

MARQUETTE COUNTY JAIL

Huber Packet & Electronic Monitoring Program



MARQUETTE COUNTY JAIL

67 W PARK ST.

MONTELLO, WI 53949

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These are the basic Jail rules governing Huber inmates and the Electronic Monitoring Program (EM). All rules will apply to you. Remember, being a Huber or EM inmate is a privilege. If you are not sure what you may or may not do, ask a Huber Deputy. If you are not sure it is ok, it is your responsibility to check. Once a violation has been committed, action will be taken.

It is the policy of the Marquette County Jail that any Huber or EM inmate that fails to report to, or return from their place of employment, or leaves their place of employment during their working hours without prior authorization from a Jail Deputy shall be considered an escapee and may be charged with a violation of Wisconsin State Statute 946.42(1) (Escape) and subject to revocation of Huber privileges.

Please fill out the attached information and return it to:

Marquette County Jail, Attention: Huber Deputy, 67 W Park St, Montello, WI 53949, by mail or in person 10 days prior to your scheduled report date.

It is your responsibility to see that the requirements are met before reporting to jail. Failure to do so may result in Huber or EM work release delays.

CLASSIFICATION

You will not be able to begin Huber or EM privileges until classified as such, using the Northpoint Classification Tree.

HUBER RULES

These Huber rules are in addition to the jail rules, you are expected to follow all rules.

- All Hubers will be placed on electronic monitoring GPS bracelet while serving your sentence.
- You are financially responsible for any damage done to the GPS bracelet.
- You are responsible for properly charging your GPS bracelet daily.
- Tobacco use will not be tolerated on county property. Any smoking and/or chewing tobacco product(s) brought into the jail will be confiscated and disposed of.
- Action will be taken for any contraband brought in or attempted to be brought into the jail.
- Report any contact with law enforcement personnel to jail staff.
- Personal electronic devices will not be allowed in the jail.
- The dayroom area will be kept clean and orderly. You are responsible to assist with cleaning.
- Bunk area must be kept clean and orderly when not on your bunk.
- All laundry will be washed at the jail weekly and your account will be charged \$5.00 per load.
- Hubers are not allowed to work at any place where alcohol is served.
- You must submit to random breath (PBT) or urine testing. You will be charged \$6 for urine tests regardless of outcome.
Refusal or failure to comply will result in the same disciplinary action being imposed as having a positive test for alcohol or controlled substances.
- Deputies may search your property at any time while you are incarcerated. You do not need to be present during the search.
- All appointment request forms must be submitted at least 5 business days prior to attending appointment.
- If leaving the jail for medical appointments, court dates, etc., you must travel directly to appointment or court date and return immediately to the jail after completion. You are to take the shortest possible route without stopping, loitering, or deviation in any manner unless authorized in advance.
- You must take a Huber appointment sheet to your appointment. It is your responsibility to have this form filled out properly.
- You may not stop at your residence or have any contact with friends or family members while on Huber, this includes visits at job site and/or appointments, unless previously approved in writing by Huber Officer.
- Weekly work schedules must be submitted by 10pm on Fridays.
- You may not make/receive personal telephone calls while on Huber, only calls allowed are those required by employer. Telephones and/or telephone bills must be submitted to Huber Officer upon request for review.
- Huber inmates that will not be present during meal times will be given a bag meal for each mealtime they will be missing.
- You must be available at job site at all times for on-site checks.
- Huber fees must remain current on your Huber account.
- Any violations by Huber transfers may result in being returned to county of sentencing.
- Termination of employment must be reported to jail staff immediately. Termination (for any reason) may result in loss of Huber/Work Release and/or Good Time.
- Whenever a Huber inmate is not working, they shall be confined to the jail.
- All employment must be within 1 hour drive time of the Marquette County Jail.

Any violations of the Huber/Jail rules may result in you being held in without Huber privileges for a period of up to 5 days for each violation and / or you may receive loss of good time. You are entitled to a Due Process Hearing. The court may also be petitioned to have your Huber privileges permanently revoked. If the rule violation constitutes the commission of a crime, you may be charged with that offense. This could result in an extension of your sentence in the county jail or being sent to a state institution.

