



# DOOR COUNTY SHERIFF'S OFFICE JAIL DIVISION

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## Huber Program Information Sheet

### INTRODUCTION

The Door County Circuit Court has sentenced and granted you the Huber Law Privilege under Wisconsin Statute 303.08, or you have been confined to the Door County Jail as a condition of probation under Wisconsin Statute 973.09(4). **The Huber Program is a PRIVILEGE: not a RIGHT.** Any violations of Huber rules while at the Door County Jail may result in discipline. Regarded action may be subject to, but not limited to loss of good time credit; loss of Huber privilege(s) and/or loss of other specified privileges.

The Door County Jail Huber program allows for work, childcare or school release. 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.** You will be required to comply with all the requirements listed below to be eligible for the Huber Program. Failure to comply with these requirements as outlined below will make you ineligible to participate in the program.

### REPORTING

**YOU MUST CONTACT A HUBER OFFICER WITHIN 10 DAYS OF YOUR SENTENCING DATE TO SCHEDULE YOUR REPORT DATE. THE HUBER CONTACT LINE IS (920) 746-5652.**

- ❖ Report times are Thursday at 9:00 AM or Saturday at 7:00 PM. The date you may desire is not guaranteed and is at the discretion of the Door County Jail.
- ❖ Only the sentencing Judge may grant an extension to your commencement date.
- ❖ 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". Loss of good time, and/or a request will be forwarded to the court for possible revocation of Huber privileges.

### FEES AND CHARGES

**ALL OUTSTANDING DEBT OWED TO THE DOOR COUNTY JAIL MUST BE PAID IN FULL OR A PAYMENT PLAN ESTABLISHED PRIOR TO HUBER APPROVAL.**

To participate in the Huber Program it is necessary to pay and stay current on all applicable fees associated with the program. The Door County Jail may assess and collect the following fees from your individual Inmate Trust Fund account:

Entry Kit:	\$5.00 – plus tax	(\$5.28)
Processing Fee:	\$30.00	
Drug Screen:	\$10.00	
Work Release Daily Fee (Door County Conviction):	\$25.00	
Work Release Daily Fee (Other County Conviction):	\$30.00	
Child Care/School Daily Fee:	\$10.00	
Electronic Monitoring Setup Fee:	\$50.00 – plus tax	(\$52.75)
Electronic Monitoring Daily Fee:	\$25.00 – plus tax	(\$26.38)
Transfer Fee – Outgoing/Incoming:	\$50.00	(Non-refundable even if transfer is denied)

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

## HUBER RELEASE INFORMATION

- ❖ **A mandatory deposit of \$300.00 is required at the time of booking to be eligible for the Huber Program.** Those with sentences of fifteen (15) days or less are required to pay all fees in full prior to starting their sentence.
- ❖ Huber inmates must report to 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 their individual Inmate Trust Fund 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.**
- ❖ Huber inmates may be allowed out a maximum of six (6) consecutive days, twelve (12) hours a day. This includes travel time and outside appointments.
- ❖ Huber inmates will not be allowed to work for employers based outside of Door County. An exception may be granted for individuals who gainfully work in Brown or Kewaunee County prior to sentencing.
- ❖ 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 the Door County Jail.
- ❖ Medical and legal appointments must be submitted in writing for approval.
- ❖ Social visits are prohibited.
- ❖ Accessing the internet by use of a computer, cellphone or other device is forbidden, unless it is work-related.
- ❖ All medications, prescribed or over-the-counter must be turned over to the Health Service Unit for approval at the time of booking.
  - ✓ Prescription medications must be in the original container, with the proper label, and must have been filled within the previous 30 days.
  - ✓ Huber inmates will be responsible for the replacement of their prescription medications while incarcerated. **The Door County Jail is not responsible for any prescription or medical expenses of Huber inmates.**

## HUBER 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 Jail about a transfer.

- ❖ You must submit a Huber packet to initiate the transfer process.
- ❖ A **\$50.00 non-refundable transfer fee** will be assessed for all transfer requests.
- ❖ All outstanding debt owed to the Door County Jail 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 WORK RELEASE

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 Office, 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 SELF-EMPLOYED WORK RELEASE**

A Huber Officer will review work release information for inmates who are self-employed and a determination will be made as whether they 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

**In addition to a \$300.00 deposit, you will be required to submit \$522.00 every Saturday. Failure to comply with funds will prohibit you from further participation of the program.**

### **HUBER CHILD CARE 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 for scheduled medical/dental appointments, grocery or other necessary shopping, or laundry at a laundromat without approval from a Huber Officer.

