

DUNN COUNTY JAIL HUBER  
REGISTRATION PACKET

*Dunn County Jail  
615 Stokke Parkway  
Menomonie, WI 54751  
Doug Ormson ~ Huber Sergeant  
Heather Pyka ~ Program Director*

Phone: 715-231-2953 Fax: 715-232-1845

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Huber/work release is a **privilege** that 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.

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

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

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

Violations of the Dunn County Jail/Huber rules may result in loss of Huber privilege, disciplinary action, and/or loss of good time, and or criminal charges. If you are serving a sentence from another county, you may be returned to the county of conviction.

### What to Bring

1. 5 white t-shirts
2. 5 white underwear
3. 5 white pairs of socks
4. Employment information such as work schedule and enclosed Huber Release Forms
5. Fees- \$200
6. Minimal amount of work clothes- 1 week
7. Prescription medications (in the original container)
8. Money (Additional items may be purchase through canteen)
9. If you are on medication please try to have them "Bubble Packed" when you bring them in

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.

### What Not to Bring

1. Tobacco products
2. Hazardous materials
3. Valuable items
4. Food
5. Drink
6. Weapons
7. Tools, knives, box cutters, etc.
8. Razors

All items are subject to denial if they pose a safety and/or security risk. Dunn 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 may 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 regular eight-hour shift. Inmates who do not work eight-hour shifts may obtain permission to expand work hours, not more than 12 hours per day, including travel time. 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 find you do not have to work or work is completed early, you must return to the jail immediately.

## 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;
- Five previous employer contracts dated within the last six months, unless 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-employment 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 *July 1, 2010*, the Huber inmate, if driving, or the person providing transportation must provide the jail with the following:

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

You will be allowed reasonable travel time and must receive prior approval to stop for gas. Effective *July 1, 2010*, 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 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 medications. Medications should be brought in "Bubble Packed" vs. in a bottle.

### 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
- ❖ Work schedule from the employer of the other parent or guardian.
- ❖ Follow child care rules

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 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 deviation 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

- Huber Fees are \$16 daily (\$21 daily if convicted in another County);
- Electronic Monitor Fees are \$22 daily with a one-time hook-up fee of \$25
- Daily Fees, Sentenced non-working Huber's are \$5.00 per day;
- Drug Tests are \$6 each;

- Medical/Mental Health/Dental/Medications – cost of service;
- Starter/Hygiene Kit is \$3 each;
- Nurse Visit is \$5 each visit.
- Dr. Visit \$5 each visit.

Fees must remain current 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. 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 and/or disciplinary action.

#### Work Search

You will not be allowed out of the jail to conduct work search. Friends/relatives may provide you job applications by dropping them off at the jail. If an interview is scheduled and verified, it is your responsibility to make transport arrangements and notify the jail in advance. You may request applications from local Temporary Employment Agencies from the Huber Sergeant.

#### Community Service

Inmates with community service hours will have to complete their hours outside of their jail time sentence. Jail inmate workers may earn credit towards community service hours, if approved by the court.

#### 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. Postsecondary students will be billed the usual Huber rates.

#### Visitation

Huber Inmates:        Sunday afternoon from 1pm to 4pm  
                              Wednesday Evening from 7pm to 9pm

*You must first complete a visitation list for approval by staff*

#### 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 incarceration. Failure to comply with TB testing, your Huber may be suspended, and you may be held in jail until the test is completed.

#### Mail

All outgoing mail will be forwarded to an on-duty jailer. 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 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.

#### 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. Haircuts are offered by the jail bi-weekly on Thursday evenings. You will need to request an on-duty jailer to be put on the list for a haircut. You will not be allowed a deviation to get your hair cut elsewhere.

#### Jail Rules

It is your responsibility to read and abide by the Dunn 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 an on-duty Officer for clarification.