



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. 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 assist those individuals that are gainfully employed to retain their jobs, if attending school to continue their education, or to assist their spouse, significant other, 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.

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

Please contact the Trempealeau County Jail if the court has granted permission to serve your Huber sentence in another county to make the necessary arrangements

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.

Violations of the Trempealeau County Jail/Huber rules 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.

What to Bring

All employment information, work schedule, fees, minimal amount of work clothing, undergarments, 5 white t-shirts, socks, photographs, unopened playing cards, prescription medications (in the original container) and money. You will be issued a hygiene kit at booking at a cost of \$2.85. Additional items may be purchased through our kiosk.

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, or razors. All items are subject to denial if they pose a safety and/or security risk. Trempealeau County is not responsible for any lost or stolen items.

Employment

Huber inmates are limited to one job at a minimum of 32 hours per week. Combinations of work and/or school are generally not permitted. All Huber releases are subject to the approval of the Sheriff or his representatives. 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.

Inmates may not have contact with family/friends at your employment site or while enroute to/from work or appointments. You are expected to take the most direct route of travel to/from work. 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. Random, on-site visits at your place of employment may be conducted at any time by Trempealeau County Sheriff's Department personnel.

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 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.

Getting to Work

If reasonable, Huber inmates may be allowed to walk or bike to work. Effective 6-1-10, the Huber inmate, if driving, or the person providing transportation must provide the jail with the following:

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

You will be allowed reasonable travel time and must receive prior approval to stop for gas.

Effective 7-1-10, if convicted under WI Statute 303.08(10r) under the order of 343.301(1g), you may not leave the jail until the Sheriff's Department is provided proof that an ignition interlock device has been installed in each motor vehicle to which the order applies.

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.

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 the appointment 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.

Electronic Monitor

Sentenced inmates are automatically screened after reporting to the jail for electronic monitor program eligibility. Criteria is based on current conviction, prior convictions, victims, risk assessment, behavior, and background information. Some felony offenders may qualify after serving 10% of their sentence. You will be notified if you meet the initial criteria for electronic monitor placement.

Child 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 need the following to exercise child care:

- *Land line telephone
- *Copy of each child's birth certificate or guardianship paperwork.
- *Work schedule from the employer of the other parent and/or guardian.

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.

Court Ordered Programs

Court ordered programs may be permitted if approved by a 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. You will take the most direct route to/from the program site and will not deviate without permission. Family/Friends may not visit while in transit to the program or at the program site. You will be subject to drug and/or alcohol testing at your expense. Violations may result in loss of Huber, good time, and/or programming.

Fees

All Huber inmates will be responsible for fees established by Trempealeau County Board of Supervisors as follows:

- Huber Fees \$16.00 daily (\$20 daily if convicted in another County), paid two weeks in advance
- Electronic Monitor Fees \$20.00 daily, paid two weeks in advance (\$25 daily if convicted in another County, entire amount in advance)
- Daily Fees, Sentenced non-working Hubers \$11.00 per day
- Drug Tests \$10.00 per test
- Medical/Mental Health/Dental/Medications – cost of service
- Starter/Hygiene Kit \$2.85
- Nurse Visit \$5.00
- Medication Setup \$5.00
- Booking Fee, Sentenced inmates \$25.00
- Razors .10 each

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. Additional funds will be needed to purchase canteen and hygiene items during your incarceration. 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.

Work Search

You will not be allowed out of the jail to conduct work search. You may request applications from local businesses by forwarding a request via the kiosk located in the multi-purpose room. Friends/relatives may also provide you job applications. If an interview is scheduled, it is then your responsibility to make transport arrangements and notify the jail in advance.

Community Service

Inmates with community service hours may contact Court Services at 715-538-2311 to make arrangements to comply with the court order upon release from custody. Inmates with trustee status do not earn credit towards community service hours.

Students

Huber inmates attending school must provide a class schedule, school location, and transport information. If you are home schooled, no other person may be at the study/school site with the exception of the teacher.

Visitation

Male Huber Inmates: Thursday & Sundays from 6:00 pm to 7:00 pm.

