

# DOOR COUNTY JAIL – HUBER INFORMATION SHEET

## HUBER LAW COMMENCEMENTS

### REPORT DATES/TIMES

Sentenced inmates will be accepted into the Door County Jail on Thursdays (0900 hours) and Saturdays (1900 hours). The starting date you may desire is not guaranteed and is at the discretion of the Jail. **Only the sentencing Judge may grant beginning date extensions.** You must contact a Huber Officer at **920-746-5651** within ten (10) days from your sentencing date to schedule the start of your commencement. You will not be allowed out for Huber release on your scheduled report day. **If you fail to report by the court ordered commencement date, you may be criminally charged with “Failure to Report to Jail”.** The loss of good time, and/or an application will be forwarded to the court for possible revocation of Huber privileges. Fulfillment of commencements will have a set time of 0600 hours on their scheduled release date.

### INCARCERATION FEES AND CHARGES

**\*\*\*\*\* ALL OUTSTANDING DEBT OWED TO THE DOOR COUNTY JAIL MUST BE PAID IN FULL OR A PAYMENT PLAN NEEDS TO BE SET UP PRIOR TO ANY APPROVAL FOR HUBER \*\*\*\*\***

The Door County Jail assesses and collects the following fees and charges from Huber Trust Fund Accounts:

<b>Processing Fee:</b>	<b>\$30.00</b>
<b>Electronic Monitoring Setup Fee:</b>	<b>\$50.00 (plus tax)</b>
<b>Huber Transfer/Incoming</b>	<b>\$25.00 per day</b>
<b>Electronic Monitoring Fee:</b>	<b>\$20.00 per day (plus tax)</b>
<b>Work Release Fee:</b>	<b>\$19.00 per day</b>
<b>Child Care/School Fee:</b>	<b>\$ 5.00 per day</b>
<b>Entry Kit Fee:</b>	<b>\$ 5.00 (plus tax)</b>
<b>Drug Screening:</b>	<b>\$10.00</b>
<b>Transfer Fee-Outgoing/Incoming:</b>	<b>\$50.00 non-refundable even if denied transfer</b>

Failure to meet your financial obligation may forfeit your eligibility to participate in the Huber Program.

### HUBER RELEASE INFORMATION

- ❖ **A mandatory deposit of \$165.00 is required at the time of booking to be eligible for the Huber Program.** Those with sentences of 15 days or less are required to pay all fees (Processing, Entry Kit, Drug Screen, Daily fees, etc.) in full prior to starting their sentence.
- ❖ All inmates must report to the jail in a **sober** condition.
  - If you test positive for alcohol you will be placed in segregation for five (5) days without privileges, and lose two (2) days of good time if applicable. If you test positive for drugs, you are ineligible for Huber release and we will petition the court for a 30-day revocation of Huber privileges.
- ❖ Huber inmates are required to submit to random drug tests throughout their commencement until released. The cost for all screenings will be deducted from the inmate’s account.
- ❖ If more than one type of Huber release program is needed, the programs must be scheduled consecutively or on different days. **No split releases will be permitted.**
- ❖ Inmates may be allowed out a maximum of six (6) consecutive days, twelve (12) hours a day. This includes travel time and outside appointments.
- ❖ All employment travel times are pre-set with allotted times throughout the county.
- ❖ As a general rule Huber inmates will not be permitted to work for employers based outside of Door County. An exception may be granted for individuals who are gainfully employed in Brown or Kewaunee County prior to sentencing. A written request must be submitted to the Jail Lieutenant within 10 days of sentencing for approval.
- ❖ Huber inmates who are required to go outside of Door County in the course of their employment will be allowed to do so in Brown or Kewaunee counties with permission from jail staff.
- ❖ Medical and legal appointments must be submitted in writing to the Jail Lieutenant for approval.

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- ❖ Social visits are prohibited.
- ❖ Accessing the internet by use of a computer, cellphone or other device is forbidden, unless it is work-related.
- ❖ At the time of booking, all medications, prescribed or over-the-counter must be turned over to the Health Service Unit for approval.
  - Prescription medications must be in the original container, with the proper label, and must have been filled within the previous 30 days.
  - Inmates will be responsible for replacement of their prescription medications while incarcerated.
  - *The Door County Jail is not responsible for any prescription or medical expense of Huber inmates.*

## HUBER INMATE TRANSFERS

A sentencing court may grant that a jail term, under Huber Law, can be served in another county. It is your responsibility to contact the Door County Huber Officer about a transfer.

