

REPORTING IN TO THE IOWA COUNTY JAIL

You have been sentenced to serve a term in the Iowa County Jail. If you have been granted Huber/Work release privileges, and you plan on exercising these privileges, you will be required to do the following:

Prior to the date you are to report to jail, complete the attached Huber packet. The Huber packet includes a checklist of items that must be completed and/or provided to jail staff when you report to jail. When you report to the jail, you may bring with you a supply of work clothes, socks, and underwear for one (1) week.

Before you are released for work, you will be required to comply with the following:

1. Complete the attached packet of information, and provide the documents as listed on the checklist(s);
2. Pay a minimum of one week's Huber/Work release fees;
3. Pay a booking fee;
4. Submit to a urinalysis and a preliminary breath test (PBT). If your urinalysis and/or breath test results are positive for the presence of alcohol and/or drugs, you will not be allowed out to work for an undetermined period of time.
5. You will be required to serve the first 48 hours of your jail sentence without Huber privileges.
6. If your jail sentence is for operating while intoxicated, or another alcohol-related offense, you must also have had your court-ordered OWI assessment, or at least had your assessment scheduled.
7. Undergo an inmate classification process.

You must report to the Iowa County Jail on the date and time specified by the Court. The jail is located at 1205 N. Bequette Street, Dodgeville, WI, the intersection of STH 18 and STH 23. If you fail to report to jail, a warrant will be issued for your arrest, and may result in additional criminal charges against you. Failure to report to jail on time may cause loss of good time and/or loss of Huber/Work Release and/or Child Care privileges. Reporting to the jail after consuming intoxicants of any kind, or reporting under the influence of non-prescription drugs may result in disciplinary action, as well as loss of Huber/Work Release and/or Child Care privileges.

NOTE: You should make every effort to become employed **prior** to reporting to the jail.

All inmates: If you will be housed at the Iowa County Jail in excess of ten (10) days, you are required to have a Tuberculosis (TB) test. This may require that you be held in from work for a period of time on two (2) separate days. To avoid interruption of work, and a fee charged for the test, please have a TB test done by your physician or another health professional prior to reporting to jail. Bring documentation of the test result with you when you report.

If you plan on exercising Huber/Work Release privileges:

The "**Huber/Work Release Checklist**" pg. 3 is a listing of items you are required to provide.

The "**Employer Work Release Agreement**" pgs. 4-5 should be reviewed and completed by your employer.

Complete the “**Huber Law Employment Information**” sheet, pg. 6, sign and date it.

Persons who are self-employed should see pgs. 7-8.

If you have been granted child care privileges, please stop at the jail for a child care packet.

All paperwork should be completed and submitted to jail staff when you report to jail.

Finally, included in this packet are the **Iowa County Huber Rules and Regulations**, pgs. 10-13. Please review these regulations, sign and date the last page, and hand it in to the jail staff. If you have any questions concerning any of the rules and regulations, please contact a correctional officer for clarification.

It is **your** responsibility to provide all of the required information to the jail staff prior to being let out for work. If you fail to provide the required information, you will not be released for Huber/Work Release/Child Care. If you have any questions, please ask.

Non-Huber/Work Release/Child Care Inmates:

If you have not been granted Huber/Work Release or Child Care privileges, you must report to the Iowa County Jail on the date and time specified by the Court. Please review paragraphs two and four, above, regarding failure to report to jail, reporting late, and/or reporting under the influence of an intoxicant or other drug. Other than money, you will not be allowed to bring any items into the jail. If you are not currently employed and plan on looking for a job, please see pg. 9.

HUBER / WORK RELEASE CHECKLIST
(JAIL STAFF WILL COMPLETE)

