

# **GREEN LAKE COUNTY CORRECTIONAL FACILITY**

## **HUBER CHECK-IN PACKET**



### **INTRODUCTION**

You will be required to set up your jail time promptly after your sentencing hearing. Once a date has been assigned, you will be required to report on that day (report dates cannot be canceled/rescheduled). Failure to report to jail is a criminal offense and may result in additional jail time if charged and convicted.

On your report date, please report on time to the Green Lake County Correctional Facility lobby. If you have a vehicle, park it in the lot near the Facility entrance. You will be drug and alcohol tested upon arrival. Any positive tests will result in loss of work privileges. You shall have all of the required documents, fees, and any work clothes that you will need during your stay.

Please note that if your sentence is an OWI charge, you will be required to serve the first 48 hours in jail, without Huber Privileges.

This packet will give you detailed information on what you will need to report with, and what will be expected of you while you are here. Please remember that huber law is a privilege, not a right. Abuse of that privilege may result in its loss. If you have any questions that this packet cannot answer, please call the Green Lake County Correctional Facility at 920-294-4059.



## **CHECK-IN CHECK LIST**

Please make sure you have the following items with you when you report on your check-in date.

- Huber Packet Acknowledgement Form-Signed
- Completed Work Schedule
- Proof of valid Drivers License (from you or the person who is driving you)
- Proof of vehicle insurance-liability (on the vehicle that you will be driving/riding in)
- Your first week's Huber fees: (See attached fee schedule)
- Drug Test Fee: (See attached fee schedule)
- Admissions/hygiene kit fee: (See attached fee schedule)
- Additional money for commissary you may wish to order
- Documentation of a TB skin test from your physician
- Bring any prescription medications that you will need to take
- A list of addresses/phone numbers of people you may wish to call
- A list of family/friends full names, address, and date of birth for your visitor list  
(maximum of 5 adult visitors)

## **CHECK-IN REQUIREMENTS**

To ensure that you will be able to begin work right away, please make sure you have completed the following before your check-in date. Failure to complete any of the following will result in you not being allowed out to work.

- Read through this packet and become familiar with what will be expected of you during your stay, and sign the Huber Packet Acknowledgement sheet. Bring these documents with you when you check in. Call to clarify any questions that you may have.
- Talk to your employer about your jail sentence; explain to him/her what is expected of you during your stay at our facility. Give them the blank huber work schedule and advise them that they will need to fill it out and sign the bottom.
  - If you are serving a sentence on an OWI charge, you will need to remain in the facility for the first 48 hours before being allowed out for Huber privileges.  
Ensure that you plan for this accordingly
- Find a dependable person with a valid driver's license to drive you to and from work. You will need to provide a photocopy of their driver's license and a photocopy of a current insurance card/statement as proof that the vehicle is insured (liability insurance).
- You will be required to pay your first week's huber fees, a drug test fee, as well as the cost of an admissions kit (see fee schedule). You will need to have this amount of cash with you when you check in, along with any money you may want for purchasing commissary items.
- You will be required to submit to a drug test. You will be charged for this initial test. If the test is positive for any unauthorized drug(s), you will not be released for work until you can provide a negative drug test. You must wait one week in between tests. After one week, you may submit a written request advising that you wish to be re-

tested. If a subsequent drug test is positive, you will be charged the drug test fee, if it is negative, you will not be charged. Please note that some drugs can stay in your system for 30 days or longer.

- You will be required to report completely sober. Upon reporting, you may be required to submit to an alcohol test. If the Intoximeter reports that there is any alcohol in your system, you will not be eligible for work release for one week.
- You will be required to provide documentation from your physician that you have had a TB (Tuberculosis) Skin Test within six (6) months prior to your check in date. If you have not had a recent test, **you will need to schedule an appointment with your physician** (or Green Lake Human Services) to have this done. If you do not have this done prior to checking in, this can be administered by our facility nurse, but you will not be eligible for work release until it is completed (could take up to a week or more, depending on the day you check in).
- You will not be allowed to use any prescription medications outside of the Correctional Facility unless they have been authorized by our facility medical staff. All medication must be a current prescription, prescribed to you, and must be in the original prescription bottle. Please refer to the Prescription Medication Sheet in this packet for additional information on prescription medications.

