

# **Washburn County Sheriff's Office - Jail**

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Sheriff

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Chief Deputy

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Jail Lieutenant

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## **Huber Rules & Regulations**

You have been granted Huber privilege on your county jail sentence you are eligible to maintain current employment and/or schooling under Wisconsin's Huber Law (WI Statute-303.08). As a Huber inmate you will be subject to these rules in addition to the "Washburn County Jail Rules." It is your responsibility to read and understand these rules. If you do not understand the rules or procedures ask a jailer to clarify. If you are unable to read; jail staff will read the rules to you upon your request. Your signature at the end of these rules acknowledges your understanding. Any deviation from these rules must be documented in writing and be approved by the Jail Administrator or their designee.

Huber work release is a privilege. Any inmate who classifies higher than a minimum security inmate will not be allowed to utilize Huber privilege. Any violation of the Huber Rules, Jail Rules, State or Federal Laws or Local Ordinance will result in disciplinary actions which may result in Huber revocation, new criminal charges and/or jail discipline to include being held in from work or loss of good time.

Jail staff must know your exact location while out on Huber. Inmates are responsible for their own actions. Inmates are to go directly to and from work without any deviation or stops unless written approval is obtained from jail staff. Inmates are to take the shortest possible route to and from work. If an inmate is directed to take a certain route by jail staff they are not to deviate from that route.

You may not utilize your Huber privilege until all required paperwork is received, reviewed and approved by the Jail Administrator or their designee.

While you are an inmate in our jail you are in under the care, control and custody of the Washburn County Sheriff's Office. You must be free of extraditable warrants; probation or parole holds and cash bonds in order to utilize your Huber privileges.

### **Urinalysis:**

As a Huber inmate you will be required to submit to urinalysis. You must pass your urinalysis prior to being eligible for Huber release. You will be charged \$10.00 for your initial urinalysis. If your initial urinalysis is positive you will not be allowed to retest for 5 days. You will be charged \$10.00 for each subsequent test.

As a Huber inmate you are also required to submit to random urinalysis and breathalyzer tests when requested by jail staff. A positive test will result in a \$10.00 charge and the Jail Administrator will petition the courts to revoke your Huber privileges. You will not be allowed to utilize your Huber until the courts have made a determination on your Huber revocation.

### **Employment Requirements:**

The Jail Administrator or their designee must approve your employment. The requirements for approval are as follows:

1. Full-time employment. Minimum of 32 hours a week. You cannot have more than one job.
2. Earn at least minimum wage.
3. Proof of workers' compensation insurance.
4. Provide a letter on Company letterhead verifying employment. Letter must contain:
  - a. Position
  - b. Hire Date
  - c. Rate of pay
  - d. Payday and pay schedule
  - e. Work schedule
  - f. Supervisor's name and contact information
5. If employed in an adjacent county prior to serving sentence you will be allowed to keep your job. If not you may only look for a job in Washburn County.
6. If employed by family member you must show proof that such employment started prior to the start of your sentence.
7. No inmate can be supervised by a current inmate or by a person who was incarcerated in the Washburn County Jail within the past 6 months.
8. Notify the jail immediately if employment is terminated.
9. Cannot take a different job without approval of Jail Administrator or their designee.

**NOTE:** Self-employed inmates must submit proof of workers' compensation, health and liability insurance. Self-employed inmates must also submit proof of income; previous year's tax documents, tax identification numbers and current contracts and/or business plan. You may not become self employed after you begin your sentence.

### **Hours of Work:**

The Jail Administrator or their designee must approve your hours of work. The requirements for approval are as follows:

1. Must remain in jail at least one day a week. No Inmate can work seven days in a row.
2. Cannot be out of jail for more than twelve hours a day including travel time.
3. Submit a weekly work schedule including start and stop times. Schedule must be written on a Company letterhead and signed by a supervisor. If your schedule varies from week to week you will have to submit a new schedule weekly.

4. Employer must request overtime in writing on a signed Company letterhead. If overtime is requested while at work your employer must call the jail and send a signed note on Company letterhead back to Jail with you.
5. Must have eight hours off between shifts.