- _____ Huber privileges on judgment of conviction (court paperwork)
- _____ PBT at time of booking (Breath/alcohol concentration must be .00)
- _____ Urinalysis Testing - must be negative results - **\$10.00 fee**
(Positive test results may result in a 30-day loss of Huber privileges.)
- _____ Huber deposit – minimum **\$150 (\$170 for Huber Transfers)**
- _____ Booking fee (sentenced inmates) - **\$25.00**
- _____ Verify employment and hours of work
- _____ Collect work schedule (company letterhead)
- _____ Completed Employer Work Release Agreement
- _____ Current Worker’s Compensation Insurance – **Expires:** _____
 - **Copy of Policy header page**, including effective/expiration dates and policy limits.
- _____ Driver’s information (for each driver)
 - Valid driver’s license
 - Current vehicle registration, **Expires:** _____
 - Current vehicle insurance, **Expires:** _____
- _____ **Self-employed and/or Child Care**
 - Complete Huber Self-employment checklist
 - Complete Child Care Checklist
 - Valid driver’s license
 - Vehicle(s) Insurance, **Expires:** _____
 - Health Insurance, **Expires:** _____
- _____ Collect last page of Huber Rules, signed by inmate.
- _____ Collect last page of jail rules, signed by inmate.
- _____ Post schedule on photo board
- _____ Alcohol Assessment – mandatory for OWI convictions
- _____ Ignition Interlock (staff will determine if this is applicable)
- _____ Inmate Classification - Completed by jail staff prior to work release.
- _____ DNA test (staff will determine if this is applicable)

_____/_____
Staff Signature / Date

**EMPLOYER WORK RELEASE AGREEMENT
IOWA COUNTY JAIL
608-935-2885**

_____ has been sentenced to serve a jail sentence at the Iowa County Jail, with Huber Law privileges. The Huber Law program is governed by Section 303.08 of the Wisconsin Statutes.

THE EMPLOYER AGREES TO THE FOLLOWING REGULATIONS:

- Huber fees are assessed every Saturday for the week following. Huber inmates are required to have a minimum of \$150 in their Commissary/Huber account on Saturday. (Huber transfers are required to have \$170 in their account on Saturday. Inmates without the required funds will not be released for work. All inmates are required, upon request, to bring in paycheck stubs for verification of work hours, gross earnings, and deductions.
- Pay advances are NOT allowed.
- Inmate misconduct, absenteeism, layoff, termination or injury shall promptly be reported to jail staff
- Unscheduled overtime or schedule changes must be approved by jail staff **in advance**.
- Inmates are allowed out for a maximum of 12 hours per day, work and travel time inclusive, only if such is required by employer. Jail staff will calculate travel time. Inmates can only work six (6) consecutive days and must spend one (1) entire day per week in jail. Inmates will not be allowed out for appointments, classes, errands, etc., if spending only one (1) 'in day' per week.
- Any work hours scheduled for a holiday must be submitted in advance, in writing, to jail staff. You must have prior approval from jail staff to work on a holiday. In most cases, inmates will not be allowed to work on holidays such as Christmas, Easter, & Thanksgiving. Jail staff reserves the right to restrict any/all holiday hours.
- All of the inmate's free time must be spent in the jail. Loitering at the work place or job site is not allowed. An inmate must be compensated for all hours worked and may not "volunteer" any of his/her time. Inmates must receive a wage equal to Federal minimum wage or higher.
- Travel time to and from work or job site will be determined and regulated by jail staff. All changes of job site shall be reported to jail staff **prior** to the change.

- Inmates are not allowed to have any visitors outside the jail. An inmate may not make or receive personal telephone calls while at work, only calls required by employment. Inmates are not to be in possession of a cellular telephone, unless possession of a cellular phone is required for employment, or needed to notify jail staff of change in work sites.
- A law enforcement officer may visit the inmate’s place of employment/work site to verify job status. A drug/alcohol screen may be administered while at work.
- A drug screen will be performed by jail staff prior to the inmate commencing work, and periodically throughout their incarceration. Positive tests will result in a loss of work for the inmate. Repeated offenses of alcohol and/or drug abuse may result in loss of Huber privileges.

I have read the Iowa County Jail “Employer Work Release Agreement” form and hereby agree to abide by them.

Employee/Inmate Signature/Date

Employer Signature/Date

Employee/Inmate Name

Employer Name (Printed)

Rate of pay \$ _____ per hour. Date of next paycheck _____

Frequency of pay period (circle one):

- ◆ Weekly
- ◆ Bi-weekly
- ◆ Monthly

HUBER LAW EMPLOYMENT INFORMATION

Name _____
Date of Birth

Employer _____
Employer's Address

Supervisor or Contact Person _____
Supervisor's Phone Number

Work number where employee can be reached _____
Date starting work after entering jail

How will you get to work?

Vehicle information you will be driving or riding in:

- ◆ Make: _____
- ◆ Model: _____
- ◆ Year: _____
- ◆ Color: _____
- ◆ Insurance Co. _____
- ◆ Insurance policy _____
- ◆ Insurance Exp. _____

Have all Huber fees been paid?