## **EXPECTATIONS**

### **Work Schedules:**

If you are a working huber, you will be required to submit a weekly work schedule. Please have your employer/supervisor fill out the schedule provided in this packet. If your schedule/work hours vary from week to week, your employer/supervisor will need to fill out a schedule every week. Be advised that the jail **MUST** have a completed work schedule for you, or you will not be allowed to leave for work. There will be **NO EXCEPTIONS** to this rule. Your work schedule must include every location that you will be working at for every work day.

You must have full-time employment and work a minimum of thirty-two hours per week. You may not work for more than one employer. You will not be allowed to work the following holidays, unless pre-approved by Corrections Administration (this must be requested in writing):

LABOR DAY, THANKSGIVING DAY, NEW YEARS DAY, CHRISTMAS DAY, EASTER SUNDAY,  
MEMORIAL DAY, INDEPENDENCE DAY

Your work schedule must meet one of the follow:

- If your work shift does not require you to be outside the facility for more than twelve (12) hours per day (including travel time), you will be permitted to work no more than six days per week. You will not be allowed to work more than six consecutive days in a row, so you must sit in one day each week.
- If you are required to work 12 hour shifts, which would require that you would be outside the facility for more than twelve (12) hours per day (including travel time), you will be permitted to work no more than five days per week. You will not be

allowed to work more than five consecutive days in a row, so you must sit in two days each week.

**Self-Employment:**

If you are self employed, you **MUST** complete a **Request for Self Employment Form**. This form must be completed and turned in prior to your check-in date in order for you to begin work upon sentence check-in. If do not complete this form, in addition to the other requirements, you will not be allowed out for work.

While self-employed, minimum wage must be earned for every hour worked. You will not be allowed to work for another inmate or employ another inmate. You must follow the same work schedule requirements; however, you will be allowed to fill out your own schedule.

**What to bring with you when you check in:**

In addition to the required items, you may bring work clothes (including: outerwear, underwear, and footwear), prescribed medications, dentures and denture case, prescription glasses and/or contact lenses and case (no solutions), non-Polaroid photos (limit is six unless you purchase a photo album from commissary), and additional money for commissary.

**What not to bring with you when you check in:**

Do not bring any cigarettes, lighting materials, or non-prescription medications as these are considered contraband and will be disposed of. Do not bring any cell phones or other electronic devices as these will be placed in a property bag and will not be returned until your release date. Do not bring tools of any kind (ie: screwdriver, box cutter, nail clippers, multipliers), knives, or any other type of weapon as these items will **NOT** be accepted into the jail.

Do not bring any hygiene items as they will not be accepted. You will be issued an admissions kit that contains soap, shampoo, toothpaste, a toothbrush, comb, and deodorant. This will get you by until you are able to order necessary hygiene items from commissary.

**What you will be issued:**

Upon entering the jail, you will be issued a locker to store all of your personal clothing/shoes. No personal clothing items will be allowed to enter the secure part of the facility. You will be issued 1 uniform top/bottom, 1 pair of jail sandals, 4 pairs of underwear, 4 t-shirts, 4 pairs of socks, 2 bras (if female), 1 fitted sheet, 1 flat sheet, 1 blanket, 1 washcloth, 1 towel, and an admissions kit.

**Huber Fees:**

If you are a working Huber, you will be charged Huber fees starting on the date that you begin your sentence (unless you check in after dinner is served). It is a weekly fee; however, it will show up on your account as a daily deduction (see fee schedule). You will be charged everyday regardless if you are working that day or not. You will also be charged the day that you are released. Please take this into account when you are keeping track of your balance.

Once you begin work, your employer will be sent a notice advising that your paychecks will need to be sent to the correctional facility. If you have direct deposit, you will need to make

necessary arrangements to have this changed. There will be no exceptions. When your check arrives, corrections staff will have you endorse the check and it will be deposited into your inmate account. You will be responsible for making sure your huber fees are paid/current. If your balance becomes negative, you may receive a notice advising that if fees are not paid by an indicated date, you will not be released for work until payment is received.

You will not be permitted to increase any payroll deductions during your time of incarceration unless first approved by the corrections administrator. There will be no cash advances to any inmates from employers.

### **Child Care:**

If you have been granted huber for the purpose of child care, you must meet the following criteria before being approved to exercise this privilege. You must be the mother/father or legal guardian of the child/children that you will be caring for and provide your child/children's birth certificate. You must live in Green Lake County and there must be a working land-line phone at the residence. There must be a need for child care. You will be required to provide a weekly work schedule from your spouse/significant other's employer and these will be the only hours that you may be allowed out for child care. While performing child care duties, there will be no other adult(s) allowed at the residence. Once your spouse/significant other arrives back home, you must promptly return directly to the correctional facility. By State Statute child care is considered self employment, thus the same weekly Huber fees apply.

