

# Huber Handbook

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## REPORTING TO THE IOWA COUNTY JAIL

IF YOU HAVE BEEN GRANTED THE PRIVILEGE OF TRANSFERRING TO ANOTHER COUNTY TO SERVE YOUR SENTENCE-Please review the Documentation required, [HUBER/REQUEST TO TRANSFER CHECKLIST](#)

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 to exercise these privileges, you will be required to do the following:

Prior to the date you are to report to jail, collect all documentation and supporting documents required in the associated checklist. 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 two week's Huber/Work release fees
3. Pay a booking fee
4. Submit to a urinalysis (financially charged to your account) 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 completed your court-ordered OWI assessment, or at least have your assessment scheduled
7. Undergo an inmate classification process. Your level of classification will help determine your housing assignment and level of eligibility of privileges.

If you plan to exercise Huber/Work Release privileges:

The [HUBER/WORK RELEASE CHECKLIST](#) is a listing of items you are required to provide. The [EMPLOYER WORK RELEASE AGREEMENT](#) should be reviewed and completed by your employer. Your employer should keep a copy of this agreement for their records. Persons who are self-employed should see [SELF-EMPLOYMENT CHECKLIST/REQUIREMENTS](#).

Please review [Iowa County Huber Rules and 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

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

**NOTE:**

- You should make every effort to become employed prior to reporting to the jail. Unemployed persons with Huber privileges will be held to the rules stated in [JOB SEARCH RULES](#).
- All paperwork should be completed and submitted to jail staff when you report to jail.  
It is your responsibility to provide all of the required information to the jail staff prior to being released 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.
- 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.
- You must report to the Iowa County Jail on the date and time specified by the Court. The jail is located at [109 E Leffler Street, Dodgeville, WI 53533](#).
  - Vehicles can be parked at the rear of the building (South side) in the designated Huber Parking.
  - Report to the Main Lobby and advise jail staff of your arrival by either using the intercom for the jail or by calling (608)930-9500 ext. 1.
- You will be allowed to have one weeks' worth of personal clothing stored on site.
  - No tools, sharps, or electronics shall be stored in your personal clothing storage area.
    - All tools are to be stored in your vehicle if they are needed for your employment.
  - Cell phones will be stored only at staff discretion and only if it is required for work purposes.
- 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-prescribed drugs may result in disciplinary action, as well as loss of Huber/Work Release and/or Child Care privileges.

## **IOWA COUNTY JAIL HUBER RULES & REGULATIONS**

The court may grant the privilege of Huber for work release, transfer, or childcare, however the jail will determine if you are eligible to exercise that Huber privilege.

You are responsible to abide by the Iowa County Jail Inmate Handbook in addition to the Iowa County Jail Huber Handbook. Violations of rules may result in suspension of privileges and removal from the Huber dorm.

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.

### **PREPARING FOR WORK RELEASE**

Using the intercom system, you should make contact with Central Control, state your name and advise staff that you are prepared for work release fifteen minutes prior to your release time. Release and return times are determined by staff, it is your responsibility to communicate with staff to confirm your release and return times.

A staff member will release you from the Huber dorm and escort you to the changeover room. Your attire for release will include one pair of uniform pants, one uniform top, and a pair of uniform footwear. No undergarments. A staff member will escort you through the changeover room to the Huber vestibule. You will disrobe and store your uniform in the designated uniform storage location and proceed to the personal clothing storage area. You may conceal your body with a provided towel from uniform storage to personal clothing storage. You will dress in personal clothing, retrieve your pocket items and be released to the Huber vestibule.

You should remain in the Huber vestibule until your transportation is ready.

### **DURING WORK HOURS**

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 transportation is ready.

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. Huber inmates are restricted to working within Iowa County and the surrounding counties only.

## EMPLOYMENT HOURS, STATUS, AND 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, emailed by your supervisor, must be submitted 24 hours in advance to [iowajs@iowacounty.org](mailto:iowajs@iowacounty.org). Supervisors should contact the jail at 608-935-3314, (option 3) 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 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.

## WORK HOURS

Eligible 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. Huber inmates are restricted to working within Iowa County and, with approval, the surrounding counties only.