JOB REQUIREMENT

One full time (32 hours per week minimum) legitimate employment in which you earn at least minimum wage. You must be on the employer's payroll in which income taxes are withdrawn. You may not be paid in cash. You must be under direct supervision while working. Part time employment is not allowed. You may not work more than 6 days per week. This applies to combination of work and appointments. You will not be allowed out more than 12 hours in a given day; this includes travel time to and from your employment. You must have at least 8 hours in custody between shifts. Maximum 70 hours allowed per week.

If required to work overtime or holidays, your supervisor must fax or email a request to the jail asking permission 3 days prior to the day. The request must be on company letterhead and have inmates name, supervisor's name/signature, telephone number, and amount of time requested to work.

Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Any Huber inmate who wishes to work for a family member must show proof that such employment existed prior to the start of the jail sentence.

A Huber inmate may not supervise another Huber inmate.

You may not change employers while incarcerated, unless seasonal employment, and that season has ended.

You may not consume any intoxicants, or any prescription/nonprescription medications while on Huber. All medications shall be handed over to a Jail Deputy. Once approved by medical staff, the Jail Deputy will then issue medication at times set by medical staff.

SELF EMPLOYED

Huber Inmates that are self-employed must work within 1 hour of Marquette County Jail and provide proof of the following:

- 2 years previous Self-Employment income tax records
- Federal Tax Identification Number
- Liability or Worker Compensation Insurance Policy
- Business checking account and bank statements
- Written schedule each day of daily activities
- List of job site, phone number at job site and times you will be at job site
- Job bids, records and receipts
- Available to be reached by telephone at all times.

Self-employed Hubers will not be allowed to work on their own property while in jail.

Changes in job site location shall be reported to jail staff prior to the change by calling 608-297-3053.

ADULT/CHILD CARE

Must be granted adult/childcare privileges by the courts.

- Residence must be in Marquette County.
- Only allowed for biological children or must provide proof of legal guardianship.
- Only allowed if you are unemployed.
- Adult/childcare hours will only be allowed when other parent/guardian is at their employment.
- A work schedule for parent/guardian who will be working while you are performing adult/child care services must be provided.
- Child care will only be allowed at your primary residence.
- No other adults or visitors other than those being cared for will be allowed at the residence.
- You may not leave the residence unless in an emergency without permission. In such case you must notify a Jail Deputy as soon as possible.
- Maximum hours will be the same as for working Hubers.
- Adult/child care will not be used as a direct way to contact family members and/or to conduct visitation.
- All adult/child care requests must include explanation of care. Ex: Physician's statement explaining patients' needs, young child unable to care for self, special physical or psychological needs.

You are required to provide proof of childcare needs to include but not limited to:

- Birth certificates
- Adoption papers
- Proof of guardianship
- Family member work schedule
- Proof of school enrollment
- School schedule

TRANSPORTATION

All inmates will be allowed ample time to arrive at work. It is the discretion of the Huber Deputy on the amount of travel time you will need (based on mapping system). You are not to expect enough time to socialize before or after your shift. You must go directly to your job site or place of employment by the most direct route and return the same way. Any exceptions must be approved in writing by a Huber Deputy.

If you plan to operate a motor vehicle for transportation for employment, you must provide proof of the following:

- Valid Driver's License
- Automobile Liability Insurance
- Vehicle Registration

If you plan to have a driver provide transportation to and from employment, you must provide the following for all drivers:

- Valid Driver's License
- Automobile Liability Insurance
- Vehicle Registration

All drivers will be subject to approval by Huber Deputy, riding with an undesignated driver will be subject to discipline. If being picked up for employment by a driver, your driver is required to come to the pedestrian walk thru gate (located on the east side of the building) push the intercom button and advise who they are here to pick up. You will not be released from the jail prior to your drivers' arrival. A Jail Deputy will call your name when ready for work release.

When you are returning after work, you are required to push the intercom button at the pedestrian walk thru gate, state your name and that you are returning from Huber.

