuel agreement rules and policies.

You will be permitted one fuel stop a week.

All fuel stops will be made at the Minit Mart 101 Main St, Balsam Lake, WI 54810.

You will be assigned a specific day and time frame when you are allowed to stop for fuel.

You will not need to request to stop for fuel provided you are following the approved stop. You will need to turn in your receipt.

If you anticipate driving in excess of 300 miles a week we will consider approving an additional stop. This second stop will also be at the approved Minit Mart location.

While at the Minit Mart, you should only be there the minimal amount of time necessary to complete your fuel purchase. There will be no loitering or hanging out there. Also the no visitor rules apply the same as at work you may not meet people at the Minit Mart.

Minit Mart Hours:

Mon Tue Wed 5:30am-9:00pm

Thur, Friday 5:30am-10:00pm

Sat 6:00am-10:00pm

Sun 6:00am-9:00pm

Huber Fuel stop agreement form.

Inmate Name _____

Place of employment: _____

Approximate distance daily: _____

Total anticipated miles per week: _____

Your approved fuel stop is scheduled for _____ Before/After work.

Inmate signature and date: _____

Sergeant/Huber Officer signature and date: _____