Female Huber Inmates: Wednesdays 6:00 pm to 7:00 pm Sundays 5:00 pm to 6:00 pm

Visitors must be 18 years of age or accompanied by a parent or legal guardian, have a photo ID, and be on the inmate's visitation list prior to the visit. You may have up to 5 visitors and may request a visitation list via the kiosk located in the multi-purpose room. Persons previously incarcerated within the last 60 days are prohibited from visiting.

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. The cost of the TB test is \$5.00.

Mail

All outgoing mail will be forwarded to the on-duty jailer at breakfast tray pickup. Your name must be printed in the return address. 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 3 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.

Hygiene/Housekeeping

You will maintain clean hygiene and personal appearance. Your bunk and cell area will remain clean and clutter free at all times. Personal property will be stored in a tote provided by the jail. Razors may be ordered to shave via the kiosk. Haircut appointments may be scheduled with a local barber/salon with prior approval. Laundry is washed Wednesdays and either Saturday or Sunday at the jailers discretion. Blankets are washed monthly. Failure to maintain proper hygiene and/or clean cell area may result in disciplinary action and/or suspension of Huber.

Jail Rules

It is your responsibility to read and abide by the Trempealeau County Jail and Huber rules. Jail Rules are located in the tote provided at booking. Huber Rules are posted in the Huber dorm. If you do not understand the jail and/or Huber rules, please ask jail staff for clarification.

**TREMPEALEAU COUNTY JAIL
TRANSPORTATION INFORMATION**

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

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

Proof of Insurance & Registration obtained: Yes No

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

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

Proof of Insurance & Registration obtained: Yes No

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

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

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:** _____

JAIL USE ONLY:

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

Yes *No*

Vehicles Requiring Interlock Device: _____

Information has been verified by: _____

Date: _____

Trempealeau County Sheriff's Department

715-538-2311 X452

fax: 715-538-2148

EMPLOYER INFORMATION

Huber Inmate: _____

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 the inmate is expected to follow during incarceration. If the inmate fails to abide by the Trempealeau County Huber and jail rules it may result in loss of Huber, loss of good time and/or disciplinary action.

1. No deviations from work site without prior approval of the jail staff.
2. Inmates are given a sack lunch and may not leave the work site for meals.
3. If the job-site location changes, the employer/human resource manager will notify the jail in advance. The employer will provide the inmate with written/signed notice of the job site change which will be provided to the jail.
4. Employer will notify the jail immediately if the Huber inmate is late for work, leaves early, fails to show or is terminated from work. If the inmate fails to return to jail, he/she will be considered an escapee and a warrant will be issued for his/her arrest.
5. Family/friends may not visit the job site at any time.
6. Huber inmates are not permitted to work outside the State of Wisconsin.
7. Huber inmates may not enter or work in places where intoxicants are sold. They may not possess, consume, sell, or use any illegal or non-prescribed drugs and/or alcohol.
8. The Sheriff's Department may conduct random job-site visits at any time.
9. 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, the jail must be notified in writing by your agency. Failure to provide timesheets or submit payroll checks will result in suspension of Huber.
10. Huber's 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. Inmates must remain in custody 12 hours from the end of the shift to the start of the next shift.
11. Work on legal holidays will not be 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 48 hours prior to the holiday.
12. An inmate that violates a jail rule may be held in custody 5 days per violation. Serious violations may result in the Court revoking Huber privileges.

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 WORK RELEASE**

Inmate's Name: _____ DOB: _____

Offense: _____ Case # _____

EMPLOYMENT INFORMATION

Employer: _____

Employer Address: _____
Address City State Zip

Telephone Number: _____ Cell Phone: _____

Name of Supervisor: _____ Fax # _____

Occupation: _____ Date of Employment: _____

Rate of Pay: _____ Pay Day _____, how often _____

Miles to Work: _____ Direct deposit--yes _____ no _____

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.

NOTE: If your employer has mandatory direct deposit, it needs to be verified in writing on company letterhead from your employer. Please provide this information when submitting your Huber packet. You will need to maintain a \$100 balance at all times, unless your Huber fees are paid in full through your release date.

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: _____