

Huber Work Release Information

If you already have a job we want to make sure that you don't lose your job so planning ahead and cooperating with us should minimize any work problems. You will be required to stay in at least 24hrs before being released for work. You can review the additional [Huber Rules](#) which will be reviewed when you report to jail and require your signature at that time.

You and your employer have to fill out [the Jail Huber Employment Form](#). During orientation, the Huber officers will verify your employment records, issue your jail property, do drug screens, go over Huber rules and procedures, assign locker, dorm, bed assignments and answer any questions that you might have. After successfully completing your orientation, you will be allowed out to work (orientation can take between 1-3 days). If you claim that you are self employed, be prepared to bring in tax records showing that there is a business. This business must be listed in the phone book.

State statute dictates the amount of hours and days you can be out of the jail. You are not allowed out of the jail for more than 6 consecutive days in a row, more than 60hrs a week and no more than 12 hrs a day which includes travel time. Not allowed to work any Holidays! [Huber Weekly Work Schedule](#).

No drugs, alcohol or weapons are allowed in the building. All contraband will be confiscated.

FAQ's

What can I take to my cell from outside?

Nothing. All necessary items will be supplied through the jail.
No books, magazines or newspapers.

What can you keep in your work locker?

All personal belongings needed daily for work. No drugs, alcohol or cigarettes. Recommend 3 pairs of work clothes and a pair of work shoes.

Criteria for gaining acceptance into Huber.

1. Court Order that grants Huber
2. No outstanding charges (warrants, cash bonds or holds)
3. Student currently enrolled
4. Real job (see definition below)
5. Child care (contact Huber officers)
6. Available community service
7. Huber transfers JOC must state "can be served in other county"
8. Show up for jail sentence, sober and free of drugs.

Real Job

We define a real job as one that is listed in the phone book or on-line, uses a time clock, and pays their employees by check with all necessary deductions listed on the paycheck stub. Employers must provide workman's compensation insurance for the employees. Employment needs to be within Langlade County.

CURRENT FEES

1. DRUG SCREEN - \$10.00
2. LOCK RENTAL - \$5.00
3. PROCESSING FEE - \$25.00
4. HUBER FEES \$17.00 PER DAY / HUBER TRANSFERS \$20.00 PER DAY

- *Sentences of 14 days or less are required to pay all fees in advance before allowed out for work.**
- *Huber fees are deducted from your jail account every Saturday.**

During orientation, failure to notify jailer of recent drug use prior to your drug screen will result in loss of Huber privileges until you can provide a negative drug screen. When you provide a negative drug screen you will be allowed out to work. You will be charged for all extra drug screens.

What will I receive when booked in?

1. You will be booked in and printed
2. You will read over the Huber rules and sign the rules stating that you understand them
3. You will be issued a jail uniform and sandals.
4. You will be issued a locker and a lock for your personal property and given a UA test prior to leaving the jail for work
5. Room assignment and bunk assignment
6. 1 hygiene kit, 3 blankets, 2 towels, 1 wash cloth, 3 pair of socks, 3 t-shirts, 1 sweatshirt, bra (if applicable), 3 pair underwear, 2 rolls toilet paper, and a laundry bag

Will I be able to call from jail?

All out-going calls are collect or pre-paid calls. Inmates are able to purchase phone time.

Meals

Lunches will be provided for inmates who miss the normal serving hours. Inmates who plan on returning before supper must notify the Jail staff before leaving each day to ensure that a hot meal is provided. No meals are saved. Inmates who are schedules to work over two meal times will be provided another bag lunch upon return.

Medical

Medical Request (non-emergency): Will be submitted to the staff for approval. All appointments will be made on workdays, either before, during or after work. Jail staff will verify all appointments. Submit the medical request as soon as possible.

Medical Request (emergency): Notify staff immediately – the Jail staff will assist the inmate in obtaining medical treatment. All huber/work release inmates are full responsible for any and all types of medical bills.

Prescribed Medications?

