

**BAYFIELD COUNTY SHERIFF'S DEPARTMENT
JAIL DIVISION**

**Rules of Release for Huber Inmates
(Includes Child/Family Care, School Release and Community Service)**

- GENERAL RULES AND REGULATIONS -

1. You will be required to spend the first forty eight (48) hours in jail before being released.
2. Release locations outside Bayfield County must be within ten (10) miles of the Bayfield County line.
3. You will not be released on any holidays unless approved by the Sheriff or designee. Holidays are: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas. Any exceptions are to be submitted in writing and must be approved at least forty eight (48) hours in advance.
4. You will take the most direct route of travel to and from your place of employment, Child/family Care, School Release or Community Service.. There will be no stopping while en route to that location or any other prearranged destination without prior approval from a member of the Jail staff.
5. You will not have ANY visitors before, during or after your release, or at any other time while away from the jail unless approved by the Sheriff or designee.
6. Except for Community Service workers, you will provide your own transportation. If you operate a motor vehicle to and from your release location, you must provide proof of insurance, a valid driver's license and current registration. If you are riding with someone, they will be required to show a valid drivers license, proof of insurance and current registration on the vehicle they are operating.
7. Inmates waiting for a ride shall wait in the jail lobby. When the driver arrives, they will activate the intercom located in the jail lobby next to door T300, identify themselves and who they are picking up before the inmate is allowed to leave the lobby.
8. Inmates waiting for transportation from their release location shall wait at their approved release location or other pre-approved area, such as a designated BART stop (if that is their means of transportation).
9. At any time other than your scheduled return time you may not leave your release location or change locations without first notifying the jail staff of your intention **and** receiving permission. The only exception will be for emergency medical treatment. All injuries shall be reported to the jail staff immediately or as soon as practical.
10. You may not enter any tavern at any time, consume any alcoholic beverage, use any drugs other than those prescribed by a licensed physician for your use or any other controlled substance while an inmate of the Bayfield County jail.

11. You will be released from the jail with an allowance for travel time, based on the start time listed on your schedule. You will be given ample travel time, determined by the jail staff, and will not leave the Huber lobby until the designated departure time.
12. You will obey all Federal laws, State laws, County Ordinances and jail rules.
13. If you are suspected of consuming any alcoholic beverage, non-prescribed drug or any other substance, you may be required to submit to a breath test or urine sample. Refusal to do so will result in disciplinary proceedings. Breath tests or urine samples can be administered at any time during your release including the release location if necessary.
14. You are prohibited from taking anything out of or bringing anything into the facility without special permission from jail staff.
15. You are subject to search at anytime. **Absolutely** no tobacco, matches, lighters or other items may be brought into the jail. Small storage lockers are provided in the jail lobby for these items. If in doubt, ask a jailer.
16. You are required to make your bed and have your living area neat and orderly before being released. If it is your designated laundry change day, you will bring all your dirty linens and clothing to the locker room prior to departing for work. Nothing is to be left on or under your bunk.
17. You may be required to shower upon returning from release if requested by jail staff. Hair, beards and mustaches will be neatly trimmed.
18. Personal clothing will be washed on Wednesday and Sunday evenings only. It is your responsibility to place personal clothing you want washed in your numbered mesh bag when returning to the jail. Take the bag to the inmate laundry when escorted back to your cell. This service is not provided for inmates exercising child/family care in their own homes, with the ability to launder their own clothing..
19. Meals: Breakfast is served between 6:00 a.m. & 6:30 a.m.
Lunch is served between 11:30 a.m. & 12:00 p.m.
Supper is served between 4:30 p.m. & 5:00 p.m. A hot meal will be held for anyone who returns before 6:00 p.m.
Except for Child/family Care Inmates released to their homes for that purpose, released inmates who are not in the jail at the above specified hours will be provided a sack meal.
All meals not eaten in the jail will be eaten at the approved release location. No meals or breaks will be taken in restaurants, grocery stores, gas stations or any other unapproved location.
20. Any necessary court appearances or appointments to see probation officers, doctors, dentist's, counselor's etc., (including appointments for children or family members being cared for when exercising Child/family Care) must be submitted in writing at least 24 hours in advance and will be approved only after verification of the appointment by jail staff.

