



BROWN COUNTY JAIL ELECTRONIC MONITORING PROGRAM (EMP)

Rules and Regulations

As a participant of the Brown County Jail's Electronic Monitor Program, you are responsible for the following rules and regulations. Remember, Huber Law is a privilege, not a right. Therefore, any abuse of that privilege will lead to its loss.

1. EMP participants are still Brown County Jail inmates. Disrespect to jail staff, swearing, or any other disorderly conduct will not be tolerated and may lead to immediate loss of EMP and/or Huber privileges. All EMP participants must comply with all directives of EMP staff.
2. There will be **NO** leaving your residence without pre-approval from EMP staff or an emergency line officer. All requests for appointments are to be made by Email bc_jail_emp@browncountywi.gov. At least **3 days or 72 hours** before the appointment. **You must provide EMP with the reason for the outing, address, date, and times out you are requesting for the appointment.** Remember, these appointments are not approved until an officer emails/calls you back with approval. If you do not have email, you may call the EMP Office (920) 391-6809. **Do not call the Emergency number for non-emergency requests.**
3. While on EMP, you will be allowed to attend work, court ordered activities, treatment, PO meetings, or any other activity an EMP officer approves. If you do not have approval, you cannot go. **YOU MUST HAVE APPROVAL TO LEAVE RESIDENCE.**
4. When you leave your home for the pre-approved scheduled outing, you must go directly to the address that has been approved and go directly back home when it is complete. **You are not allowed to make any unauthorized stops.** The **ONLY** exception to this rule is during your scheduled time out, you may stop at a gas station for gas once a week. This stop is **ONLY** allowed if you drive yourself.
5. **All jobs must be approved.** Inmates will be allowed to work one or more jobs while on EMP. No cash jobs will be allowed. No bartending jobs are allowed. No delivery jobs allowed. Inmates are limited to working within a 50-mile radius of the Brown County Courthouse. There may be limited exceptions.
6. You must register to work with a work agency within 72 hours of placement on EMP. **If you fail to register within 72 hours, you may be removed from the program, denied movement or other sanctions. You must provide proof of your application which includes a copy of the work application, name of agency and person you spoke with regarding employment.** Gainful employment is working at least 30 hours per week. If you live out of county, you must register and provide verification with a work

agency in your county within 72 hours of placement on EMP. Verification includes copy of work application, name of agency and person you spoke with regarding employment.

7. Any change in your work schedule or place of employment must be approved in advance. If you are sick, fired, laid-off, or otherwise terminated from your job, you must report this immediately to the EMP office. In the event you are required to work overtime or have a last-minute work schedule change, it is your responsibility to follow the **emergency procedure** and provide the appropriate documentation. If job locations change daily, job locations **MUST** be emailed to EMP email prior to 6:00 pm the day before.
8. Social visits at your residence are **not permitted** without approval from EMP. Visits/Calls with inmates in custody are prohibited. Any misconduct involving police intervention may jeopardize your EMP status. If law enforcement knocks on your door, you are required to answer it. **Failure to answer the door may result in immediate loss of EMP privileges.**
9. If you have any type of police contact other than with an EMP officer, it is your responsibility to let the officer know you are a Brown County Jail EMP inmate. You must contact EMP immediately by calling (920) 391-6809, leaving a message with the nature of the police contact and the result of the contact (warnings, citations, etc.).
10. EMP must always have a way to contact you. Therefore, you must have a working phone (no WI-FI phones) and keep EMP updated of any change in phone numbers. Voicemails **must** be set up on the cell phone and we must be able to leave a message.
11. You are expected to answer your phone when EMP calls.
12. All EMP inmates are responsible for their own medical care as well as any costs incurred. All appointments for medical care (**with the exception of emergencies**) must be cleared through the EMP office.
13. You may not drink alcohol in any form, including OTC medications that contain alcohol. This applies to all inmates regardless if you are on an alcohol-monitoring device or not. You may not enter any bar or other establishment where alcohol is served unless you are employed there.
14. You may not possess and/or use any CBD, Delta, or illegal substances or possess drug paraphernalia. All EMP inmates are subject to random Urine Analysis (U/A) testing. The fee for the jail's U/A test is \$10 per test and will be charged to your account. **Refusal to comply will be considered a failed test resulting in removal from EMP.**
15. **You may shower with the GPS bracelet but do not submerge it underwater.**

