

## **Brown County Jail Huber Law Rules and Regulations**

***As a Huber Inmate of the Brown County Jail, you are responsible for the following rules and regulations. You will be held accountable for each of them so take time now to read and understand them.***

The Sheriff of Brown County, through the Huber Lieutenant, may refuse to permit an inmate to exercise his/her privilege to leave the jail for Huber Law purposes for a period of 5 days for each breach of discipline or other violation of these rules, or other jail rules. In addition, violation of these rules may result in the loss of privileges, loss of good time, and/or revocation of Huber privileges or probation status. Violation of any law or municipal ordinance may also result in criminal prosecution.

1. The maximum amount of time you will be allowed out of the jail is: 12 hours per day, 60 hrs per week, and no more than 6 days out in a row. For tracking purposes, your hours out will count against the day you started work.
2. All inmates shall earn at least the minimum wage and shall work within a 50-mile radius of Green Bay. Maximum travel time is 1 hour. You will be allowed to work only one job, no split shifts.
3. Any change in your work schedule or place of employment must be approved in advance. If you are fired, laid off, or otherwise terminated from your job, you must report this immediately to a Correctional Officer. In the event that you are required to work overtime, your supervisor must contact the jail for permission prior to your working the overtime. This is your responsibility, not your supervisor's. The request must be reduced to writing on company letterhead or stationery, as soon as possible.
4. If you receive a ride to or from the jail, you must be picked up, or dropped off, in front of the jail. You will not be allowed to walk to another location to meet your ride.
5. Whenever you leave the jail for any reason, you must sign out, listing the exact location you are requesting to go. If you are working at several work sites, you must list each address as well as the time you will be there. Giving false information when signing out will result in disciplinary action.
6. Your means to and from work must be pre-approved by a Correctional Officer. Once it is set, you are not allowed to change your mode of travel without prior approval. You may drive your own vehicle under the following conditions, you must show: a) a valid driver's license, b) proof of ownership, c) proof of insurance. If someone else owns the vehicle, you must provide written permission to drive it. You must also make arrangements for parking your vehicle with the Green Bay Parking Utility 448-3431. You will not be permitted to purchase a vehicle while serving a jail sentence.
7. All wages, earnings, salary, and moneys, in cash or check, must be turned over in full to the Correctional Officer when they are received. **DIRECT DEPOSIT of wages is not allowed!** A wage statement or check stub must accompany them. **Do not cash or spend any of your paycheck. This is a major violation of jail rules!** All self-employed Huber inmates must keep their Huber accounts at \$280.00. The only deductions permitted are for Federal, State, or Social Security taxes, union dues, and wage assignments for child support. Your money will be paid out, as required by Section 303.08(5) of the Wisconsin State Statutes, in the following order: 1) necessary travel expenses to and from work; 2) support of dependents; 3) board expenses as established by the Brown County Board of Supervisors; 4) all excess proceeds may be made available for the inmates disposal. Huber fees start getting charged the day a Correctional Officer verifies your employment. If your Huber privileges get revoked, you will still be charged Huber fees through the last day of your disciplinary sanctions.
8. If you are self-employed, sentenced to less than twenty days in jail, or do not receive a paycheck during your stay in jail, you must pay your Huber board fees in advance.
10. When you are let out of the jail for employment, you must go directly to work. You are to remain at work and return directly to the jail when you are finished. You are not allowed to stop anywhere on your way to or from work unless you have the prior approval of a Correctional Officer. Occasionally a Law Enforcement Officer will be sent to your work site to verify your employment status. You must be available to this officer at all times. You will not be allowed to leave the work site for meals. Bag lunches are available at the jail.
11. You are not allowed to socialize or meet your spouse, girl/boyfriend or other friends or family members while you are away from the jail. All visiting shall be done at the jail times. You may get a copy of the visiting schedule from a Correctional Officer.
12. You may not drink alcohol in any form. Anyone suspected of violating this rule will be required to submit to a breath test. Refusal will result in disciplinary action including loss of Huber privileges. You may not enter any tavern or other establishment where alcoholic beverages are sold unless you are employed there. Inmates serving an OWI based jail sentence will not be allowed to work for an employer that sells or distributes alcohol.
13. All prescription and non-prescription medication must be turned in to a Correctional Officer. You may not use any prescription or non-prescription drugs without authorization by staff from the Health Services Unit. You may not use illegal or controlled substances. Anyone suspected of violating this rule will be required to submit a urine specimen for analysis. Refusal to do so will result in disciplinary action, including loss of Huber privileges. If an inmate tests positive for any drug usage while incarcerated, they will be held financially responsible for the costs of all drug testing.
14. All Huber inmates are issued jail uniforms and bedding. Each inmate is responsible for these and will be charged if they are lost or damaged in any way. Uniforms are not allowed out of the jail!