- ❖ Outgoing/incoming transfers must submit a completed Huber packet to initiate the transfer process.
- ❖ A **\$50.00 non-refundable transfer fee** will be assessed for any transfer requests.
- ❖ All accrued Jail debt must be paid in full before any outgoing transfer will be accepted. ***No exceptions!***  
***Huber transfer requests are not guaranteed as the receiving facility has the final discretion of approval.***

## HUBER INMATES WORK RELEASE POLICY

All Huber work release privileges are for legitimate employment purposes only. Legitimate businesses, for this purpose, are those in compliance with Wisconsin Statutes for: Income Taxes, Sales Tax, Minimum Wage Law, and Unemployment Compensation Law. Each business must have a Workers' Compensation insurance policy covering the inmate. Conditions of employment concerning Huber work release include:

- ❖ Inmates shall not work for less than minimum wage and must be scheduled for a minimum of 32 hours/week.
- ❖ **By statute**, all earnings must be turned over to the Door County Jail, accompanied by an earnings statement. Only deductions for government taxes/withholdings, union dues, and court ordered wage assignments are allowed. ***Working for "cash under the table" is prohibited.***
- ❖ An inmate may not work for another inmate presently confined in the Door County Jail.
- ❖ Inmates may not work for any company or individual engaged in unlawful/illegal activity or business.
- ❖ An inmate may not work for any member of the Door County Sheriff's Department, or any other law enforcement official, unless the inmate was previously employed as such prior to sentencing.
- ❖ Part-time employment is only accepted in addition to a full-time position of employment, and must have been established prior to sentencing. These situations will be evaluated on a case-by-case basis.
- ❖ Employment will be for approved employers only, based on the following employer criteria:
  - Provides proper supervision of inmate
  - Completes inmates' work schedules in a timely manner
  - Notifies the jail when an inmate has been late for work, does not arrive at work, leaves work early, or is required to work longer than scheduled
  - Pays the inmate for work performed or services rendered and ensures that the inmate's paycheck arrives at the jail when due.

## HUBER INMATES WORK RELEASE POLICY – SELF-EMPLOYED

Work release information for inmates who are self-employed will be reviewed by a Huber Officer and a determination will be made as whether you meet the eligibility requirements to participate in the program. Due to the complexity of self-employment, contact a Huber Officer soon after sentencing to ensure enough time in processing your request.

You must provide the Huber Officer with the following documentation:

- Tax ID number/Social Security Number
- Copies of the last 2 years tax returns
- Copy of your business liability and major medical insurance policy
- Provide past and future work contracts (if requested by the Huber Officer)
- Additional documentation as requested by the Huber Officer

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*In addition to a \$165.00 deposit, you will be required to submit \$468.00 every Saturday. Failure to comply with funds will prohibit you from further participation of this program.*

## HUBER INMATES- CHILDCARE RELEASE

- ❖ *Childcare will only be granted for the care of your biological children, adopted children, foster children, step children or children for which you are the legal guardian.*
- ❖ Childcare will only be granted when it is deemed necessary based on your individual situation.
- ❖ You must turn in a work schedule of each adult living at your residence. You will not be allowed to be out for childcare when another responsible adult is available to care for the children.
- ❖ No social visits are allowed at your childcare location **by any person**, including other children.
- ❖ Minimum time allowed for childcare release is 32 hours/week.
- ❖ You must have a current phone number at which you can be reached at any time.
- ❖ ***Accessing the internet using a computer, cellphone or other mobile device is prohibited!***
- ❖ You may not leave your childcare location except for scheduled medical/dental appointments, grocery or other necessary shopping, or laundry at a laundromat. Any other movement must be approved by a Huber Officer.

*In addition to your \$165.00 deposit, you will be required to submit \$35.00 every Saturday. Failure to comply with funds will prohibit you from further participation of this program.*

## HUBER INMATES SCHOOL RELEASE

- ❖ You will only be granted school release for organized classroom courses as a full-time student.
- ❖ You must provide the Huber Officer with a copy of your course schedule, instructor name(s), date/time and location of your course(s).