16. The value of the GPS bracelet ranges from \$500-800 and the charger cord is \$35. You are responsible for damage caused by abuse, misuse, or for the loss of any component.
17. You must charge your bracelet every day for two continuous hours. When your bracelet vibrates and flashes red, It means it has a low battery and must be charged immediately. **Do not charge while sleeping. Do not use an extension cord or power strip as they affect how the bracelet charges. IF YOUR BATTERY DIES YOU WILL RETURN TO JAIL.**
18. When your bracelet vibrates PLUG IT IN. When your bracelet makes a loud beeping noise, you **MUST** call the **EMP line (391-6809)** and the emergency line (**391-6889**) as someone is trying to get ahold of you.
19. You must keep your account current. Payments are due every Friday by noon, or you will be subject to removal from EMP. Minimum balance kept on inmate account must be \$189 per week and **paid ahead.**
20. All firearms must be removed from your residence and possession while serving your sentence.
21. **THEFT/CRIMINAL DAMAGE TO PROPERTY:** SCRAM GPS bracelets, CAM bracelets, Remote Breath units, cases and charging cords are the property of the Brown County Sheriff's Office, Jail Division. You are renting the equipment and expected to return it while voluntarily participating in the Brown County EMP. If you intentionally and without consent, remove, damage and/or fail to return this property upon completion of your sentence or prior to finishing your sentence, it may result in criminal damage or escape charges. The value of the GPS bracelet ranges from \$500-800 and the charger cord is \$35.
22. **ESCAPE:** You are a sentenced inmate of Brown County or transferred to Brown County from another jurisdiction. Participation in EMP is voluntary and requires you to be monitored utilizing either GPS bracelet, CAM bracelet, and/or Remote Breath unit. If you remove, alter, or interfere with the bracelets function and/or go absent without leave and/or avoid contact with Law Enforcement while serving your sentence, you can be charged with escape.
23. **CONSENT TO SEARCH:** You are to allow all Law Enforcement, including Canine Officers, to enter your residence to complete a check for compliance with EMP rules. As an EMP inmate, you consent to the search of your person, property, place of residence, vehicle and/or any other belongings at any time for the duration of your sentence.
24. Any violation of the above rules and regulations, law or municipal ordinance may result in the loss of privileges, loss of good time, revocation of Huber privileges and removal from the EMP as well as any other sanctions permitted by State Statute.

EMP INMATE RELEASE

PROCEDURES

DOR

On the Day of release between 7 am – 9 am:

1. Report to Brown County Jail
2. Return all EMP equipment including cords
3. Report to door S18. Push the button on the call box by the door

EMERGENCY PROCEDURE

Anytime you leave your home during your curfew or do not get back home by your specified time, you will set off an alarm. By following this procedure, you are establishing a timeline of your actions and travels thus, protecting yourself from possible discipline for causing an alarm to go off.

Types of emergencies are:

1. Work Emergency
2. Travel Emergency
3. Medical Emergency
4. Equipment Malfunctions

DO NOT CALL THE EMERGENCY NUMBER FOR ANYTHING THAT DOES NOT MEET THE CRITERIA.

EMERGENCY PROCEDURE:

1. Call emergency number **920-391-6889** to provide details regarding your circumstance.
2. Call the EMP Office at **920-391-6809** and leave a message.

VERIFICATION

You may be required to provide verification from your employer, PO, Medical provider, etc.... So be prepared to prove you went to the approved location when requested.

EMAIL/VOICEMAIL PROCEDURES

EMAIL (preferred and quickest response) or **PHONE MESSAGES**

Your Email or Message needs to include as in the following example:

Example:

Subject: (Your Name)

What you are requesting: I am requesting to go to an AODA assessment

Where: Brown County Community Treatment Center located at 3150 Gershwin Dr Green Bay

When and How Long: 01/24/21 The appointment is 2 pm until 4pm.

