



HUBER REGISTRATION PACKET

Trempealeau County Sheriff's Department

ACKNOWLEDGMENT FORM

I, _____ acknowledge receipt of the Trempealeau County Huber packet. I understand I must complete the Huber packet and required paperwork and will submit the information to the jail PRIOR to my report date. Failure to do so may result in delay of Huber privileges. I will report to jail **Drug and Alcohol Free** and will be tested at booking and randomly thereafter at my expense. Compliance with ignition interlock is required. I understand Huber fees must be paid two weeks in advance in order to exercise this privilege.

My signature below acknowledges that I agree to abide by and follow Trempealeau County Jail and Huber rules during my incarceration.

Signed: _____

Print Name: _____

Date: _____

TREMPEALEAU COUNTY JAIL HUBER REGISTRATION PACKET

*Trempealeau County Jail
36245 Main Street
Whitehall, WI 54773*

Phone: 715-538-2311 x 452

Fax: 715-538-2148

Huber/work release is a **privilege** that has been designed to allow reasonable time for the following purposes with authorization of the jail:

- a. Employment & employment training.
- b. Community Service Work.
- c. Attending the needs of your immediate family.
- d. Attend Court proceedings.
- e. Attend an educational institution.
- f. Health care treatment.
- g. Parenting education.
- h. Meeting with probation, parole, extended supervision officer.

Although the Court granted this privilege, you must meet the criteria set forth by jail policy in order to exercise Huber privileges.

Failure to report to jail on your scheduled date/time may result in a warrant for your arrest. In addition, Huber privilege and good time will be jeopardized. If you report late, you may face disciplinary action.

You are expected to report to jail alcohol and drug free! A drug and/or alcohol test will be administered at booking and randomly thereafter at your expense.

Electronic Monitor

Sentenced inmates are automatically screened for electronic monitor program eligibility. Placement on the program is on case by case bases as determined by current and/or prior convictions, victims, risk, behavior, and background information. Felony offenders may be considered for the program after serving 25% of their sentence. You will be notified if you meet the initial criteria for electronic monitor placement.

Those placed on electronic monitoring will be expected to follow the rules of the program and stay current on the required fees. Failure to do so may result may result in a return to jail custody.

Huber fees

A trust account will be setup for you at booking. All monies will be deposited into this account where Huber fees and any other jail fees will be deducted. Huber Fees must remain prepaid during the entire stay. In accordance with Wisconsin State Statute 303.08(3), all cash earnings and payroll checks must be turned over to the Sheriff. Timesheets and/or payroll stubs must be provided to the jail every Friday or at the discretion of the Huber Officer. Huber inmates may request a check from their trust account after child support, Huber fees and/or court obligations have been satisfied. Employers requiring direct deposit or payroll is received in the form of a credit card, will need to make necessary arrangements with the Huber Officer to ensure Huber fees are paid on time.

Huber fees are set by County Ordinance as follows:

- * **Huber fees: \$53.00 the first day, \$18.00 per day thereafter**
- * **Huber fees (out of county): \$57.00 the first day, \$22.00 thereafter**
- * **Cost of medical/mental health/medications/dental**
- * **Electronic Monitor: \$92.00 the first day, \$22 thereafter**
- * **Electronic Monitor (Out of County): \$102 initially, \$32 thereafter**
- * **Drug Testing: \$10.00 per test and \$25 lab results if applicable**

Failure to maintain a current balance, provide timesheet and/or payroll stub or turn over your paycheck may result in loss of Huber privileges or disciplinary action.

Employment

All employment is verified prior to exercising Huber. Huber inmates are limited to one job and must work a minimum of 32 hours per week. Combinations of work and/or school are generally not permitted. The Employer Information sheet must be given to your Supervisor to review, sign and provide to the jail. All Huber releases are subject to the approval of the Sheriff or designee. Employment will not be allowed in places where alcohol is served.

Huber inmates will remain in jail custody at least one day per week. Your work schedule will not fluctuate nor will your in-custody day, without approval of the Huber Officer. Inmates will be allowed to work a normal eight-hour shift. Inmates who do not work a normal shift may obtain permission to expand work hours, not more than 12 hours per day, including travel time. You must be in custody 12 hours from the end of your workday to the beginning of your next workday. Employment outside the State of Wisconsin, short term or temporary jobs will not be permitted. You may not start a new business while in custody.

If you are employed by a family member, you must provide proof of employment for the previous two months, prior to reporting to jail. If you report to work and find you do not have to work or work is completed early, you must return to jail immediately.

