

**OZAUKEE COUNTY JAIL HUBER INFORMATION
PACKET**

**OZAUKEE COUNTY JAIL
1201 S. SPRING ST.
PORT WASHINGTON, WI 53074**

PHONE: 262-284-8446

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Huber/work release is a privilege that has been designed to assist those individuals that are employed to retain their jobs or to assist in childcare or family care while serving a jail sentence. Although the court granted this privilege, you must meet the criteria set forth by jail policy to exercise Huber privileges.

Failure to report to jail on your scheduled date/time will result in a felony warrant for your arrest. The Huber Privilege will be jeopardized if you report late and you may face disciplinary action.

Please contact the Ozaukee County Jail to make the necessary arrangements if the court has granted permission to serve your Huber sentence in another county.

You are expected to report to the jail alcohol and drug-free! A drug and/or alcohol test will be administered at booking and randomly thereafter.

Violations of the Ozaukee County Jail Huber rules may result in the loss of Huber privilege, disciplinary action, and/or criminal charges. If you are serving a sentence from another county, you may be returned to the county of conviction.

All persons reporting to the Ozaukee County Jail to begin serving a sentence must Report to the Ozaukee County Jail lobby at the date/time ordered by the court. The jail is located at 1201 S. Spring Street, Port Washington, WI 53074.

What to bring

1. \$200 for initial Huber Board Deposit if employed or \$100 if using Huber for Child/Family/Elder Care or School Only
2. Prescription medications (in blister pack)
3. Additional money (for commissary, phone, tablet, if desired)
4. Minimal amount of work clothes - for one week
5. Work letter on company letterhead
6. Alcohol assessment paperwork (if applicable)

You will be provided with a locker; however, space is limited. If your items do not fit in your locker, you will be required to remove them from the jail.

What not to bring

1. Tobacco products
2. Hazardous materials
3. Valuable items (jewelry – including wedding/engagement rings)
4. Food
5. Drink
6. Weapons
7. Tools, knives, box cutters, etc.
8. Razors
9. Cell phones / Smart Watches

All items are subject to denial if they pose a safety and/or security risk. Ozaukee County is not responsible for any lost or stolen items.

Self-Employment

If you are self-employed, you will be required to report with \$200.00 and from then on, pre-pay \$175.00 each week by Monday 8:00 a.m. All individuals requesting to operate their business while on Huber must provide the following information:

- Name of business, address, phone number, number of years in business
- Tax ID number
- Copy of last 2 year's taxes
- Copies of past work contracts as well as future contracts
- Cell phone number so you can be reached by Jail Deputies at any time while you are out on work release
- Must submit a daily itinerary with the address of where work will be completed

Employment

In most cases, part-time employment is generally not permitted. If you had part-time employment before your sentencing, the employment will be reviewed.

You will be required to provide a work letter from your employer. The letter should be on company letterhead and include the business address, phone number, and supervisor name. The letter should also include your work hours and daily itinerary if you are traveling to job sites throughout the day. A Deputy will call your employer to verify employment.

All earnings shall be turned over to the Ozaukee County Sheriff's Office per Wisconsin State Statute 303.08(3). The net amount of your paycheck must be submitted along with a copy of your paycheck stub (may also be emailed to sheriffhuber@co.ozaukee.wi.us). If you do not submit your paycheck stub and the net pay in cash or a payroll check to the jail, you may be held in. Please review your payroll deductions and make any changes prior to reporting to the jail for your sentence. The only deductions allowed from an inmate's pay are for taxes, union dues, 401(k), or another legitimate retirement plan, health insurance, child support payments, or court-ordered judgments

The Ozaukee County Jail conducts random Huber checks on inmates serving a sentence. Do not be surprised to see a Deputy show up at your place of employment. You may be required to submit to an alcohol breath test during the check. If you are violating the rules of the Ozaukee County Jail you may be ordered to return to the jail immediately or taken into custody.

The maximum amount of time that you will be allowed out of the facility is 12 hours including travel time. You are allowed out 6 days each week if your schedule is verified. You must remain in one day each week.

- Employers can email updated work schedules to:
sheriffhuber@co.ozaukee.wi.us
- Email is preferred, but schedules can also be faxed to: 262-284-8496

Getting to work

If reasonable, Huber inmates may be allowed to walk or bike to work. If you drive yourself or get a ride, you must provide the jail the following:

- Vehicle description (make/model/color)
- Proof of Vehicle Registration
- Proof of motor vehicle insurance
- Driver information – your driver must come into the jail and provide their driver's license for verification on or before your first day of work release

The transportation form must be completed and turned in before being allowed out for work.

Working on a Holiday

Huber inmates are allowed to work on Holidays. You must provide a separate work letter for each Holiday worked. (IE: if you work on both Christmas Eve and Christmas day – 2 letters will be required). The letter must be on company letterhead and include the location you are working and the hours. The letter must be turned in prior to the deadline posted in the living unit. The list of recognized holidays are listed below:

New Year's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

The request will be reviewed and you will be notified in advance if you will be allowed out for work.

Work Search

The Ozaukee County Jail has partnered with two employment agencies to assist Huber Inmates in obtaining employment.

- Seek – 1160 Opportunity Drive Grafton, WI 53024
- Express – 1126 North Cedarburg Road, Mequon, WI 53092

Ask a Deputy for an application and one will be provided to you. Both agencies require 2 forms of identification. Acceptable forms of ID include; WI driver's license/ID Card, passport, birth certificate, or social security card. The application will be forwarded and a representative will come to the jail to conduct an interview. A Wage Assignment for earnings will be required.