- ◆ _____ \$150 first week (\$170 for Huber Transfers)
- ◆ _____ \$ 25.00 booking fee
- ◆ _____ \$ 10.00 urinalysis fee
- ◆ _____ \$ 2.00 hygiene kit fee

SELF-EMPLOYMENT CHECKLIST/REQUIREMENTS

Self-employment will be verified by one or more of the following methods:

- A white or yellow pages telephone book listing of the business name and number.
 - A telephone directory listing with only the inmate's name, address and telephone number will not be considered sufficient verification.
- If there is no telephone book listing, the inmate must provide **all** of the following documents:

- _____ Proof of business checking account (bank statement)*
- _____ Proof of a tax identification number*
- _____ Current business contracts*
- _____ Current invoices
- _____ Business incorporation papers and
- _____ Business Liability Insurance forms listing the company name and type of business*
- _____ If you have employees you must have proof of Worker's Compensation Insurance and an Unemployment Account with the State of Wisconsin. Account # _____.

*Documents must show a **minimum** of 3 months history of viability.

HUBER/SELF-EMPLOYMENT WORK SITE LOG

Iowa County Huber inmates that change job sites shall provide the following information **each day, prior** to departing from the Iowa County Jail. Failure to do so will be considered a Huber rule violation.

_____ Inmate Name _____ Date

_____ Name of Business _____ Type of Service Provided

_____ Tax ID Number (self-employed)

_____ Current copy of health insurance (effective/expiration date) on file at the jail.

_____ Current copy of liability Insurance (effective/expiration date) on file at the jail.

_____ Date _____ Job Site Complete Address _____ Phone # at Job Site

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_____ Date _____ Job Site Complete Address _____ Phone # at Job Site

_____ Date _____ Job Site Complete Address _____ Phone # at Job Site

_____ Date _____ Job Site Complete Address _____ Phone # at Job Site

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_____ Date _____ Job Site Complete Address _____ Phone # at Job Site

JOB SEARCH RULES

- Inmates who have been granted Huber and have taken/passed a urine test (\$10.00 fee for each test) may request to go to Job Service. You must submit your request on an INMATE REQUEST FORM no later than Sunday at lockdown (11pm). Late requests will be denied. A positive urine test result for non-prescribed drugs may result in an automatic 30-day loss of Huber privileges.
- Prior to requesting release for job search, you should request and review the job search rules. You will be required to sign the rules and return the signed document to jail staff prior to release for job search.
- Outside job searches may be allowed once per week. If approved, you may go to three places located in the city of Dodgeville. You must have a photo ID card and Social Security card. If you have a valid driver's license, and an approved vehicle, you may search outside the Dodgeville area if approved by staff. Job search will be limited to Iowa County unless you have been given prior approval. Your behavior within the jail will greatly impact your ability to search for work.
- When en route to the Job Service office, go directly there and return directly to the jail. If you have unaccounted time, violate the jail/Huber rules, make unapproved stops, turn down a job without a valid reason, or are terminated from a job, loss of some (or all) job search privileges will occur. You may also be subject to discipline.
- Jail staff will not call to check on the status of job applications. You may write a letter, use the cellblock telephone/calling card to check on the status, or have friends/family inquire for you.
- Employers must call the jail to schedule job interviews for inmates.
- If, AFTER FOUR (4) WEEKS, you fail to find a job, NO OUTSIDE JOB SEARCHES WILL BE ALLOWED. This includes trips to Job Service. You may submit a request for Job Search if special circumstances exist. Jail staff will determine if your circumstances warrant release for job search. Friends or relatives may send you job applications via U.S. mail in order to continue your job search. Some applications are kept on hand in the jail office. You may check the employment advertisements in the local newspapers.
- Inmates must be sentenced to jail for a minimum of three (3) weeks in order to go out for job search. No work search is allowed during the last two weeks of incarceration.

I understand the above Job Search rules and agree to follow these rules. I understand that my behavior may directly reflect the level of job search privileges I am granted.

Inmate Signature

Date

IOWA COUNTY JAIL HUBER RULES & REGULATIONS

As a Huber/Work Release inmate at the Iowa County Jail, you have certain responsibilities to the Iowa County Jail staff, your employer and yourself, in order to remain on Huber/Work Release.