You are responsible for providing the jail with a work site schedule on a daily basis if your job location changes and will be expected to call the jail each time you arrive/leave a job site. You will be expected to provide the jail with your cell phone number. Random, on-site visits at your place of employment may be conducted at any time by Trempealeau County Sheriff's Department personnel.

Travel

You are expected to take the most direct route of travel to/from work and appointments. Reasonable travel time will be given and may be adjusted during inclement weather. Permission may be granted to walk or ride a bike to work and/or appointments depending on the travel distance. If you need to stop for gas, a kiosk request must be submitted seeking approval and copy of the gas receipt returned to the jail.

If you are driving or have secured a ride, the following information from the driver is required prior to Huber release:

- *Proof of motor vehicle insurance;
- *Registration
- *Vehicle description (make/model/color)

Any contact with Law Enforcement while exercising Huber must be reported to on-duty jail staff as soon as possible.

OWI Convictions

Effective 2-9-12, if convicted under WI Statute 343.301, ignition interlock device (IID) must be installed on all registered and/or titled vehicles in your name within 2 weeks of sentencing. Failure to provide proof of IID installation or waiver from the Court within the two weeks will result in revocation of Huber.

Self-Employment

Self-employed inmates must receive permission from a jail supervisor to work in a home office, hours may be limited. You are required to provide two of the following documents in order to exercise Huber:

- ✓ Federal and/or State tax ID numbers;
- ✓ Previous year's tax return;
- ✓ 5 previous employer contracts dated within the last six months, unless the contracts are long term;
- ✓ Current invoices and/or job bids along with records/receipts;
- ✓ Proof of a business checking account and/or bank statements.

Self-employed Huber inmates must have liability insurance, workers compensation insurance and/or adequate health insurance. Proof of insurance must be provided to the jail staff prior to exercising Huber.

Work Search

Work search is conducted within the confines of the jail. You may submit a kiosk request to receive local applications or have family/friends mail applications to you. Pre-arranged and verified employment interviews and/or pre-employment testing will be accommodated.

Holidays

If your employer requires mandatory work on holidays, the request must be submitted 48 hours in advance on company letterhead. Generally, self-employed Huber inmates will not be released on Holidays.

Overtime

If your employer requires overtime, the request should be submitted in advance on company letterhead. If overtime is required without advance notice, your direct supervisor or Human Resource Department shall call the jail directly to seek approval.

Jail Rules

You will be expected to follow jail rules along with Huber rules during incarceration. Violations may result in loss of Huber privilege, disciplinary action, and/or loss of good time. If you are serving a sentence from another county, you may be returned to the county of conviction.

TB Skin Test (Mantoux Test)

If you have had the Mantoux Test completed within the last year, please bring the clinic results with you when reporting to jail. If you have not had a TB test or fail to provide verification, a TB test will be conducted during your incarceration. If you fail to comply with the TB test, your Huber will be suspended.

Medical Needs

Consistent with Wisconsin State Statutes 303.08(1), Huber inmates that require necessary medical, mental health and/or dental care will be permitted to attend pre-scheduled appointments once it has been verified and authorized. In the event of an emergency, you may seek immediate care and notify the jail as soon as possible thereafter. You are responsible for the cost of your own medical, dental, mental health care, and medication.

If you have prescribed medication, please bring the following with you upon reporting to jail:

- Current prescription bottles & all medications
- Doctors name, clinic, and telephone number
- Any other necessary medical devices

It is important you provide us with correct health care information in order to ensure proper care is received during incarceration. If you will be taking any medications while out on Huber, you must report this to the Jail Nurse as well.

Education

Huber inmates attending an educational institution may do so with approval. The following will be required:

- School name, location, and contact person
- Class schedule
- Transportation information

Home schooling or computerized courses will be considered on a case-by-case basis.

Child/Family Care

The Court may grant child care, however, to exercise this privilege the children must be your biological children or under your legal guardianship. You will be expected to provide a copy of each child's birth certificate or guardianship paperwork.

Proof of relationship to a sibling or parent must be provided to care for any other immediate family member.

We will also require the following when exercising Huber for child/family care:

- * Reason care is needed;
- * Name and contact information for others who are caretakers for this individual;
- * Address and land line telephone of the location where care will take place;
- * Schedule of the dates care is required & Schedule of other persons caring for the child/family member

No other adults and/or visitors may be at the care site without approval of the Huber Officer or Jail Supervisor. You may not run errands or leave the child care site without prior approval.

Visitation

Jail visitation is conducted by video visitation using the jail kiosk's located in each cell block. Visitation is available daily from 8:00 am - 9:00 pm daily with exception of meal times (11am - noon and 4pm - 5pm) or emergencies. Visitors may visit on-site via the jail's kiosk located in the lobby. Visitors must be 18 years of age or accompanied by a parent or legal guardian, and have a photo ID.