Doctor prescribed medication (with prior approval from the JAIL NURSE)

Contact the nurse prior to entering the jail if possible. Best time to speak with the nurse is 6am till 2pm Monday- Friday at 627-6450.

If you have any other questions or concerns please contact the Huber Officers at 715-627-6442, Monday through Sunday 6 am-6 pm.

HUBER RELEASE RULE

1. When leaving the jail for work, I will have the appropriate daily Huber Destination Form completely filled out and will include my travel route to and from work. I will follow the designated route to and from the work site.
2. Medical and court ordered appointments need to be scheduled before, during or after work. Appointments that are not mandatory will be cancelled and rescheduled for a date after my release from jail. No appointments will be scheduled for non-work days. Appointments must be within Langlade County unless approved by Huber Officer or Medical Staff. I understand in order to attend an appointment or make a stop; my appointment/stop form must be completely filled out and authorized by the Huber Officer on duty.
3. I will not have any family and friends come to my jobsite. Before going and or returning from work I will have no visitors show up anywhere around the jail facility. This will be a rule violation. Any reports from employers about unnecessary phone use or having visitors would be a rules violation.
4. **Payroll checks will be brought to the jail along with a copy of a timecard indicating hours worked.** The payroll check will be deposited into my jail account. Huber fees are charged and collected weekly. I will not attempt to withdraw money from my account without my Huber fees being paid. Checks can be issued to pay personal bills or to family members by my request. **If you have Direct Deposit you must pay all huber fee debit every week with permission to stop at the bank to withdraw the money for the fees. Fees must be in your account by Saturday. You will be held in from going to work if your Huber fees are not paid.**
5. Employers must supply the jail with a written change in my work schedule (to include time and date). If I am required to stay longer at work or leave the job site, my employer must notify the jail with the reason. I will not leave the job site without approval from the Huber officers, this includes lunch breaks. At any time, the jail cannot reach me at my place of employment I am in violation of the Huber rules.
6. I will return to jail immediately after being dismissed from work for the day. Any discrepancies with my time out of jail and my time card will be a violation. I cannot be out from jail more than 12 hours a day and no more than 60 hours a week unless approved by a huber officer. Travel time is included in hours out. I cannot leave the jail more than six consecutive days.
7. Travel times to and from work will be predetermined by the Huber officers. If my means of transportation cannot meet this predetermined time, I will have to find other means of transportation or other employment.
8. I know that I will be subject to search/body scanned upon returning to the jail. Searches will be done per jail policy and procedures.
9. I understand I am responsible for the costs of any additional drug screens.
10. I will not contact my employer on my days off to ask to be called into work.
11. If stopped by law enforcement while out of the jail on huber I will immediately contact a Huber Officer at (715-627-6444)
12. Not allowed to work any Holidays this includes Easter, New Years, Christmas, Labor Day, Memorial Day, 4th of July, and Thanksgiving.

Immediate revocation of Huber privileges will result if;

- A. Any consumption of alcohol and/or proof of illegal drug use or violation of any local, state or federal law.
- B. Failure to supply the jail staff with any and all prescribed medications in unopened packaging.
- C. Smuggling of any contraband to the jail.
- D. Failure to return to jail after work.

I have read and understand the Langlade County Jail Huber rules and procedures. I understand any violations will be subject to disciplinary actions and/or termination of Huber privileges. I agree to indemnify and hold harmless Langlade County, its employees, agents or any person acting on it's behalf for any injury that may be inflicted to me while participation in the Huber program. I hereby authorize the Langlade County staff to administer emergency first aid and to secure necessary professional emergency medical care necessary. I further acknowledge receiving notice that I am financially responsible for any medical costs that may be incurred as a result of injury while participation in this program.