## INMATE FINANCIAL ACCOUNT

An accounting is kept for each inmate. Huber fees are assessed each Saturday for the following week. You may be issued a receipt for all debits and credits in your account. No personal checks are accepted without prior permission. A 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. Fees will be prorated for partial weeks.

For Huber transfers the fees are assessed beginning the day you arrive through the day you leave.

You will be required to maintain one week of Huber Fees in your account. These fees may be used for payment of your last week of stay. If your account does not 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.

## 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 so long as the incoming mail meets Iowa County Jail regulations. Jail staff will verify scheduled job interviews and inmates will be released to attend job interviews at staff discretion and in accordance with the Job Search Rules.

## HAIRCUTS

No outside haircuts are allowed. Submit a request slip to receive a haircut from the jail barber/hair stylist. This will be at your expense.

## 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.

## VISITOR/TELEPHONE CALLS

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. No possession of cellular phone(s) or smart phones without permission from jail staff.

## UNPLANNED VISITS

Iowa County Sheriff's Office staff reserve the right to make unplanned, unannounced visits at your employment to verify the work agreement and conditions.



## TOXICOLOGY SCREENING

Periodic urinalysis and/or breathalyzers are done for drug/alcohol screening. You must submit to a breath and/or urine test at the request of staff. Failure to submit a sample will be noted as a refusal and possible discipline.

## CONTACT WITH LAW ENFORCEMENT

If you have contact with Law Enforcement from any agency during your incarceration, including work release time, you must notify staff of the contact immediately.

## RETURN PROCESS

Prior to returning, you will stop in the main lobby and submit to a breath test using the kiosk. You will need to retain your receipt for staff and proceed to the designated Huber parking area.

You will enter the Huber vestibule and use the intercom to advise staff that you have returned. You will remain in the vestibule until staff arrive to escort you through the changeover room. You will be required to store all of your personal items in their respective lockers, proceed to the strip search area then dress in your issued uniform. No jewelry of any kind, including body piercings are allowed in the housing facility.

You are not allowed to store tools, sharps, or tobacco products (including electronic devices) of any kind within the facility. Contraband brought into the facility is a violation of these rules and may result in discipline.

## 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 do your laundry. 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.

## SLEEPING AREA AND UNIT CLEANLINESS

Your sleeping area shall be kept in an orderly manner and your bed made prior to your release for work. You are provided with a lockable bin to secure your personal items in.

## STORAGE AREAS

All storage areas are subject to periodic searches, which includes canine 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 bunk 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 preferred drug list provided by the jail medical provider protocol and must be cleared with the jail nurse. A copy of the preferred 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. We will not accept medication in capsule form. The jail nurse will review all medications, and will contact you if she/he has any questions or concerns. Any medication that appears to have been tampered with will be denied. If you would like to speak to the jail nurse about your medications prior to reporting to jail you may call (608) 930-9500, Ext. 7545, 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 sent from your pharmacy to the jail. The medication will be counted for accuracy and documented. If your pharmacy will not mail the medication, please notify jail staff so other arrangements may be made.

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.

Please review the Iowa County jail rules for guidelines requesting medical and dental appointments.

## 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.

## SOCIAL NETWORKING/MEDIA/PERSONAL E-MAILS

You are not allowed to access Facebook, Twitter, Instagram, Snapchat or other social networking, social media, or on-line dating sites. You are not allowed to access personal email accounts or use any type of video calling.

## UNEMPLOYMENT COMPENSATION BENEFITS

In an effort to reduce unemployment fraud, the Iowa County Sheriff's Department submits a monthly report to the Department of Workforce Development.

## 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 classification, 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.

A good rule of thumb is to ask questions of jail staff, rather than to assume things and make decisions that violate the rules. If you violate the rules you risk loss of Huber privileges, loss of good time, and, if you are a Huber transfer, you risk returning to the county jail from where you transferred from.