Off-site visits may occur if the visitor has a computer with internet access and camera by accessing www.jailatm.com. The end user will incur a fee.

Persons previously incarcerated within the last 60 days are prohibited from visiting. Visitation may be terminated at any time for violation of policy, rules and under emergency situations.

Family, friends, or acquaintances are not permitted to visit you while you are exercising Huber release at work, school, appointments, or any other time.

Inmate Worker Program

Sentenced inmates may earn credit for work performed in the jail, courthouse, non-profit organizations, or other locations approved by the Jail Administrator or Sheriff in accordance WI Statute 973.03(3)(a). Credit is earned at a rate of one day for every twenty-four hours of work in addition to good time authorized under WI Statute 302.43.

Inmates must meet eligibility requirements, complete the necessary paperwork and receive medical clearance by the Jail Nurse. Inmates may submit a request for interest in the program via the jail's kiosk. Placement is not guaranteed.

Court Ordered Programs

Attendance at Court and/or probation ordered programs may be granted upon verification and pre-approval of the Huber Officer or Jail Supervisor. It is your responsibility to follow program rules and pay associated fees. If you attend programs outside the facility, you will be expected to bring a signed slip from the program director with your arrival/departure time. Violation of Huber or jail rules may result in termination from the program and possible sanction.

REPORTING TO JAIL

What to Bring

- Completed Huber packet
- Employment information & work schedule
- Work clothing
- Undergarments: Plain whites: 5 T-Shirts, 5 Socks, 5 underwear
- 3 Photographs
- Prescription medication & prescription bottles, Doctor information
- Proof of ignition interlock, if an OWI conviction
- Money for snacks & additional hygiene items

You will be provided a storage locker, however, space is limited. If your items do not fit in your locker, you will be required to remove them from the jail. **DO NOT** bring tobacco products, hazardous materials, valuable items, food, drink, weapons, tools, razors or valuable items. Items considered a safety and/or security risk will be denied.

Trempealeau County is not responsible for any lost or stolen items.

You will be issued a jail tote containing a hygiene kit at a cost of \$2.85 which contains Jail Rules, comb, shampoo, toothpaste, toothbrush, soap & soap dish. Additional hygiene items may be purchased through commissary.

Mail

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

Meals

You will be provided three meals per day. If you are working during mealtimes, a sack lunch will be provided upon request. You are not permitted to stop at any establishment for meals/snacks while on Huber.

Commissary

Through our Stellar Commissary Service, you may purchase snack items, phone time, and send emails to family/friends. You must have money on your account to do so. Ordering is done via kiosk located in each cell block.

Hygiene/Housekeeping

Your bunk must be made when not in use and cell area clean and clutter free. Good hygiene and grooming standards are expected. Failure to maintain proper hygiene and/or clean cell area may result in disciplinary action and/or suspension of Huber.

Haircuts

Huber inmates may shave each work day by requesting use of the jail's clippers via jail kiosk. Clippers are to be disinfected after each use.

A haircut appointments may be scheduled at a local barber/salon with prior approval by the Huber Officer or Jail Supervisor. Appointments are for haircuts only; not perms, hair coloring, or any other service provided by the barber/salon.

**TREMPEALEAU COUNTY JAIL
TRANSPORTATION INFORMATION**

Last Name: _____ First: _____ MI: _____ DOB: _____

Vehicle Make: _____ Year: _____ Color: _____ License Plate: _____

Phone #: _____

Proof of Insurance & Registration obtained: _____ Yes _____ No

Last Name: _____ First: _____ MI: _____ DOB: _____

Vehicle Make: _____ Year: _____ Color: _____ License Plate: _____

Phone #: _____

Proof of Insurance & Registration obtained: _____ Yes _____ No

Last Name: _____ First: _____ MI: _____ DOB: _____

Vehicle Make: _____ Year: _____ Color: _____ License Plate: _____

Phone #: _____

Proof of Insurance & Registration obtained: _____ Yes _____ No

Directions of Direct Route of Travel: _____

I certify that the information given on this form is true and accurate.

