



Rusk County Jail
311 Miner Ave E – Suite L100, Ladysmith WI 54848
Phone: (715) 532-2200 / Fax: (715) 532-2288



HUBER Rules & Regulations

While you are confined in the Rusk County Jail, you are under the care, control and custody of the Rusk County Sheriff and his staff. If you have court-ordered Huber/Work Release privileges and are presently employed, or are a full time student, or are applying for homemaker duties, you may continue under the Huber Law (WI Statutes S. 303.08). These rules are in addition to the “**Rusk County Jail Rules**”, a copy of which was given to you during the Booking process. Your signature on the Huber/Work Release Information and Verification Form states that you have read and understand each of these rules. If you cannot read, a jailer will read each rule to you. You will not be let out of the Jail until you have signed these rules. The Jail Captain or his designee must approve, in writing, any deviation from these rules.

****There is absolutely NO drinking or illegal drug use while out on Huber.****

Urinalysis and Alcohol Testing

All Huber Inmates will sit the first 48 HRS in jail before they are able to be released on Huber.

You will be required to successfully complete drug/alcohol testing and or screening prior to release from jail. You will be charged a fee of \$5.00 to cover the cost of the original urinalysis. If the initial test is positive you will not receive a retest for 72 hours (3 Days). You will receive only one retest and will be charged an additional \$5.00 for that test.

You will be subject to random urinalysis test during your incarceration. If any test is positive you will be charged \$5.00 and your Huber privileges will be suspended.

You will be subject to random alcohol testing while incarcerated. If a PBT (preliminary breath test) test is given and it is positive you will then be expected to give an Intoximeter breath sample. If your Intoximeter breath sample is positive or you refuse any testing, you will be secured in segregation and have your Huber privileges suspended.



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Employment

The Jail Administrator or designee must approve your employment and the hours of your employment.

1. Huber inmates must be gainfully employed, working AT LEAST thirty (30) hours a week.
2. To qualify as a Huber release inmate your employer must agree to provide proper supervision as determined by the jail and cooperate with the requirements of the jail.
3. All Huber inmates must provide a letter verifying employment from their employer on their employer's/company's letterhead.
4. Employers must pay their employees a minimum of every two weeks.
5. All inmates shall earn at least minimum wage.
6. Huber inmates will be allowed ONE (1) job, additional employment will be considered on a case by case application. You will not be allowed any time out for work at home.
7. All employers must provide proof of worker's compensation insurance.
8. **Self Employed** inmates must provide proof of worker's compensation insurance, liability insurance, and a tax identification number.
9. **Self Employed** inmates must have tax returns from the prior year to show they have a legitimate, profitable, established business.
10. **Self Employed** inmates must provide documentation of past income such as past tax returns, contracts, etc. **You will not become self-employed after you begin your sentence.**
11. Any inmate who wishes to work for a family member must show proof that such employment existed prior to the start of the jail sentence. Proof would be considered Tax returns, W-2 forms, etc. and any other documentation you may have. No Huber inmate will be supervised by another inmate, nor shall they be allowed to work for any person who has been incarcerated in the Rusk County Jail within the past 90 days.
12. If your employment is terminated, you must notify the Jail immediately and immediately return to Jail. You cannot take another job without permission from the Jail Administrator or their designee. Any request to change jobs must be in writing and you must allow at least five (5) business days to verify all information.



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13. Huber release inmates may not leave Rusk County unless prior written approval is obtained from the Sheriff or Jail Supervisor. Any requests for authorization to leave the county must be requested in writing.
14. If you request a second job a second Huber packet needs to be filled out, and will be looked at to see if you would be eligible for the second job.
15. If you claim out of county employment and request permission to travel out of Rusk County for employment, you must meet the criteria before your request will be considered. That criteria includes:
 - a) You must be employed in a county adjacent to Rusk County.
 - b) You must have been employed in a county adjacent to Rusk County PRIOR to serving your sentence.
 - c) You must first request to be transferred to the County Jail adjacent to Rusk. If you are not accepted into that county, you must provide written documentation from the Adjacent County Jail stating that you were refused due to insufficient housing.

Home Health Care and Child Care

The Jail Captain or designee must approve your home health care and/or child care and the hours for your release.