**HUBER/WORK RELEASE CHECKLIST**

(JAIL STAFF WILL COMPLETE)

- \_\_\_\_\_ Inmate classified as: (Minimum=12 hours/day; Medium=8 hours/day)  
Maximum=NO HUBER)
- \_\_\_\_\_ Huber privileges on judgment of conviction (court paperwork)
- \_\_\_\_\_ PBT at time of booking (Breath/alcohol concentration must be .00)  
A positive test result may cause delay or loss of Huber privileges
- \_\_\_\_\_ Urinalysis Testing - must be negative results - \$10.00 fee  
A positive test result may cause delay or loss of Huber privileges
- \_\_\_\_\_ Huber deposit – minimum \$300 (\$340 for Huber Transfers)
- \_\_\_\_\_ Booking fee (sentenced inmates) - \$25.00
- \_\_\_\_\_ Hygiene Kit-issued at booking - \$1.50
- \_\_\_\_\_ 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)
  - o Valid driver’s license
  - o Current vehicle registration, Expires: \_\_\_\_\_
  - o Current vehicle insurance, Expires: \_\_\_\_\_
- \_\_\_\_\_ Self-employed and/or Child Care
  - o Complete Huber Self-employment checklist
  - o Complete Child Care Checklist
  - o Valid driver’s license
  - o Vehicle(s) Insurance, Expires: \_\_\_\_\_
  - o Health Insurance, Expires: \_\_\_\_\_
- \_\_\_\_\_ Collect last page of Huber Rules, signed by inmate.
- \_\_\_\_\_ Create Zuercher schedule
- \_\_\_\_\_ Collect last page of jail rules, signed by inmate.
- \_\_\_\_\_ Ignition Interlock (staff will determine if this is applicable)
- \_\_\_\_\_ DNA test (staff will determine if this is applicable)

\_\_\_\_\_/\_\_\_\_\_  
Staff Signature                      Date

## **EMPLOYER WORK RELEASE AGREEMENT**

IOWA COUNTY JAIL

608-935-3314

\_\_\_\_\_ 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 \$300 in their Commissary/Huber account on Saturday. (Huber transfers are required to have \$340 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. Request of a schedule change or overtime must be made by the employer/supervisor, by phone, to jail staff. If approved, a written copy of the change will be faxed on company letterhead, signed by the employer/supervisor to (608) 935-5377 (Fax).
- Eligible Inmates may be 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. Eligible 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 or in excess of the 12 hours per day.
- Any work hours scheduled for a holiday must be submitted in advance, in writing, to jail staff by the employer. 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, by the employer prior to the change.
- Inmates are not allowed to leave the jobsite for meals. They are provided a sack lunch by the jail.
- 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, smart phone, tablet or other electronic devices unless required for employment, or needed to notify jail staff of change in work sites, and pre-approved by jail staff.
- 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.

## **NOTICE TO EMPLOYER**

Please make a copy of these rules for your reference. They contain contact numbers for the Jail.

**EMPLOYER WORK RELEASE AGREEMENT SIGNATURE PAGE**  
IOWA COUNTY JAIL  
608-935-3314

\_\_\_\_\_  
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?

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/Type of payment (circle those that apply):

- Weekly
- Bi-weekly
- Monthly
- Direct Deposit
- Check





## 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

\_\_\_\_\_  
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

\_\_\_\_\_  
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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Site Complete Address

\_\_\_\_\_  
Phone # at Job Site



## HUBER/REQUEST TO TRANSFER CHECKLIST

Report to the Iowa County Jail for booking. You will be held for 48 hours before release for work or transfer to another facility.

- \_\_\_\_\_ Inmate classified as: Minimum or Medium IF Maximum notify Supervisor
- \_\_\_\_\_ Huber privileges with the ability to transfer to another facility on judgment of conviction (court paperwork)
- \_\_\_\_\_ PBT at time of booking (Breath/alcohol concentration must be .00)  
A positive test will result in your transfer request being denied and you may be subject to delay or loss of Huber privileges
- \_\_\_\_\_ Urinalysis Testing - must be negative results - \$10.00 fee  
A positive test will result in your transfer request being denied and you may be subject to delay or loss of Huber privileges
- \_\_\_\_\_ Booking fee (sentenced inmates) - \$25.00
- \_\_\_\_\_ Hygiene Kit-issued at booking - \$1.50
- \_\_\_\_\_ Verify employment and hours of work (faxed on company letterhead)
- \_\_\_\_\_ Driver's information (for each driver)
  - o Valid driver's license
  - o Current vehicle registration, Expires: \_\_\_\_\_
  - o Current vehicle insurance, Expires: \_\_\_\_\_
- \_\_\_\_\_ Ignition Interlock (staff will determine if this is applicable)
- \_\_\_\_\_ DNA test (staff will determine if this is applicable)
- \_\_\_\_\_ Collect last page of Huber Rules, signed by inmate.
- \_\_\_\_\_ Collect last page of jail rules, signed by inmate.
- \_\_\_\_\_ Huber Transfer Request Form approved by receiving county.