**Holidays:**

Any Huber inmate wishing to work on a legal holiday must submit a letter from employer on Company letterhead advising the inmate is needed to work. The letter must be submitted one week prior to the holiday. If you are self-employed you must receive a court order allowing you to work on the holiday. The court order must be submitted one week prior to the holiday. Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

**Work Release:**

The amount of travel time given will be determined by the Jail Administrator or their designee. Inmates will be given ample time to safely get to work. Release and arrival time is based on the start and end times specified on your weekly work schedule.

You must stay in the Sheriff's Office lobby while waiting for your approved driver. Washburn County is not responsible for any property lost, broken or stolen while on work release.

You are not allowed any personal visits while out of jail on Huber. You are out of jail to work and that is all. You are not allowed to leave your worksite during your shift or breaks. If you are out on Huber during scheduled meal times you will be provide a bag meal for each jail meal missed prior to leaving that day.

Entry into any bars or taverns is prohibited while on work release. You shall not posses or consume alcohol or controlled substances while on work release or be in the proximity to people who are. You shall not posses or consume any prescription or non-prescription medications unless approved and documented by the Jail Nurse.

If you have law enforcement contact while on work release, you must notify the on-scene law enforcement officer that you are out on Huber work release. You must report **any** law enforcement contacts to jail staff immediately.

You are subject to a search at all times and will be strip searched upon return to jail. No tobacco, matches, lighters or other contraband may be brought in to the Jail.

**Transportation:**

The Jail Administrator or their designee must approve your transportation arrangements. Riding with an unauthorized driver is not allowed. You may drive yourself if you meet the requirements. The requirements for transportation are as follows:

1. Driver must have a valid driver's license.
2. Vehicle must have current registration.
3. Proof of vehicle liability insurance.
4. Each driver must have a "Huber Ride Information Sheet" on file.

**Appointments:**

Permission to visit a doctor, dentist, probation officer, court appearance, etc may be granted upon receiving approval of the Jail Administrator or their designee.

All appointment requests must be submitted, in writing, five days prior to the scheduled appointment. If approved you will be sent to your appointment with a "Huber Inmate Appointment Verification" form to be filled-out by a contact at your appointment and returned to jail staff.

Medical appointments must be approved by the Jail Nurse. All costs of medical appointments are the responsibility of the inmate. The Jail is not to be billed.

**Paychecks and Huber Fees:**

Huber inmates are required by law to submit all cash and check earnings to jail staff on the day they are received. You also must submit your payroll stub to jail staff for verification of hours worked and wages received. Direct deposit is not allowed unless approved by the Jail Administrator or their designee. If direct deposit is approved you are required to bring in cash in the same amount of your earnings. Your earnings will be deposited into your canteen account. The following will be billed from your account:

1. \$20.00 per work day. This is typically billed on or about the 1<sup>st</sup> and 15<sup>th</sup> of the month and prior to the end of your sentence.
2. Court ordered expenses.
3. Past jail debt.
4. Medical and dental expenses.

Any remaining funds may be used to purchase canteen items. Inmates may also submit written requests to have funds distributed to other persons via paper check. Those requests are to be submitted in writing at least two business days in advance and must detail the name and amount to whom the check is to be made. The inmate is responsible for any postage needed to send the check.

**Students:**

Inmates wishing to utilize their Huber privilege to attend school must meet the following requirements:

1. Be enrolled full-time (12 credits).
2. Provide a schedule from the Registration Office.

Inmates will not be charged the \$20.00 daily fee when attending school. All other Huber rules apply.

## **Huber Rules Acknowledgment**

I, \_\_\_\_\_, have read or had read to me the Washburn County Sheriff's Office Huber Rules and understand them. I understand that as a Huber Inmate I am bound by these rules in addition to all other jail rules and state and local laws. I understand that if I violate any rule or break any law I am subject to consequences resulting in possible loss of good time, Huber revocation, jail discipline and/or new criminal charges.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy to Inmate and original in Inmate's Huber file**