*In addition to your \$165.00 deposit, you will be required to submit \$35.00 every Saturday. Failure to comply with funds will prohibit you from further participation of this program.*

## ELECTRONIC MONITORING PROGRAM

The Door County Jail Electronic Monitoring Program is an opportunity that is available to inmates that meet specific qualifications. The Electronic Monitoring Program allows inmates to serve their jail sentences outside the Jail. This will allow them to maintain family relationships and fulfill their employment responsibilities more efficiently. To be placed on the Electronic Monitoring Program an inmate must be serious about serving their sentence in a cooperative and positive manner. **Inmates in the Electronic Monitoring Program must meet the same eligibility requirements as is required of Huber Law inmates serving sentences in the Door County Jail, sentences must be a minimum of 15 days after credits and reductions.** Inmates who are not able to abide by the rules of the Electronic Monitoring Program will lose the benefits the program offers and will be **returned to the jail.** **Inmates with criminal histories containing certain convictions may be eligible for GPS after completing a minimum of 30 days on Huber in Facility, if approved the remaining 1/2 of sentence may be completed on GPS Monitoring.** Electronic monitoring inmates will be required to sign an agreement to follow all program rules.

## PERSONAL PROPERTY IN THE SECURE PORTION OF THE JAIL

- ❖ You will be issued a secure locker in which you may store ***reasonable*** amounts of hygiene products, commissary items and personal property.
- ❖ You will be issued a hygiene kit at booking. Future hygiene items must be purchased through the commissary.
- ❖ The following items will be allowed in the secure portion of the jail:
  - Alarm clock without radio (plug-in, no batteries).
  - Electric razor.
  - Watch and wedding band. No other jewelry or piercing ornaments are allowed.
  - White t-shirts, white underwear, white sports bras and white socks (four (4) sets each). Extras may be stored within your assigned civilian locker.

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- Inmates may not bring in or receive reading material except by subscription or bookstore mail delivery. Hard covered books are ***not allowed*** in the jail. You will be allowed two pieces of literature, in addition to your religious material.

## **ISSUED CIVILIAN LOCKER - UNSECURED AREA OF THE JAIL**

- ❖ You will be issued a secure locker in which you may store reasonable amounts of outer clothing, work clothing, socks, underwear, laundry supplies, hygiene products, personal property which is not allowed in the secured areas of the jail.
- ❖ Medications (prescription and over-the-counter) are those that have been approved through the Jail's Health Services Unit only.
- ❖ Prohibited items in the locker room include anything that poses a safety and security threat, such as: guns, knives, weapons (screwdrivers, hammers, sharp objects, construction tools, bleach, etc.). Other prohibited items include, but are not limited to, intoxicants, unapproved medication, anything illegal in nature.

**All inmates will undress and be searched upon leaving and returning to the secured area of the jail. Inmates caught attempting to introduce contraband into the jail are subject to disciplinary action, lose Huber privileges and/or be prosecuted criminally.**

## **VISITATION**

***Male Huber:*** Sunday 6:00p.m. – 9:00p.m.

***Female Huber:*** Saturday 6:00p.m. – 8:00p.m.

- ❖ Each inmate is allowed one ***thirty (30) minute visit*** per week. All visitors must be Pre-Approved prior to visitation.
- ❖ You may have a maximum of four (4) adult visitors on a Pre-Approved list.
  - Minor children (which you have guardianship are allowed visitation and do not count toward the maximum).
  - Two (2) adult visitors per week and your minor children may visit at any one time.
- ❖ Former inmates of the Door County Jail will not be allowed to visit current inmates of the Jail until a period of thirty (30) days has elapsed since the former inmate's release from the Jail.
- ❖ Pre-Approved visitors should call ***920-746-5655*** to schedule visitation appointments.

## **HUBER LAUNDRY**

***Male Huber:*** Tuesdays and Sundays

***Female Huber:*** Wednesdays and Saturdays

- ❖ All Huber inmates are required to wash personal clothing at the Jail.
- ❖ A kiosk machine is provided for making change for the washers and dryers. (Kiosk accepts \$1 and \$5 bills).
- ❖ Huber inmates will sign for one (1) of the two (2) days available for laundry.
- ❖ Laundry detergent and softeners are allowed. Liquid bleach is banned.

***This Information Sheet outlines rules and Huber privilege eligibility requirements. All inmates will be entitled to read the Jail Handbook once assigned to a housing unit. The Handbook details all Jail rules and policies which are to be adhered to by all inmates.***