You will be strip searched, and a search of your belonging will be conducted after you return to the jail. Any contraband located will be disposed of and disciplinary action may be taken.

Huber inmates will not be allowed to make any stops or leave work for any reason unless approved in advance by a Huber Deputy. All requests must be submitted at least 3 days in advance.

Hubers are subject to periodic checks at their place of employment by law enforcement.

If job site location changes it is your responsibility to call the Marquette County Jail upon arrival and departure by calling 608-297-3053.

HUBER FEES

Huber fees are \$140 per week regardless of number of days worked; the last week of Huber will be prorated at \$20 per day until your release.

Ex. If start date is on a Wednesday you must pay \$140 for the entire week. If release date is on a Wednesday, you must pay Sunday thru Wednesday.

All fees must be paid by Saturday or you will not be allowed out for employment the following week. If the sentence is 20 days or less all Huber fees must be paid in advance.

Self-employed Huber's must maintain a minimum of 2 weeks Huber fees.

There is a \$25 booking fee, \$8 urinalysis test, \$5 GPS strap fee and \$5 fee for jail sandals.

There is a one-time Huber transfer fee of \$100 for any inmate transferring Huber to Marquette County Jail.

Per State Statute 303.08(3), your paycheck and/or all earnings, this includes direct deposit, will be turned over to jail staff upon your return to jail. Your paychecks are not to be cashed by you. Your payroll stubs and/or Statement of Earnings or other written verification of hours worked and wages earned must accompany all earnings. This may include but not limited to copy of your Huber time cards. Your money will be deposited in and distributed to you from your Huber account.

You may receive 2 debit cards paid out from your Huber account per month, to pay any necessary personal expenses. These bills must be itemized in writing on a request slip and you may be required to provide proof of these expenses prior to approval.

You will be allowed to have a maximum of \$50 on your person while out on Huber.

All fees including any debt must be paid prior to practicing or transferring Huber.

Any positive balance of your Huber account will be returned to you when you are released from jail.

All Huber Inmates must submit to an initial Urine Test. The cost of this test is \$8. If you fail this test you will not be allowed to exercise your Huber/Work Release privileges until you pass this test. You will be allowed to retake the urine test after 24 hours from previous test, you will be charged \$6 for every test regardless of the results. You will be subject to random tests while you are incarcerated.

Your probation agent will be notified of any failed test results.

All fees are subject to change.

WORK SEARCH

You will be allowed to perform online searches in our jail with a jail issued computer.

MEDICAL/DENTAL APPOINTMENTS

It is your responsibility for scheduling any medical/dental appointments. All appointments must be verified and approved by Jail Medical Staff.

All requests must be submitted a minimum of 3 business days prior to the appointment.

You are responsible for all Medical expenses that you have acquired while in custody.

If currently not employed you will be transported by a Deputy for any medical/dental appointments.

HUBER TRANSFER

Huber transfer inmates serving a sentence in the Marquette County Jail are subject to a one-time \$100 transfer fee. Huber transfers that report and test positive for drugs or alcohol will be returned to county of conviction. Huber transfers are subject to classification approval.

AODA ASSESSMENT

You may be required to get an alcohol and other drug abuse assessment (AODA) as a condition of your sentence. This is scheduled through the Marquette County Clinical Services located at 480 Underwood Ave Montello, WI 53949. The phone number is 608-297-3124.

Any Huber inmate requesting new assessment classes while in custody must fill out a request form. The jail will contact Marquette County Clinical Services. The initial meeting will take place at the jail. Assessment classes may start approximately one month to the end of the incarceration or may take place after your release.

If assessment classes are required for driver's license reinstatement, fill out a request slip. The jail will schedule the assessment with Marquette County Clinical Services. The meeting will take place at the jail. You will be required to pay \$250 from your Huber account prior to the meeting.

ITEMS ALLOWED TO BRING INTO THE JAIL

- 7 T-shirts
- 7 Pairs of socks
- 7 Pairs of underwear
- 7 Bras (no underwire)
- 2 Pairs of long/thermal underwear
- Battery operated alarm clock

All clothing must be clean and white in color with no print on them.