1. You must show proof there is a need for you to take care of the dependent. (Primary caregiver's work schedule, etc.)
2. You must provide proof you have been the caregiver in the past and/or circumstances have recently changed that you are needed as the caregiver.
3. You must follow all Huber rules while you're out on home health/child care.
4. You will pay a \$5.00 drug screen fee and daily fees of \$10.00 for the first day of incarceration then \$5.00 for each day sentenced to the jail. These fees must be paid before you can be released on home health/child care.
5. If you have a jail bill, arrangements must be made to make payments on your jail bill before being released for home health/child care.
6. If you need to leave your place of home health/child care (for appointments etc.) you need to submit in writing where you are going and the reason. You will also be required to provide verification info (telephone numbers, etc.) This must be PRE APPROVED before you may go.



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Hours

You are permitted to leave the jail only for the hours approved by the jail. Release hours may only be extended by the Sheriff or Jail Supervisor. A reasonable amount of time will be added to allow for travel and a meal, if necessary.

1. The maximum amount of hours you may be out of the jail is:
 - a) Twelve (12) hours per day (including travel and meal time), OR
 - b) Six (6) days per week, OR
 - c) A combined total of NOT MORE THAN sixty (60) hours per week (including travel and meal time.)
2. You are required to submit a weekly schedule of your hours one week in advance. If these vary from week to week, you will have to submit one weekly. These hours must be written or typed on company letterhead from your employer, your employer cannot call this in to dispatch, it must be written or typed on your employer's/company's letterhead.
3. Any changes in your work hours must be submitted in writing on your employer's letterhead and authorizations received from the jail staff prior to changing your work schedule. Again your employer cannot call this in to dispatch it must be written or typed on your company's letterhead.
4. Your employer must request overtime work. If it is requested while you are at work, your employer must fax or call in the request with the appropriate hours. All overtime must be within the twelve (12) hour allotment and must keep hours within the sixty (60) approved hours out of the jail.
5. You must have at least eight (8) hours between shifts.
6. All inmates are required to punch in / punch out on the time clock located near the outside elevator. Failure to do so may result in discipline, including having Huber privileges suspended or revoked.
7. Inmates are not allowed to work seven (7) days in a row.
8. Inmates that work for businesses that plan to work on a holiday must turn in a letter on company letterhead from their employer to the jail at least one week prior to the holiday. Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. **Self-Employed** inmates will not be allowed to go out to work on holidays without a court order. The court order must be turned into the jail one week prior to the Holiday.



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Release and Transportation

All inmates will be allowed ample time to arrive at work. It is the jailer's discretion on the amount of travel time you will need. You are not to expect enough time to socialize before the start of your shift. Your release time is calculated by the time your employer specifies as your "punch in" time.

1. If you plan to operate a motor vehicle for transportation to work you must provide the jail proof of a valid driver's license authorizing you to operate a motor vehicle in Wisconsin, and automobile liability insurance valid in Wisconsin, and proper vehicle registration.
2. You must park in the Huber parking area in the west parking lot on the far west side of the lot.
3. You may have another person designated to drive you to and from work. They must submit proof of a valid driver's license, valid registration and proof of vehicle liability insurance. All persons designated to drive you must submit such information. Inmates will be in violation if found riding with an undesignated driver and will be subject to discipline.
4. You must go directly to your work site or place of employment by the most direct route and return the same way. ANY exception must be requested in writing and prior authorization obtained by jail staff.
5. Work release inmates who are present at scheduled meal times will be furnished with regular meals. Inmates out to work during scheduled meal times will be provided with a bag lunch.
6. Upon returning to the jail you are subject to a complete search of your person and/or property. You may be **REQUIRED** to submit to a test of your breath, blood or urine for the detection of alcohol, illegal/illicit drugs, or other contraband. Failure to comply will result in suspension or termination of Huber release privileges. This will be done at the discretion of jail staff.
7. You shall not enter a tavern at any time (unless working at the tavern). You shall not consume alcoholic beverages or use / possess controlled substances. You shall not be in the physical proximity of any persons who are consuming alcoholic beverages or using / possessing controlled substances.
8. All contraband brought in or attempted to be brought in, may result in new criminal charges, loss of all Huber privileges, and may result in loss of good time.