Travel time: I need 15 minutes to get there and 15 to get back

LEAVING VOICE MAILS

- Clearly state your name and telephone number
- Leave a detailed message

If no telephone number is left, there will be no return call.

Fee Information

****FEES ARE SUBJECT TO CHANGE AT ANY TIME. ****

EMP Cost breakdown:

- \$ 35 booking fee (one time)
- \$ 79.13 set-up fee w/ U/A (one time)
- \$ 27.00 daily \$189.00 wk. \$378.00 bi-weekly

HOW TO PAY

Every EMP inmate must keep his/her account current, due every Friday by noon. Wisconsin Statute 303.08(3) requires the Sheriff to collect all earnings of a person working under the Huber law. Direct deposit is not allowed during your incarceration. All employers are required to send payroll checks directly to the Brown County Jail. If we have not received your paycheck or you are not a working inmate, you are required to pay directly as follows:

Kiosk Machine (\$2 fee if paid in cash, \$8.95 fee for Debit/Credit Cards)

- Available at the main jail (3030 Curry Lane) or Brown County Courthouse (100 N. Jefferson St)
- Minimum payment per transaction: \$5
- Maximum payment per transaction: No Cash Maximum – Credit Card Maximums apply to Maximum payment for Credit/Debit Card: \$150 and no more than \$750 within a 30-day time period.

Online

- www.inmatecanteen.com
- Available 24/7
- Minimum payment per transaction: \$9.95
- Maximum payment per transaction: \$150
- Requires the use of a debit/credit card
- You may only deposit up to \$750 within a 30-day time period via the online service
- Fees: \$8.95

US Mail: To mail your payment in you must pay with:

- Paycheck – Payable to you (inmate)
- money order – Payable to Brown County Jail
- cashier’s check– Payable to Brown County Jail

NO PERSONAL CHECKS

Mail to: Brown County Jail
C/O Accounting
3030 Curry Ln
Green Bay, WI 54311

- Mailed payments will not get entered into your account until 5 days after the sent-out day

- No minimum or maximum payment
- No additional fees

Accounting charges EMP fees daily. EMP accounts are reviewed every Thursday and your work hours will be verified from your paycheck stub. Accounting will keep in your account either one week or two weeks of EMP fees depending on if your employer pays you weekly or biweekly. After these funds are held, the remaining funds in your account will be withdrawn in the form of a check and be mailed to you.

Last Paycheck: If you have questions whether or not your last paycheck is sent to the jail after you are released, contact your employer/payroll.

All checks are mailed. You or your family/friends will not be allowed to pick up your check at the jail. The US Postal Service will determine the delivery time of your check. To ensure prompt delivery, make sure we have the correct address information including apt # and if you are staying with family/friends, you will need to provide their name.

**Brown County Sheriff’s Office
Jail Division
Electronic Monitoring Program
3030 Curry Lane
Green Bay, WI 54311**

Bc_jail_emp@browncountywi.gov

EMP Office: (920) 391-6809

EMERGENCY: (920) 391-6889

Fax: (920) 391-6802

REMOTE BREATH

| | | |
|---------|---------|---------|
| 1200 AM | 800 AM | 400 PM |
| 1230 AM | 830 AM | 430 PM |
| 100 AM | 900 AM | 500 PM |
| 130 AM | 930 AM | 530 PM |
| 200 AM | 1000 AM | 600 PM |
| 230 AM | 1030 AM | 630 PM |
| 300 AM | 1100 AM | 700 PM |
| 330 AM | 1130 AM | 730 PM |
| 400 AM | 1200 PM | 800 PM |
| 430 AM | 1230 PM | 830 PM |
| 500 AM | 100 PM | 900 PM |
| 530 AM | 130 PM | 930 PM |
| 600 AM | 200 PM | 1000 PM |
| 630 AM | 230 PM | 1030 PM |
| 700 AM | 300 PM | 1100 PM |
| 730 AM | 330 PM | 1130 PM |