Inmate

Date

Officer

Date

Langlade County Jail Huber Employer Form

Inmate Name _____ Release date _____

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employer Name: _____ Phone # _____

Address _____

Supervisor/Contact Name _____

Insurance Carrier _____ Phone # _____
Policy # _____

Hourly pay rate _____ Overtime pay rate _____ Pay period _____ Pay day _____
Weekly, bi-weekly, etc. Mon, Tue, Wed, etc.

| Hours | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--------|---------|-----------|----------|--------|----------|
| Start | | | | | | | |
| Finish | | | | | | | |

*Paychecks need to be made out to the Langlade County Jail and the inmate

*Copies of the employee's time cards need to be sent with every paycheck

* No more than 12 hours per day or more than 60 hours per week including travel time

* **All overtime must be approved 24 hours in advance by written notice from employer. If called in the day of the Huber Officer may deny the request**

*If weekly schedules differ from week to week, the employer must supply the Huber officer with the updated schedule one week in advance

*Inmates are required to stay in one day a week

*Inmates are not allowed to work Holiday's

Employer Signature _____ Date _____

THIS SECTION TO BE COMPLETED BY JAIL STAFF

Combination lock # _____ Locker # _____ \$5.00 fee date paid _____

Drug screening Yes No Date _____ Results _____ \$10.00 fee date paid _____

THIS SECTION TO BE COMPLETED BY HUBER INMATE

Method of transportation walk ___ drive ___ ride ___ bike ___

Car owner _____ Driver's License # _____

Insurance Policy # _____ License plate # _____

Vehicle Description _____

Travel Route to work _____

I have read and understand all of the Langlade County Huber Rules and Procedures

Inmate Signature _____ Date _____

Langlade County Jail

Weekly Work Release Schedule

Phone – 715-627-6444

Fax – 715-627-6432

This form must be completely filled out and returned to the Langlade County Jail each Friday along with a copy of the weekly time card.

Any forms not completely filled out will be rejected.

Schedules returned late may not be processed prior to scheduled work time.

Inmate Name: _____

Employer: _____ Work Site Address: _____

| | <u>Date</u> | <u>Start Time</u> | <u>End Time</u> |
|-----------|-------------|-------------------|-----------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |

All inmates must be at a verifiable work site. If the nature of the inmate's employment dictates that he will be working at numerous work sites, the times and places must be attached to this schedule. Inmates that are not at the correct site may face disciplinary sanctions that may include suspension of their work release privilege. Inmates are only allowed out 12 hours a day, this includes travel time. **Do not include travel time as part of the work schedule, travel time will be determined by jail staff.**

I attest the above information is true and correct. As the authorized supervisor for the above listed inmate, I agree to inform the Langlade County Jail staff of any and all absences from the work site.

Signed: _____

Date: _____

Title: _____

Phone: _____

LANGLADE COUNTY HUBER TRANSFER REQUEST

(LANGLADE TO ANOTHER COUNTY)

SENTENCED INMATES REQUESTING A TRANSFER FROM LANGLADE COUNTY TO ANOTHER COUNTY NEED TO COMPLETELY FILL OUT THIS TRANSFER REQUEST FORM AND RETURN THE COMPLETED FORM TO A HUBER OFFICER MON-SUN BETWEEN 6A-6P. THIS COMPLETED FORM WILL BE FAXED ALONG WITH YOUR JUDGEMENT OF CONVICTION TO THE COUNTY YOU ARE REQUESTING TO TRANSFER TO. IT IS YOUR RESPONSIBILITY TO CONTACT OUR HUBER OFFICERS FOR INFORMATION CONCERNING THIS TRANSFER AT (715)627-6442.

REQUEST TO TRANSFER FROM LANGLADE COUNTY TO: _____

DATE SCHEDULED TO REPORT: _____

NAME (LAST, FIRST, MI) _____

DATE OF BIRTH: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

EMPLOYMENT INFORMATION

EMPLOYER: _____

EMPLOYER ADDRESS: _____

EMPLOYER PHONE NUMBER: _____

CONTACT PERSON: _____

WORK SCHEDULE: _____

COUNTY ACCEPTING/DENYING TRANSFER

() ACCEPT REPORT DATE/TIME _____

FEES NEEDED IN ADVANCE AND ANY SPECIAL CONDITIONS FOR ACCEPTANCE: _____

() DENIED REASON: _____