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9. You are not to be absent from your work site or place of employment without prior authorization from jail staff.
10. If you are delayed in reporting to or returning from your work site or place of employment you must report the circumstances immediately to jail staff.
11. While you are out of the jail any law enforcement officer may verify your whereabouts by most effective means for verification.
12. If you have any contact with law enforcement while out of the jail you must report it and the circumstances immediately to jail staff.
13. You are to have absolutely no visitors OR phone calls to you at your worksite or place of employment. This includes to and from your place of employment. If you walk to work you may only walk with other inmates going to the same job, NOBODY ELSE.
14. During the times you are not working or otherwise out of the jail on Huber release privileges you will be confined to the jail.
15. You are required to maintain a neat and orderly bed and living area. Your bed must be made and personal items stored in an orderly fashion. Failure to do so may result in you not being released for work.
16. You must maintain a clean and neat personal appearance with established jail grooming standards. Your clothing and personal grooming must reflect the community standard and expectation. Laundry facilities are available.
17. You are required to FOLLOW THE RULES OF THE JAIL, and NOT ENGAGE IN ANY ACTIVITY THAT IS A VIOLATION OF WISCONSIN STATUTES OR CITY OR COUNTY ORDINANCES.

Paychecks and Fees

All inmates are responsible and required by law to submit ALL cash earnings to Huber account personnel per Wisconsin State Statute 303.8(3). Your payroll stubs and/or Statement of Earnings or other written verification of hours worked, including time cards and wages earned must accompany all earnings. **Self-Employed** inmates must bring in appropriate wages for ALL hours worked (at the rate of at least minimum wage and not just their weekly Huber fee rate.)

1. You are required to prepay Housing Fees, Booking Fees, and Huber Fees for the first 48 hours IN ADVANCE as follows:
 - a) Huber Fees (one week) = **\$126.00 for Rusk County sentenced inmates,**
 - b) or **for Other County Huber Transfer inmates = \$140 (one week),**



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- c) or if sentenced under seven (7) days, the total amount due prior to work release consisting of **\$18.00 per day [Rusk County sentenced]** or **\$20.00 per day [Other County sentenced/transfer]**, unless prior arrangements have been made with Huber account personnel.
2. Huber fees are established by the Rusk County Board and include laundry facilities and meals.
3. **Other County sentenced Huber Ttransfer inmates** are required to prepay a one-time, non-refundable **Huber Transfer Processing Fee of \$50.**
4. You must endorse all payroll checks and submit them to jail staff for deposit in your Huber account. All documentation will be photocopied and provided to you. If you have direct deposit, arrangements must be made through Huber Account Personnel to have your payroll deposited to the Rusk County Jail Huber Inmate Checking Account.
5. You may receive an allowance from your Huber Account for reasonable personal expenses. You may be required to provide proof of personal expenses. You must follow procedures for disbursement requests to receive any allowances.
6. Court ordered payments or restitution may be paid from your Huber account at your request or at the direction of the court.
7. All payments or requests for disbursements must be submitted with corresponding documentation to Huber Account Personnel through the electronic inmate kiosk no later than Monday morning at 8:00 a.m. Copies of statements, bills or other legitimate verifiable obligations owed by you (utilities, mortgage, etc.) must be submitted to Huber Account Personnel prior to payment. These obligations will be paid in accordance with Wisconsin State Statutes.
8. The balance of your money in your Huber Account will be disbursed to you after you are released from jail provided you do not owe a balance to the Rusk County Jail.
9. **You are financially responsible for ALL of your Medical expenses while in the jail.**
10. If you have an outstanding jail bill, arrangements must be made to make payments on this bill before being released.



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Electronic Media and Devices

No person permitted on the Rusk County Jail Huber/Home maker/Child Care program shall possess or use any cell phone, computer, tablet or electronic device without written consent from the Jail Captain.

Acknowledgment of Rules and Signature

I have received and have read (or have had someone read to me) this list of the Rusk County Jail Huber Rules and Regulations. By signing this form I acknowledge that I understand the Huber Rules and Regulations and agree to follow them along with the Rusk County Jail Rules and Regulations, and all Wisconsin State Statutes, City and County Ordinances while I'm in and out of the Rusk County Jail facility. I also understand that if I do not follow the aforementioned rules and regulations, that my Huber privileges may be suspended or revoked.

*(*If you refuse to sign this notice your Huber Privileges will not be approved.*)*

Inmate's Name (Printed)

Inmate's Signature

Date

Witness's Signature (Jail Deputy)

Date