### **Work Release:**

Once it has been determined that all of the requirements have been met for you to begin work, your release time(s) will be demined by corrections staff (you will be allowed ample time for travel to and from work as long as your twelve hours is not exceeded). You will be advised of these release times. We will release inmates for work every half hour. You must be ready at your assigned release time; otherwise you will be required to wait until the next release time.

While on work release:

- you must report directly to and from work with the exception of occasional stops for gas (this must be approved by Corrections Staff prior to stopping for gas.)
- you are not allowed to have any unauthorized contact with family or friends (this includes in person and/or via telephone).
- you may not consume any alcoholic beverages, unauthorized medications, drugs or any other controlled substance
- you may be asked to submit to an alcohol/drug test (refusal to submit to these tests may result in revocation of huber privileges)
- any positive drug test (for any unauthorized drug), will result in Huber revocation and you will be required to pay the cost of the drug test.
- any positive alcohol test shall result in an immediate five (working) day lockdown for the first offense, subsequent alcohol offenses will result in huber revocation.
- you must report any police contact immediately upon returning to the facility
- you may be checked on by Correctional Facility staff/other law enforcement agency
- if you are asked to come to the phone or present yourself at your workplace, you must do so promptly (failure to do so may result in revocation of huber privileges)

**Returning from work:**

Upon returning from work, you are required to report directly to the correctional facility lobby and advise correctional staff that you have returned. Loitering or smoking on Green Lake County property (grounds) will not be permitted. Heavily soiled items shall be left at your workplace or in your vehicle (ie: muddy work boots, offensive smelling clothing).

Prior to entering the facility locker room, you will be searched for any contraband. If contraband is found, you will be subject to a county ordinance citation or criminal charge (depending on the contraband). Money should not be kept in the facility locker room/lockers; if you return with money, aside from a small amount of pocket change, you will be directed to the lobby kiosk to enter the money into your inmate account.

**Contraband:**

You may only bring in the items outlined in the “items to bring” section of this packet, any other items will be considered contraband and will be disposed of. If any of the following items are brought in, you may be subject to a county ordinance citation: tobacco products, lighting materials, work tools (ie: hammers, screwdrivers, work knives), electronic devices (including cell phones), non-prescription medication, cologne/aftershave, or any aerosol sprays.

**Banking:**

If you have direct deposit and need to make a bank stop to obtain money for Huber fees, you may do so no more than once a week. You must complete a written request the night before and must gain approval to stop before doing so. The bank must be on your way to/from work (or in the general vicinity thereof). You will be required to submit a bank receipt upon returning to the facility.

If you need money from your inmate account, the correctional facility can write checks for you. The checks can be addressed to whomever you need to pay money to (ie: Clerk of Courts, spouse). If you would like a check(s) written from your account, you will need to submit an Inmate Funds Request form indicating the name(s) of the person/agency and the amount you would like the check made out for. These requests may be submitted any day of the week; however, checks will only be written Monday through Friday (exception: no checks will be written on holidays).

**Medical/Dental Appointments:**

If you are a working Huber, you will be responsible for scheduling your own medical/dental appointments and providing your own prescription medications. These appointments must be pre-approved and confirmed by Corrections Staff. Any medical expenses incurred while incarcerated will be your responsibility to pay.

**Work Search:**

The Green Lake County Correctional Facility will not allow any inmate to leave the facility for work search purposes. Sentenced inmates with work release privileges may be released from the facility for a confirmed job interview. Job applications may be dropped off/picked up by a friend or family member, or may be received/mailed through the US Postal Service at the inmates' expense. Applications may not be received or sent via fax.

**Laundry:**

Washers and Dryers will be available in the huber locker rooms for hubers and community service workers to use when returning from work. Working hubers will be charged for soap and tokens to operate the machines.



**GREEN LAKE COUNTY CORRECTIONAL FACILITY  
HUBER WORK/CS SCHEDULE**

Inmate's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Employer's/Organization's Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

This schedule must be completed by the inmates' employer/CS Organization. Please note that all fields must be filled in and must include the employer's/supervisor's signature at the bottom. If the inmate's work schedule does not change from week to week, you may check the box that indicates this (and will not need to fill in the dates on the schedule). If there are any changes to this schedule after it has been submitted, the employer/supervisor must send written notice of this (on company letterhead) with the inmate, or via fax to the correctional facility.