Inmate Signature: _____ **Date:** _____

Information has been verified by: _____

Date: _____

Trempealeau County Sheriff's Department

715-538-2311 X452

fax: 715-538-2148

EMPLOYER INFORMATION

Huber: _____

The above individual is/will be temporarily residing at the Trempealeau County Jail. The Court has granted Huber privilege in order to maintain employment. As an employer, it's important you understand the following requirements and rules he/she is expected to follow during incarceration. If employment is terminated or suspended, please notify the jail immediately. Violations of the following should also be reported to the jail as soon as possible:

1. He/she must arrive & depart on time for work in accordance with scheduled work hours. If relieved of work early, the employer will notify the jail and the individual must report immediately back to the jail.
2. Employer will notify the jail in advance if there is a need to change work hours or work overtime. Ongoing changes in the work schedule is discouraged and may not be permitted.
3. He/she may not leave the work site for any reason without prior approval of the jail. Meals will be at the work site and sack lunch provided by the jail.
4. If a medical emergency exists, the inmate may seek medical attention and must contact the jail as soon as possible.
5. He/she will be expected to notify the jail in advance of any work site location changes. If an unexpected change occurs, the employer will notify the jail immediately and provide the current work site location.
6. He/she may not have family, friends or acquaintances visit at the job site.
7. Work is not permitted outside the State of Wisconsin without authorization from the Court.
8. Employment is not permitted in places where intoxicants are sold. He/she may not possess, consume, sell, or use any illegal or non-prescribed drugs and/or alcohol. If use is suspected or drug test given and results are positive, contact the jail immediately.
9. Law Enforcement personnel may conduct random job-site visits at any time.
10. Work on legal holidays is not permitted unless there are extenuating circumstances and arrangements are made in advance with the jail. A written request signed by the supervisor or human resource manager on Company letterhead must be submitted to the jail 48 hours prior to the holiday.
11. He/she may work a normal 8 hour day, however, must work a minimum of 32 hours per week at minimum wage. Work hours may be extended not more than 12 hours per day, including travel time with permission of Jail Staff. The individual will remain in jail custody 12 hours from the end of their work day until the beginning of the next work day.
12. Each Friday, Huber inmates are required to provide a copy of their timesheet, which shows the actual hours worked. Time Sheets may be faxed to the jail at: 715-538-2148. As required by State Statute 303.08(3), Huber inmates must turn over their paychecks to the Sheriff's Department. If your company has mandatory payroll deposit or issues a credit card in lieu of a paycheck, the jail must be notified in writing by your agency. Failure to provide timesheets or submit payroll checks may result in suspension of Huber privilege until the information is received.

We appreciate your cooperation and assistance in maintaining the integrity of the Huber release program. If you have any concerns or questions, please call the jail at the phone number listed above. Please sign below that you have read and acknowledge the employer information. This form must be returned to the jail.

Supervisor/Human Resource Signature

Date

**TREMPEALEAU COUNTY JAIL
CHILD CARE RELEASE**

Name of Child _____ **Date of Birth** _____ **Relationship** _____

SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

Date child care is to commence: _____

Residence child care will take place at:

 Street Address Telephone Number

 City State Zip

Name of person watching child during the hours you are in jail

 Full Name Relationship to You

 Address City

 State Zip Telephone Number

NOTE: A work schedule on company letterhead is required from the parent/guardian you are doing child care for before you will be released. Copies of Birth Certificates of each child are required. Please attach them to this packet.

JAIL USE ONLY:
 Information verified by: _____ Date: _____

**TREMPEALEAU COUNTY JAIL
HUBER RELEASE FOR EDUCATION**

Name of School/College Attending: _____

Address: _____

City _____ State _____ Zip _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Program Attending: _____

SCHEDULE

Class:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time						
End Time						

Class:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time						
End Time						

Class:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time						
End Time						

***When submitting your Huber packet to the jail, please attach a printout from the school with your class schedule for verification purposes. You will not be released until the information is received and verified.**

JAIL USE ONLY:

Information verified by: _____ Date: _____

**TREMPEALEAU COUNTY JAIL
HUBER FOR SELF EMPLOYMENT**

Inmates Name: _____ DOB: _____

Offense: _____

BUSINESS INFORMATION

Business Name: _____

Business Location: _____
Address City State

Business Phone: _____ Cell phone: _____

Is the business address the same as your primary residence: _____
Yes No

Type of Business: _____

SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

*You must stay in the jail one day per week, please indicate which day.

Please attach at least 2 of the following documents when submitting your Huber packet to the Jail. You will NOT be released for work until they are received and verified.

- ✓ Current invoices and/or job bids along with records/receipts
- ✓ 5 previous employer contracts dated within the last 6 months, unless the contracts are long term
- ✓ Proof of a business checking account (ex. active account statements, deposit slips)
- ✓ Previous years tax returns
- ✓ Federal and State tax ID numbers

JAIL USE ONLY:

Information verified by: _____ Date: _____