It is recommended to complete the Huber/Work Release Checklist in the event your request to transfer is denied and you wish to commute to work from the Iowa County Jail if eligible.



## 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 a delay or loss of Huber privileges.
- 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 affect your ability to search for work.
- Your classification status will determine the amount of hours/days you are eligible to work. Keep this in mind when applying for jobs.
- 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.
- NO OUTSIDE JOB SEARCHES WILL BE ALLOWED after four (4) searches. 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.
- You will be required to sign the rules and return the signed document to jail staff prior to release for job search.

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.

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Inmate Signature

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Date





## UNEMPLOYED INMATES W/HUBER PRIVILEGES CHECKLIST

- \_\_\_\_\_ Inmate classified as: Minimum OR Medium  
Maximum=NO HUBER
- \_\_\_\_\_ Huber privileges on judgment of conviction (court paperwork)
- \_\_\_\_\_ PBT at time of booking (Breath/alcohol concentration must be .00)  
A positive test result may cause delay or loss of Huber privileges
- \_\_\_\_\_ Urinalysis Testing - must be negative results - \$10.00 fee  
A positive test result may cause delay or loss of Huber privileges
- \_\_\_\_\_ Huber deposit – minimum of \$43.00 (balance in commissary account)
- \_\_\_\_\_ Booking fee (sentenced inmates) - \$25.00
- \_\_\_\_\_ Hygiene Kit-issued at booking - \$1.50
- \_\_\_\_\_ Collect last page of Huber Rules, signed by inmate.
- \_\_\_\_\_ Collect last page of jail rules, signed by inmate.
- \_\_\_\_\_ Collect Job Search Rules, signed by inmate
- \_\_\_\_\_ Collect Unemployed Huber Notice, signed by inmate
- \_\_\_\_\_ Ignition Interlock (staff will determine if this is applicable)
- \_\_\_\_\_ DNA test (staff will determine if this is applicable)



## UNEMPLOYED INMATES W/HUBER PRIVILEGES

Temporary Release of Unemployed Inmates w/Huber Privileges may be allowed when the checklist is completed, for the following reasons:

- Job Search- Please review the Job Search Rules-Please keep in mind Job Search may be denied if the jail/Huber rules are violated.
- Court Ordered appointments- Please keep in mind the court ordered appointments are not required to be completed during your incarceration and may be withdrawn if the jail/Huber rules are violated.
- Probation Classes-- Please keep in mind Probation classes are not required to be completed during your incarceration and may be withdrawn if the jail/Huber rules are violated.
- Medical Appointments if referred by the Jail medical staff. Please review the jail rules for guidelines and financial responsibility of Medication and Medical Services.

Huber fees are assessed every Saturday for the week following. You will be required to have a minimum of \$43.00 in your account. Inmates without the required funds may not be released for appointments, classes, or Job Search. You will be billed the amount of one (1) day of the current Huber fee rate.

All appointments must be verified by jail staff-AFTER receipt of the Inmate Request is submitted. Appointments not able to be verified will not be allowed.

Staff will determine release and return times, and mode of travel. Deviation from routes may result in discipline and possible loss of privileges.

You will be allowed to attend appointments and/or Job Search one time per week.

I understand the above rules of temporary release and agree to follow these rules. I understand my behavior may directly reflect the level of privileges I am granted.

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Inmate Name-PRINTED

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Inmate Signature

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Date

## RECEIPT OF HANDBOOK

I have read, or have had 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

\_\_\_\_\_  
Correctional Officer (Printed)

\_\_\_\_\_  
Correctional Officer Signature/Date

To be signed in presence of the booking officer when you report to Jail.

Updated 08/25//2021