Report/Remain at work: You will report directly to work, remain at your designated job site, and return directly to the Iowa County Jail upon completion of your work hours. You are not allowed to go to restaurants, fast food places, gas stations, taverns, and places of business that serve alcoholic beverages without permission. Loitering outside the Iowa County Sheriff's Department, at your work place, or any other place is not allowed. You should remain in the jail lobby until your ride gets here.

Self-employment: Self employed inmates are required to complete the Huber self-employment job site form **prior** to release each day. The job site information will include the actual address of the job site and a telephone number where you can be reached. You are expected to be at the specified job site. Changes in job sites shall be reported to jail staff **prior** to the change. Failure to be at the specified job site may result in discipline.

Change in Hours/Job Status/Injuries: Any change in your job status must be reported to jail staff immediately. This includes lay off, change in your work hours, termination, change in job site, injury, misconduct, etc. Changes in your work schedule, such as overtime, time off from work, working holidays, etc., shall be granted by jail staff on a case-by-case basis. Advance written notice, signed by your supervisor, must be submitted. Supervisors should contact the jail at 608-935-3314, (option 3) or 935-2885 if advance written notice is not possible. You are responsible for providing staff a current work schedule. In the absence of a current work schedule, you will remain in jail until such time as one is received. No unexcused absences from work shall be allowed.

Note: You may not "donate" your time to any employer. You must be compensated for all hours worked. You may not work off monies owed to employers. A minimum hourly rate shall be consistent with the Federal Minimum Wage standard.

Termination from Employment: Termination from employment must be reported to jail staff immediately. Termination (for any reason) may result in loss of privileges, may result in total loss of Huber/Work Release, and/or loss of good time.

Paychecks/Huber Fees: An accounting is kept for each inmate. Huber fees are assessed each Saturday for the week following. You will be issued a receipt for all deposits in your account. **No personal checks are accepted without prior permission.** A \$20.00 service fee, as well as all bank costs, will be assessed to your account for any paychecks returned from the bank due to non-sufficient funds, closed account, or any other reason. Iowa County Jail Huber/Work Release daily fees are imposed regardless of how many

days you work each week. Iowa County Huber/Work Release inmates are assessed fees starting the first day of work and including the day of your release. For Huber transfers the fees are assessed beginning the day you arrive through the day you leave.) If your account doesn't have enough funds to pay your Huber expenses and/or your account has a negative balance, you will be notified and held in from work until the account is brought current. If you are a Huber transfer, you may be returned to the county of sentencing.

Personal Expenses: Requests for checks to be cut from your account for personal expenses, transportation expenses, bills, etc., shall be submitted in writing. Checks are cut once a week. Whether you receive a check and/or the amount requested depends on your current account balance. All purchases must be authorized and a receipt turned in to staff upon your return. Please check with staff to determine which day the checks are issued, and submit your request in a timely manner.

Haircuts: No outside haircuts are allowed. Submit a request slip to receive a haircut from the jail barber/hair stylist.

Employment/Transportation Verification: The information you have provided on your completed Huber forms will be verified prior to your release for work. This includes your wages, hours of work, insurance coverage, and normal working conditions. Any discrepancy will be discussed with you. Any change in transportation plans (driver, vehicle, etc.) must be reported **prior** to the change occurring.

Work Hours: Inmates are allowed out for work for a maximum of 12 hours per day (including travel time), six (6) out of seven (7) days per week. This is only allowed if required by your employer. You are not permitted to work jobs other than your full-time employment (no side jobs). You will not be allowed to work more than six (6) consecutive days. One entire day of the week will be spent at the jail. No outside appointments, classes, meetings, errands, etc., will be allowed on your day in. Inmates requiring a sack lunch should advise jail staff.

Visitors/Telephone Calls Prohibited: You are not allowed to have family and/or friends visit you outside the jail. You are not allowed to make or receive phone calls, other than work-required calls, unless pre-approved by jail staff. Cell phones and cell phone bills must be submitted to jail staff upon request.

Periodic Visits/Urinalysis: Iowa County Jail staff may visit your place of employment. Periodic urinalysis and/or breathalyzers are done for drug/alcohol screening.

Laundry Schedule: You will be allowed to launder your personal clothes and jail laundry once per week at the jail. You will be assigned a specific day of the week to launder your items. If you do not launder your items at the appointed time, you will forfeit your laundry privileges for the week. Efforts to manipulate this rule will cause inmate(s) to be disciplined. Laundry is not allowed to be done outside the jail.