You will be allowed to bring in multiple changes of work clothes; however, all clothes must fit inside limited locker space.

Hygiene items will not be allowed to be brought into the jail. Items are available for purchase through commissary.

IGNITION INTERLOCK DEVICE (IID) VEHICLE INSTALLATION REQUIREMENTS

If you are ordered by the court to have an IID (Ignition Interlock Device) installed, remember that it is required for every vehicle titled/registered to you.

State Statue 303.08(10R):

The Sheriff may not permit a prisoner who is subject to an order under s. 343.301 (1g) to leave the jail under sub. (1) unless, within 2 weeks after the court issues the order, the person submits proof to the sheriff that an ignition interlock device has been installed in each motor vehicle to which the order applies.

State Statute 346.65(7):

OWI 2ND and above, A person convicted under sub. (2) (am) 2., 3., 4., 4m., 5., 6., or 7. or (2j) (am) 2. or 3. shall be required to remain in the county jail for not less than a 48-consecutive-hour period. This will be enforced upon reporting and you will not be permitted to work during this time.

Electronic Monitoring Program (EM)

General Information

In accordance with Wisconsin Statute 302.425, a county Sheriff may place in the home detention program any person convicted of or sentenced for a crime. The Sheriff may transfer any prisoner in the home detention program to the jail.

While participating in the EM program, the inmate is still in the custody of the Marquette County Jail. Inmates who are placed in the EM program will be subject to the rules of the jail and the rules governing the work release inmates (Huber inmates).

The Marquette County Sheriff's Office has a contracted service to provide electronic monitoring services for the jail. Marquette County staff will supplement supervision in various ways including but not limited to; jobsite checks, in home visits and telephone calls.

Inmates interested in the EM program shall complete and submit an application for placement in the program. The application will be accompanied by an information packet that includes a description of the detention monitoring procedures, any applicable liability issues and information regarding fees.

The EM program will be billed on a weekly basis at the rate of \$20.00 per day or \$140.00 a week accordance with county ordinance and office policies.

EM inmates will be required to report to the jail on occasion at the discretion of the EM Deputies.

EM Qualifications

Prior to placement in the EM program, inmates shall meet all the following requirements.

- Be sentenced for a criminal traffic offense or a non-violent misdemeanor
- Have work release (Huber) privileges granted by the court
- Be free of any detainers (Warrants from other jurisdictions)
- Have a verifiable address in Marquette County
- Have a functional and verifiable working telephone
- Be employed full time (32 hours per week) earning at least minimum wage in Marquette County or a surrounding county, have a serious child care / elderly care issue, being enrolled in school fulltime, or have a verifiable medical condition that may prevent time to be served in the Marquette County Jail (Any and all conditions are reviewable by staff and the medical department of the jail.)
- Have served 25% of their sentence in jail, calculated before any sentence credit. (The remaining time to be served must exceed 10 days.)
- Have demonstrated a facility behavior record that is commensurate with community electronic supervision
- Have completed and signed an application
- Agree, in writing, to the random search of their person, home and vehicle while participating in EM
- Pay 2 weeks EM fees in advance, and maintain this 2-week advance payment while participating in EM

Participation Denial

Inmates who have any of the conditions, criteria, circumstances and / or charges listed in this section will not be allowed to participate in the EM program.

- Current conviction is a Felony
- Un-sentenced / Holds to include probation
- Crime causing death, great bodily harm or battery
- Convictions involving the sale of drugs; possession of drug convictions will be reviewed (case by case)
- Domestic violence crimes
- Ineligibility by order of the court
- Bail jumping
- Escape
- Non support
- TRO violations or Currently named in a TRO
- Weapon(s) violation
- Robbery
- Reckless endangerment
- Arson
- Intimidation of witness or victim
- Gang affiliation
- Sexual assault
- Child (victim) offenses
- Inmates determined to be a threat to public safety based upon a pattern of offenses or documented behaviors involving violence or threat of violence.
- Your residence is within an hour of Marquette County Jail