15. All Huber inmates are responsible for their own medical care as well as any and all medical costs incurred. All medical care must be cleared through staff from the Health Services Unit.

16. You will be searched every time you enter the dayroom area of the jail. As a sentenced inmate, you may be subject to a strip search at any time. You are allowed to possess only the following items in the cellblock area of the Huber Facility:

- 3-plain white T-shirts or Thermal underwear
- 3-pairs of socks
- 3-pair of underwear (briefs, boxers or long johns)
- 1-wind-up alarm clock or watch
- any item purchased from the jail vending machines or jail canteen or issued to you by jail staff

All other items will be considered contraband and result in disciplinary action.

**Cigarettes, matches, and lighters, or any smoking materials will not be allowed anywhere in the Brown County Jail.** For your protection, no jewelry will be worn in the jail.

17. Your bed must be made and your immediate living area must be cleaned before leaving for work. You are responsible for your bunk area as well as your lock box.

18. You are to remain on your assigned floor. You are not permitted to enter any other block but the one you are assigned to. You are required to wear your uniform pulled up and buttoned in proper fashion at all times unless you are in your bunk.

19. Gambling is a violation of Wisconsin law and will not be allowed.

20. Disrespect to staff, fighting, swearing, or any other disorderly conduct will not be tolerated in the jail and may result in additional charges as well as immediate loss of Huber privileges.

21. You will not be permitted to keep more than \$50.00 in the Huber section at any time. All excess moneys must be forwarded to the account clerk and will be kept in the inmate's Huber account.

22. The jail is not responsible for any lost or stolen items while you are incarcerated.

23. Inmates may not possess more jail linen or bedding than that which has been issued to them.

24. Huber inmates are responsible for the washing of their own laundry. Coin-operated washers and dryers have been provided. See a Correctional Officer about scheduling time to use them.

25. Haircuts will be conducted at the Huber facility. You will be required to sign the posting in advance. The posting will clearly spell out when the next date and times are available.

26. Throughout your stay you will be required to clean, sweep and mop your cellblock or other assigned areas. Failure to complete said task will result in disciplinary sanctions.

27. Inmates may be confined to their cellblock for up to 24 hours for each minor violation. "Block-lock" is a suspension of all privileges including use of the telephones as well as visitations. Inmates assigned to "block-lock" will only be allowed out of the cellblock to eat their meals and then must return immediately upon completion. Inmates serving this suspension will not be allowed out for work or other appointments.

28. Failure to keep your personal property in your assigned lockable bin will result in disciplinary action.

29. You will be required to wear your jail Identification bracelet at all times while an inmate of the Brown County Jail. Do not tamper with it. You will not be allowed release privileges without it.

**Disclaimer: Any rule which is not covered in the above-mentioned rules is at the discretion of the jail staff.**

**I have read, or have had read to me, the above rules and regulations. I understand that I, and I alone, am responsible for them. I understand that the Huber Law is based on privileges, not rights, and abuse of those privileges will lead to its loss. To ensure the safety, and security of the officers and inmates, I understand and agree that my locker and bunk area will be randomly searched for contraband from time to time.**

Signed \_\_\_\_\_ Date \_\_\_\_\_