21. For violations of these rules, you may be held from your Huber Release (includes Work Release, Child/Family Care, School Release and Community Service for a period of up to five (5) days, lose up to two (2) days good time for each infraction or we may petition the court, which could result in your jail sentence being extended or a loss of additional good time. You may also lose the privilege of going out under the Huber law.
22. You are required to sign out on the "Huber Sign Out Sheet" each day prior to your leaving the jail. This form is kept in the Locker Room. You must write down the date, your name and your destination address.

HUBER/WORK RELEASE RULES AND REGULATIONS

You may continue your regular full time employment. If unemployed, you will be given reasonable effort to secure suitable employment. Anyone fired from employment for cause will be subject to loss of good time. *You shall* notify the jail staff of *any changes* in your employment status or schedule.

- 1 You will be allowed out a maximum of six days in a row, ten (10) hours per day, a maximum of sixty (60) hours per week, including travel time. Your hours out are based on your previous work history, which you will be required to show proof of. Any exceptions will be by approval of the Sheriff or designee.
- 2 You must be able to provide proof that you are paid at least minimum wage.
- 3 Charges for work release are \$110.78 per week, paid in advance, and \$110.78 paid in advance each week thereafter. The daily rate will be \$15.83 (includes tax). You will be charged for every day you go out to work regardless of how many hours worked. If you are out of the jail 30 or more hours per week (this includes travel time), you will be charged for a full seven days. Less than 30 hours will be charged on a daily basis.
- 4 Work release fees for the upcoming week are automatically deducted from your inmate account every Friday. It is your responsibility to see that there is enough money in your account to cover these fees. If there is a negative balance remaining in your account on Saturday evening, you will be held in until the amount is paid.
- 5 You *must* bring all of your paycheck(s) in, or any other monetary form of payment, to the jail to be deposited into your account each time you are paid. After your payment has been deposited and any fees have been deducted, you may request a check drawn from your account. One free check will be issued every Monday. Check requests, other than the one check on Monday, will incur a \$.50 cent check printing fee.
- 6 You will be allowed to work only one full-time job. Part time employment will be by approval of the Sheriff or designee.
- 7 All out of county work release transfers must live and work in Bayfield County. Exceptions will be by approval of the Sheriff or designee.
- 8 Out of county work release transfers will pay a daily rate of \$26.38 (includes tax).
9. If employed as a driver, you must be licensed accordingly and your employer must show proof of liability insurance and coverage for you.

10. Your employer shall provide proof that they pay into the Workmen's Compensation Program or have insurance to cover you while working.
11. During periods of unemployment, you will be confined to the jail. If receiving unemployment while incarcerated, you will be required to pay ½ the cost of the weekly Huber fee from that compensation.

SELF EMPLOYED INMATES

1. Inmates who are self employed are required to follow all GENERAL RULES #1 through 21, *and* HUBER/WORK RELEASE RULES AND REGULATIONS #1 through #11.
2. In addition, you may be required to prove the legitimacy of said business through tax records, client lists, work contracts (past & present) or other suitable documentation.
3. You must be able to prove that said business has been operating on a regular basis for at least one (1) year prior to reporting to jail. If business has been operating less than one (1) year, approval for release must be made by the Jail Administrator.
4. Self-employed inmates shall provide the Jail with proof of acceptable injury/accident insurance. If a personal insurance policy requires a deductible of \$500.00 or more, you will be required to provide proof that you can pay that deductible.
5. You will be required to turn in job payments to jail staff for placement in your inmate account. This will be determined on a case by case basis by the Jail Administrator or Jail Sergeant.

CHILD/FAMILY CARE RELEASE RULES AND REGULATIONS

1. You must have Huber Release privilege granted by the court before child/family care can be allowed.
2. You will be allowed out of the facility a maximum of six days in a row. A six day week will only be permitted if you provide proof that you have no one to provide care in your absence. If you are providing care due to another caregiver's required absence due to work or school, you will need to provide a copy of the other caregiver's work or school schedule.
3. You will not be permitted to hold a job or have school release and provide child/family care at the same time unless you submit a written request and it is approved by the Sheriff or designee.
4. All paperwork must be accurately completed and approved prior to release for child/family care. Schedules must be completed and signed appropriately. All schedules will be verified.
5. You will be away from the jail no more than 10 hours per day, including travel time. Only the Sheriff or designee may approve additional hours.

