

## COLUMBIA COUNTY JAIL HUBER/WORK RELEASE RULES

**GENERAL INFORMATION:** Persons sentenced to the Columbia County Jail may be given Huber privileges by the court. This privilege was established by statute so that persons confined to jail can maintain their employment, continue to support their families, and meet other obligations under guidelines set by the jail. The ability to exercise Huber is a privilege and not a right; therefore it may be taken away or restricted by the jail. Inmates granted Huber privileges are subject to all of the general jail rules as well as Huber rules. A violation of general jail rules is also a violation of Huber rules. The approval of work release, childcare, self-employment, etc. is at the discretion of Jail Supervisors. Huber inmates and their property, including lockers, may be searched at any time to ensure the safety and security of the jail. These rules are not intended to be “all inclusive” or to address every possible scenario. Additional rules and regulations may be imposed as a particular situation may warrant.

**PURPOSE:** These Huber rules and guidelines are established but are subject to change. The purpose is to maintain an orderly and efficient operation of the Huber section, maintain jail security, and ensure the safety and security of inmates and staff of the Columbia County Jail. The Huber rules regulate the activities and conduct of inmates during their absence from the jail. The intent is to treat all inmates fairly while maintaining the safety and security of the jail along with the intended purpose of the Huber program.

**GENERAL RULES:** Inmates shall be confined to the Columbia County Jail during the times they are not at their workplace or other approved appointment. Inmates may not go to their home, or to any other residence except by advance permission of the Jail Administrator or their designee. Huber inmates are not permitted to consume or have in their possession any alcohol, controlled substance, or drugs not prescribed by the jail medical staff. This includes the use of any item containing alcohol (i.e. mouthwash, breath spray, Nyquil, etc.). Inmates may be ordered to submit to a breath test or urinalysis test by a Jail Deputy at any time. Huber inmates are prohibited from taking personal items to and from the jail at anytime. These items include but are not limited to: laundry, newspapers, backpacks, magazines, radios, or any electronic items (i.e. cell phones, music players etc.) Huber inmates may not enter any portion of the jail unescorted unless a Jail Deputy gives permission. Beds shall be made when not in use. Cellblocks shall be kept clean at all times. Clothing and other personal property may not be stored on the floor, beneath mattresses, window ledges, or partitions. Inmates are required to be in their bunks at lights out and stay in their bunks until lights are turned on in the morning. Huber inmates shall maintain good personal hygiene by showering daily and washing their personal laundry on a regular basis. Washers and dryers are available on written request as time and staffing allow. Huber inmates shall not be permitted to transfer money or purchase any item from another inmate. Huber inmates will use the MATC program offered at the jail in place of any similar program offered outside of the jail setting. Whenever possible Huber inmates shall attend in-house programs rather than leave the jail. A Jail Deputy may search Huber inmates and their property at any time. Inmates will be strip searched whenever they return to the jail. Huber inmates may not leave the county at any time unless authorized by the court or a Jail Supervisor. Huber inmates shall not use lockers in the lobby to store personal property. Huber inmates will not be allowed to bring anything into the jail on return without prior written authorization. Huber inmates shall not possess or store any contraband including: alcohol, tobacco, controlled substances, lighters, matches, or electronic devices anywhere within the Columbia County Jail or its exterior. Inmates are also not allowed to store the aforementioned items on private or public property away from the jail.

**EMPLOYMENT:** Huber inmates are permitted to have one full-time (at least 32 hours per week) job. Combinations of work/school or work/child care must be court ordered and are subject to approval. Huber inmates may not work for less than minimum wage. They must be paid for the hours they work and are not allowed to “bank” their hours of work to pay off a debt. Inmates will be allowed to work out of county if it is a job they had before their jail sentence. Inmates may not search for jobs out of county. Inmates may be absent from the jail for up to 12 hours per day for a maximum of six consecutive days if necessary. If you are working 12-hour shifts, you must seek written approval to do so. Inmates may not leave their place of employment without prior authorization of a jail officer. Inmates may not have visitors at their workplace. Inmates may not change employers without approval. Inmates must bring written notification from their employer prior to release for Sunday or holiday work. The inmate’s supervisor must notify the jail if there is any change in the inmate’s work schedule, such as overtime (preferably in writing). A detailed work schedule must be submitted to the jail no later than Saturday for the following week. Schedule sheets are placed into the cellblock on Wednesday for the next week. Inmates are to put the time they need to leave the cellblock on the schedule. Any schedules that are not legible or are incomplete will not be entered. All self-employment is subject to review and approval by Jail Supervisors. Inmates will be required to provide documentation of self-employment. Such documentation may include tax records, employer ID number, and proof of workman’s comp insurance. Inmates must have been self-employed prior to starting their sentence. Work sites for inmates may be visited or called by Jail Staff or other Law Enforcement Officers. All employment is subject to approval of the Columbia County Jail. Any employment is subject to denial. All other departures from the jail are subject to approval. Inmates are required to sign out of the jail every time they leave. Inmates are required to provide their location, address, phone number, and complete vehicle information on the sign out. If inmates cannot complete the sign out legibly they will not be allowed out.