Medical Needs

Consistent with Wisconsin State Statutes 303.08(1), Huber Inmates that require necessary medical, mental health, and/or dental care will be permitted to attend the appointment once it has been verified and authorized. In the event of an emergency, you may seek immediate medical care and notify the jail as soon as possible thereafter. You are responsible for the cost of your own medical, dental, mental health care, and medications. Medications should be brought in Blister Packs when in pill or tablet form.

Child/Family Care Release

You may request release for child or family/elder care purposes by submitting the appropriate form and information. Childcare is not granted as a means to maintain direct contact with family members and/or conduct off-site visitation.

Release for family/elder care requires physician proof detailing the type and frequency of care required by the family member. You must remain at the approved location during child/family/elder care release. A cell phone number must be provided to jail staff. Childcare release requires the following:

- Other parent/caregivers work schedules from their employer
- Birth certificates for each child
- School schedule of each child (if applicable)

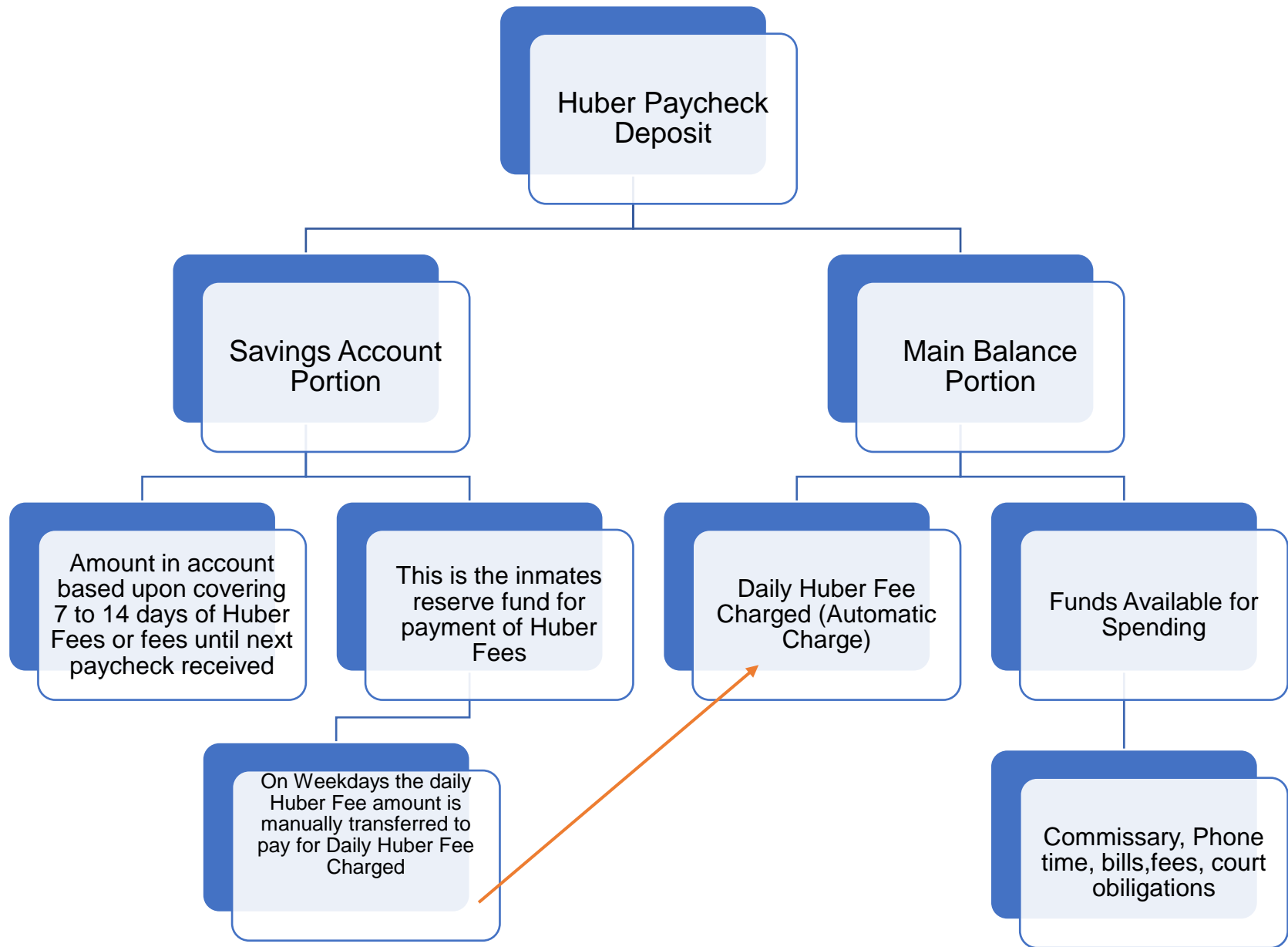
You must remain at the approved location during child/family/elder care release unless prior authorization has been obtained. A cell phone number must be provided to jail staff.

School

Any Huber inmate that attends school during their sentence will be charged a \$12.50 per day fee for this privilege. A school schedule must be provided. You will not be allowed to work and attend school.

Fees

- Huber fees are \$25 daily for employment (\$175.00 per week)
- Huber fees are \$12.50 daily for Child Care, Family/Elder Care, or School only (\$87.50 per week).
- Fees must remain current for the entire stay.
- See the Huber Procedures-Business Office form for additional information



Huber Paycheck Deposit

Savings Account Portion

Main Balance Portion

Amount in account based upon covering 7 to 14 days of Huber Fees or fees until next paycheck received

This is the inmates reserve fund for payment of Huber Fees

On Weekdays the daily Huber Fee amount is manually transferred to pay for Daily Huber Fee Charged

Daily Huber Fee Charged (Automatic Charge)

Funds Available for Spending

Commissary, Phone time, bills, fees, court obligations