6. The children you care for must be legally yours. A birth certificate may be required. No one else, ie; husbands, wives, boyfriends, girlfriends will be allowed in the residence during the time you are performing child care. Any exceptions must be submitted in writing for approval.
7. If you are receiving unemployment compensation while incarcerated, you will be required to pay ½ the cost of the weekly Huber fees from that compensation.
8. Clothing must be cleaned regularly. You will wash your clothing at the residence while you are out on release. If you are unable to do laundry at your residence, the jail will provide service.
9. If you are requesting family care, the person you need to provide care for, will need to sign a release of information waiver with anyone/agency that can verify the need for you to provide care. It will be your responsibility to give the jail a list of who waivers were obtained from, a contact person and a phone number. These are usually doctors, clinics, mental health professionals, etc.
10. Charges for Child/Family release are \$110.78 per week, paid in advance, and \$110.78 paid in advance each week thereafter. The daily rate will be \$15.83 (includes tax). You will be charged for every day you go out regardless of how many hours you are gone from the jail. If you are out of the jail 30 or more hours per week (this includes travel time), you will be charged for a full seven days. Less than 30 hours will be charged on a daily basis.

SCHOOL RELEASE RULES AND REGULATIONS

1. You will not be permitted to work and attend school at the same time unless court ordered. The Sheriff or designee will approve exceptions.
2. You will be allowed to attend school a maximum of five (5) days in a row.
3. You will be required to spend the first twenty four (24) hours in jail before being released for school. Per WI Statute 346.65(7), anyone serving a sentence for OWI will be required to spend the first forty eight (48) hours in jail.
4. All student release paperwork must be accurately completed and approved prior to release for school. Schedules must be completed by your instructors and signed appropriately. All schedules will be verified.
5. You will be away from the jail no more than the hours necessary to attend classes and travel to and from school. Large blocks of unscheduled time between classes will not be permitted. Only the Sheriff or designee may approve additional hours.
6. You must provide proof of health insurance coverage and this coverage shall be verified before you are released for school. Proper paperwork will include the name of the insurance carrier, policy number and effective dates. During days on which you have no classes, you will be confined to the jail.
7. You must maintain a passing grade in all classes. An adequate explanation must be provided if you receive a failing grade.

COMMUNITY SERVICE RULES AND REGULATIONS

1. Eligibility for participation of Community Service outside the secure confines of the jail is based on your security classification as well as your conduct and continued good behavior. If your behavior is less than acceptable, you can expect your participation to be denied.
2. Your transportation to and from your Community Service location will be arranged for you. This is the only transportation that is allowed.
3. Inmates convicted of certain offences are, by Statute 973.03 (3)(e), not eligible for community service;
364.62(4) Great Bodily Harm with a Vehicle, 940.01 Homicide-intentional 1st, 940.02 Homicide reckless 2nd degree, 940.03 Murder-felony, 940.05 Homicide –intentional 2nd, 940.06 Homicide-reckless 2nd degree, 940.08 Homicide reckless use of a weapon, 940.09 Homicide-intoxicated use of a vehicle, 940.10 Homicide-negligent use of a vehicle, 940.19(2) Battery-great bodily harm, 940.20 Battery-prisoner, officer, probation agent, witness, juror, public officer etc., 940.21 Mayhem, 940.225 Sexual Assault 1,2, &3, 940.23 Reckless injury, 940.24 Dangerous handling of weapon, explosives or fire, 940.25 Injury by intoxicated use of a vehicle, 940.29 Abuse of resident of facilities, 940.31 Kidnapping, 941.20(2) Intentional fire a weapon into a building or vehicle, 940.26 Possess an automatic weapon, 941.30 Reckless endangerment, 941.327 Tamper with household products, 943.01 (2) © Criminal Damage to Property of a victim or witness, 943.02 (Arson building, 943.03 Arson other property, 943.04 Arson to defraud, 943.06 Molotov cocktails, 943.30 Threats to injure or accuse of crime, 943.32 Robbery, 946.01 Treason, 946.02 Sabotage, 946.43 Assaults by prisoners, 947.015 Bomb scares, 948.02(1) Sexual assault of a child less than 13, 948.02(2) Sexual assault of a child less than 14, 948.03 Physical abuse of a child, 948.04 Causing Mental harm to a child, 948.05 Sexual exploitation of a child, 948.06 Incest with a child, 948.07 Child enticement, 948.30 Abduction of another's child, constructive custody.