Cell Cleanliness: Your cell shall be kept in an orderly manner and your bed made prior to your release for work. Please remind jail staff to secure your cell door before you leave.

Contraband: Upon your return from work, prior to your entry into the Huber dorm, you will empty all items from your pockets and remove any jewelry, watch, belt, smoking items, tools, etc. These items shall be placed in your assigned property basket in the Huber lobby. Be sure to lock the basket prior to entering the locker room.

PLEASE NOTE: All items other than clothing on your person when you enter the Huber locker room will be considered contraband, for which you will be disciplined. Discipline may include a warning, loss of work, lost of good time, or other punishment. Inmates shall not be in possession of any jewelry items within the jail, which includes jewelry for body piercings.

Locker Assignment: Upon your arrival in the Huber dormitory, you will be assigned a locker. Your locker should be kept locked at all times. Lockers are subject to periodic searches, as are inmate cells. Clothing and shoes should be limited to a reasonable amount.

Lockdown: Lockdown takes place at 11:00 p.m. The television shall be turned off at that time. Showers will be permitted after 11:00 p.m. for those individuals working the afternoon shift. This will be quiet time, **no noise permitted**, and inmates will be required to abide by this. No telephone calls permitted after lockdown. **The TV remote control will remain in the Huber dayroom.** If you return from work after 11:00 p.m. you will be expected to be in your cell shortly after returning from work. If you do not respect the work hours of other cellmates you will be moved to lockdown.

Medical Care/Prescriptions/Expenses: All medical appointments must be cleared by jail staff. All prescriptions must conform to the Iowa County Jail formulary drug list provided by the jail medical provider protocol and must be cleared with the jail nurse. A copy of the formulary drug list is available by submitting a written request to the jail nurse.

If you have current prescriptions, you must bring all of your **up-to-date** medication(s), in its/their original (separate) container(s), with you when you report in to jail. The jail nurse will review all medications, and will contact you if she/he has any questions or concerns. If you would like to speak to the jail nurse about your medications **prior** to reporting to jail you may call (608) 935-3314, Ext. 531, and ask to speak to the nurse. If the nurse is not on duty you may request to leave a message. Be sure to leave your name and phone number with jail staff.

If you obtain a new prescription, or prescription refill, while you are incarcerated, the medication must be brought to the jail sealed/unopened. The medication will be counted for accuracy and documented. Medication received that shows signs of possible tampering will not be dispensed.

You will be financially responsible for payment of all medical/dental expenses incurred while incarcerated at the Iowa County Jail. Bills for medical services are to be paid promptly.

Job Search: Iowa County Jail will provide job applications for various Iowa County businesses. Inmates may have family members mail in job applications to them. Jail staff will verify scheduled job interviews and inmates will be released to attend job interviews at staff discretion.

Maintenance Duties: You may be required to perform maintenance duties while in the jail, as provided under Sec. 302.37, Wisconsin Stats. Failure to comply with staff directives may result in discipline, including loss of good time and/or privileges.

Incorporation of Iowa County Jail Rules & Regulations: At the time of booking you will receive a copy of the "Iowa County Jail Rules". You will be expected to abide by these rules and regulations, as well as the Huber rules. Please pay close attention to the rules that regulate incoming and outgoing mail, visitation, commissary, contraband, conduct, inmate requests, discipline, personal property, etc. If you do not receive a copy of the jail rules, please ask for one.

Release from Facility: Upon your release from this facility, your Huber/Commissary account will be closed and you will be issued a check for any balance remaining in your account.

I have read, or have read to me, the foregoing rules and regulations of the Iowa County Jail, and agree to abide by them. I understand that if I violate any jail/Huber/Child Care/Work Release rule and regulation, I may be disciplined in accordance with the provisions set forth in the jail rules, which may include loss of work, loss of Huber or other privileges, or loss of good time. Huber transfers from other counties will be returned to the county of jurisdiction if the rules and regulations are not followed. This would include any employment lay off, termination, or failure to keep your Huber account up-to-date. Inmates held in from work due to discipline shall be responsible for providing notification to their employer. Inmates held in for discipline will be charged the daily Huber fee.

Inmate Name (Printed)

Inmate Signature/Date

Witness/Date