**FEES AND PAYMENTS:** Inmates released for work, school, childcare, etc. will be charged a fee set by county ordinance. Huber inmates are required to have their paychecks mailed by the employer to the Columbia County Jail as required by state statute. Paychecks are deposited into the inmates account. Huber fees are deducted first. A deduction for Huber fees may be made to get the inmate up to two weeks of fees paid in advance. Huber fees are charged for the upcoming week. Inmates are responsible to make sure they have enough in their accounts to cover Huber fees. Providing the inmate does not have a negative account balance, a disbursement may be made after fees. Inmates can request a disbursement on a Huber Account Profile form. The disbursement checks will normally be available after 4:00 pm every Wednesday. Self employed inmates, inmates on childcare, and students must pay their fees in cash in advance. They also may be required to pay two weeks fees in advance. Accounting will deduct medical bills from your inmate account. Wages in the form of tips will be turned over immediately to the Jail Deputy on duty daily for deposit into the inmates account. Inmates must direct all of their account questions to Accounting in writing. Do not request weekly balances of accounts. Transactions are available through the inmate phone system. The Columbia County Jail is not responsible for money lost or stolen out of jail lockers.

**VEHICLES/TRANSPORTATION:** Inmates must report all transportation in advance including vehicle make, model, and license plate number. Inmates must wait for rides in the jail lobby. Inmates shall be released from the jail in time to get to their workplace. Jail Deputies determine the amount of time needed to get to work on time. Huber inmates must provide proof of insurance for each vehicle providing transportation to or from work. Each driver must present a valid driver's license. License and insurance information must be on file prior to the inmate riding in the vehicle. Exceptions are made for public transportation vehicles and drivers. Inmates must travel directly to their place of work. Inmates walking to locations in the city of Portage are required to take Cook St to either Dewitt St (Hwy 51) or Wisconsin St (Hwy 16) depending on their destination. Any inmate caught on an unapproved route will be in violation. Inmates may not stop at any residence, place of business, etc. without prior approval of Jail Deputies. Inmates walking to work shall take the most direct route to work. Inmates may not use walking time to loiter or visit with friends, family members, etc. Inmates returning from work, appointments, etc. shall check in with an officer immediately on return. Inmates returning to the jail from work, appointments, etc. shall remain in the jail lobby until admitted to the jail.

**CHILD CARE:** When court ordered, inmates may be allowed to care for their own children within the guidelines of the jail. Inmates are only allowed childcare privileges when the primary childcare provider is at work. No other adults or persons capable of providing child care can be at the residence. Child care inmates will be restricted to a single residence/location. The jail must be informed of any appointments or departures from the indicated location in advance. Huber fees will apply.

**MEDICAL CARE:** Huber inmates are responsible for all medical bills incurred during the time they are incarcerated. All medical appointments need to be verified and approved by medical staff in advance. All non-emergency appointments shall be scheduled before, during, or after an inmate's workday. Huber inmates shall not purchase or use any prescription or non-prescription medicines without prior authorization of the medical or Jail Staff.

**JOB SEARCH:** Inmates are allowed to seek employment while incarcerated. The jail maintains a current listing of available jobs in the area. We also receive local employment papers weekly. On request, time and staff permitting, inmates are allowed to go through these listings. Inmates are allowed to send letters to prospective employers to have an application sent to the jail. Inmates may then complete the application and return it to the employer via mail. Inmates are only allowed out for verified interviews with prospective employers who have openings. Inmates may not apply for jobs outside of Columbia County without a Jail Supervisor's written approval.

**WORK CREDIT PROGRAM:** The jail runs a work program (ERP) where inmates doing work for the jail or other organizations may get additional jail credit for doing so. Submit a request if you wish to participate. Inmates with disciplinary or behavior issues will not be accepted into this program. Approval for this program is at the discretion of the jail.

**ELECTRONIC MONITORING PROGRAM:** The Jail offers an Electronic Monitoring Program (EMP) subject to availability and eligibility. Applications for the program can be obtained from any Jail Deputy. When turned in, the applications go to the Jail Lieutenant for approval. The EMP program is a special privilege and can be denied without cause. Fees for the EMP program are also required and set by ordinance.

**SELF-EMPLOYMENT:** No inmate will be allowed out as self-employed without the approval of a Jail Supervisor. Inmates will be required to prove self-employment by all means available. Only those who have been self-employed prior to starting their sentences will be considered. It is the responsibility of the inmate to provide whatever proof of self-employment is requested by the jail. Self-employed inmates will never be allowed out on legal holidays. Huber fees will be paid in advance for self-employed inmates.