MARQUETTE COUNTY JAIL

Employment Verification Form

Inmates Name: _____ Date: _____

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TO BE FILLED OUT BY EMPLOYER

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Name of Business: _____ Phone Number: _____

Owner of Business: _____

Supervisors Name: _____ Phone Number: _____

Workers Compensation/Liability Insurance Carrier: _____

Policy Number: _____ Phone Number: _____

Job Title: _____ Job Location: _____

Next Pay Check Date: _____ Rate of Pay: _____

Method of Pay (Circle one): Paycheck / Direct Deposit

Pay Cycle (Circle one): Weekly / Bi-Weekly / Monthly / Other

Days of week employee will be working (Circle): SUN MON TUES WED THURS FRI SAT

Work Hours Start: _____ End: _____

Hours Worked Per Week: _____

I certify that all information provided on this form is true and accurate to the best of my knowledge. I will notify the Marquette County Jail if employment is terminated. I further agree to contact with any change in work hours, overtime needs or any non-compliance by the employee named on this form.

Employer Signature: _____ Date: _____

HUBER WORK SCHEDULE / JOB SHEET

Sunday / / Saturday / /

Do you want a huber lunch? YES NO

	Depart Jail	Start Shift	End Shift	Return to Jail
Sunday	am/pm	am/pm	am/pm	am/pm
Monday	am/pm	am/pm	am/pm	am/pm
Tuesday	am/pm	am/pm	am/pm	am/pm
Wednesday	am/pm	am/pm	am/pm	am/pm
Thursday	am/pm	am/pm	am/pm	am/pm
Friday	am/pm	am/pm	am/pm	am/pm
Saturday	am/pm	am/pm	am/pm	am/pm

Employer Name: _____ Phone Number: _____

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

How will you be getting to work? WALKING / DRIVING / RIDING

Driver Name: _____ Phone Number: _____

Driver DOB: _____ Vehicle Plate # _____

Driver Name: _____ Phone Number: _____

Driver DOB: _____ Vehicle Plate # _____

INMATE NAME: _____ Phone Number: _____

INMATE SIGNATURE: _____ Today's Date: _____

MARQUETTE COUNTY REQUEST OF HUBER TRANSFER

- A copy of the JOC, including transfer authorization, is required. CCAP documentation will not be accepted. Release date must be provided.
- Self-employment is reviewed on a case-by-case basis and may require additional documentation from the inmate.
- The inmate will be required to pay \$100 transfer fee, besides additional fees:
Booking Fee \$25.00, Huber fees \$20.00 per day, GPS strap fee \$5, Urinalysis Test \$8.00, Jail sandals \$5.00.
- Inmate must pass urinalysis test at the Marquette County Jail prior to approval. If inmate fails urinalysis test they will be returned to original facility.
- The inmate must comply with all financial requirements and rules. Failure to do so will result in return of inmate to county of sentencing.
- If an Ignition Interlock Device (IID) is required by the courts, the system must be installed prior to transfer.
- Inmate is required to maintain full-time employment until their release.
- A Health Transfer Summary will need to be faxed prior to their arrival. Any medical or mental health needs will need to be addressed prior to transfer.
- Inmates are subject to classification approval.

If the inmate meets the above criteria, please fax the following items to:

Marquette County Jail, Attention Huber Deputy at 608-297-9016:

- Employment information
- Judgement of Conviction
- Release Date
- IID installation proof (if required)
- Requested Transfer Date
- Health Transfer Summary

Transfer requests will be reviewed, and Huber Deputy will reply by fax accepting or denying the transfer, along with reporting instructions.

ACKNOWLEDGEMENT OF RULES

I have received and read or have had read to me this list of the Marquette County Jail Huber Rules and I understand them. I agree to follow all Huber Rules, Marquette County Jail Rules, and all Wisconsin State Statutes, City and County Ordinances in and out of the jail. I understand that if I do not, that my Huber privileges may be suspended or revoked.

If you refuse to sign this notice your Huber Privileges will not be approved.

Inmate Name (Printed)

Inmate Signature

Date

Jail Deputy Signature

Date