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**MONDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**TUESDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**WEDNESDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**THURSDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**FRIDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**SATURDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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(NO WORK IS ALLOWED ON SUNDAY EXCEPT FOR INMATES THAT WORK IN FOOD SERVICE)

**SUNDAY** WORKSITE ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_ START TIME: \_\_\_\_:\_\_\_\_ AM PM END TIME: \_\_\_\_:\_\_\_\_ AM PM

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**THIS SCHEDULE STAYS THE SAME EVERY WEEK**

**Inmate Employer's/Supervisor's Signature:** \_\_\_\_\_

Copy to: Huber Work/CS Schedule Binder

# GREEN LAKE COUNTY CORRECTIONAL FACILITY

## REQUEST FOR SELF EMPLOYMENT

Inmates Name: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to request to be released from the Green Lake County Correctional Facility as a self employed inmate. The following information is provided:

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Location: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Days of week you normally work: M T W TH F S SU

Hours you normally work: Start \_\_\_\_\_ Finish \_\_\_\_\_

<p>Do you have Business Liability Insurance?</p> <p><input type="checkbox"/> Yes</p> <p>You must have your insurance agency provide a certificate of liability insurance to the Green Lake County Correctional Facility.</p>	<p><input type="checkbox"/> No</p> <p>You are not eligible for Self Employment Huber.</p>
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<p>Do you have a Business Checking Account?</p> <p><input type="checkbox"/> Yes</p> <p>You must provide a blank deposit slip from the account.</p>	<p><input type="checkbox"/> No</p> <p>You must provide invoices from the past 5 jobs and a business ledger for the last 3 months</p>
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<p>Do you have Tax ID Numbers?</p> <p><input type="checkbox"/> Yes</p> <p>Federal #: _____</p> <p>State #: _____</p> <p>Sellers Permit #: _____</p>	<p><input type="checkbox"/> No</p> <p>You must provide a copy of your last years business tax return (State and Federal).</p>
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<p>Do you have Employees?</p> <p><input type="checkbox"/> Yes</p> <p>1. You must have your insurance agency provide a certificate of Workman's Compensation insurance to the Green Lake County Correctional Facility.</p> <p>2. You must have an Unemployment Account with the State of Wisconsin.</p> <p>Account #: _____</p>	<p><input type="checkbox"/> No</p> <p>No requirements.</p>
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I certify that the above information is correct to the best of my knowledge. I also understand that providing false information may result in revocation or suspension of my Huber privileges or further disciplinary action by the Correctional staff.

Inmates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CORRECTIONAL STAFF USE ONLY**

The above request for self employment is  Approved  Denied.

Remarks: \_\_\_\_\_

Corrections Administration: \_\_\_\_\_ Date: \_\_\_\_\_

**HUBER PACKET  
ACKNOWLEDGMENT FORM**

Upon reporting for your jail sentence, you will receive a copy of the Green Lake County Correctional Facility Inmate handbook. There will be additional rules that pertain to your behavior and expectations while in custody at the Correctional Facility. Failure to follow these rules, as well as the expectations outlined in this handbook, may result in the following: revocation of Huber and/or childcare, segregation, loss of good time, and/or criminal prosecution.

I agree that I have read and thoroughly understand all requirements and expectations outlined in this Huber packet. I understand that my conduct as a Huber Law inmate will be governed by these rules.

\_\_\_\_\_

HUBER LAW INMATE

\_\_\_\_\_

DATE

\_\_\_\_\_

CORRECTIONS OFFICER

\_\_\_\_\_

DATE

**GREEN LAKE COUNTY CORRECTIONAL FACILITY  
FEE SCHEDULE**

<b>ITEM</b>	<b>COST</b>
<b>Huber Fees</b>	<b>\$122.50 week</b>
<b>Huber Fees</b>	<b>\$17.50 daily</b>
<b>Admissions/ Hygiene Kit Fee</b>	<b>\$1.50 each</b>
<b>Drug Test Fee</b>	<b>\$10.00 each</b>
<b>Washer &amp; Dryer tokens</b>	<b>\$4.00 per load</b>
<b>Laundry Soap (needs to purchased from commissary)</b>	<b>\$0.80 per load</b>