**In addition to your \$300.00 deposit, you will be required to submit \$70.00 every Saturday. Failure to comply with funds will prohibit you from further participation of this program.**

## HUBER 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 \$300.00 deposit, you will be required to submit \$70.00 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 (EMP) is an opportunity that is available to individuals who meet specific qualifications. The program is an alternative to physical confinement within the Door County Jail. This allows an individual to maintain family relationships and fulfill employment responsibilities more efficiently.

**The program is a PRIVILEGE – not a RIGHT.** The Sheriff or his/her designee will determine who can participate in the program. The courts, probation and parole and the district attorney cannot order an individual into the program, although their recommendations, along with any recommendations from physicians, counselors and family members, will be considered and weighed when making the decision. The individual must be serious about serving their sentence in a cooperative and positive manner. All requests will be reviewed and an extensive background check will be completed. The results of this check, along with any recommendations the individual may have received, will determine if the individual qualifies and will determine the appropriate amount of time they will be placed in the program.

### **To be eligible for the Electronic Monitoring Program an individual must:**

- ✓ Be sentenced with Huber Law Privilege (Wis. 303.08). Individuals in the program must meet the same eligibility requirements as is required of Huber Law inmates serving sentences in the Door County Jail.
- ✓ Not be sentenced to a felony, violent misdemeanor or OWI offense.
- ✓ Complete a minimum of 30 days on Huber in the facility, if approved, the remaining (1/2) half of sentence may be completed on electronic monitoring. **Eligible offenses include all non-violent misdemeanor and criminal traffic convictions, excluding OWI(s).**
- ✓ Not be classified as maximum security through the jail classification process.
- ✓ Have a minimum sentence of 45 days after credits and reductions.
- ✓ Not have active detainers, warrants or holds.
- ✓ Reside in Door County, may be approved to work in Brown or Kewaunee County if employment was established prior to start of sentence.
- ✓ Be current on all debt owed to the Door County Jail, along with the ability to pay applicable program fees.
- ✓ Complete the Electronic Monitoring Program application.

## 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 commissary.
- ❖ The following items will be allowed in the secure portion of the jail:
  - ✓ Alarm clock without radio. **Plug-in, no batteries.**
  - ✓ Electric razor

- ✓ Wedding band. **No other jewelry or piercing ornaments are allowed.**
- ✓ Watch. **No smart watches Apple, Fitbit etc.**
- ✓ White t-shirts, white underwear, white sports bras and white socks; **four (4) sets each.** Extras may be stored within your assigned civilian locker.
- ✓ 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.

### VISITATION

<b>Male Huber</b> Sunday 6:00pm – 9:00pm	<b>Female Huber</b> Saturday 6:00pm – 8:00pm
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- ❖ All visitors must be pre-approved prior to being allowed visitation. All visitors, with the exception of pre-approved children must be at least eighteen years of age.
- ❖ Inmates are allowed a maximum of four (4) individuals on their list at any given time.
- ❖ Each inmate is allowed two (2) adult visitors per visitation day.
- ❖ Inmates pre-approved biological, step, adopted or minors under their guardianship will be allowed to visit and must be accompanied by a parent or legal guardian. Pre-approved children do not count towards the maximum.
- ❖ Former inmates of the Door County Jail may not visit until 30 days has elapsed since their release.
- ❖ Approved visitors must call **920-746-5652** to schedule a visit in advance, **requests received after noon on the day of visitation will be denied.**

### HUBER LAUNDRY

<b>Male Huber</b> Tuesday & Sunday	<b>Female Huber</b> Wednesday & Saturday
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- ❖ 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. **The kiosk accepts \$1.00, \$5.00 and \$10.00 bills.**
- ❖ Huber inmates will sign up for one (1) of the two (2) days available for laundry.
- ❖ Laundry detergent and softeners are allowed. **No bleach.**

***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.***