

HUBER TRANSFER:

Huber's must first report to the sentencing court's county jail, and a request for transfer sent to us.

To transfer to another county jail, you must report here and be booked in before a request to transfer can be made.

JOB SEARCH:

You will not be allowed out of the jail for job search unless approved by the Judge at the time of sentencing.

You will need to provide a list of employers where you intend on applying for employment. You are to provide proof from the employer indicating that you applied for employment and the date and time you arrived at the employer's establishment.

A valid social security card and an official photo identification card are required in order to be hired. Plan ahead and obtain these cards before you report to begin your jail sentence.

CHILD CARE:

If child care is approved by the sentencing Judge the children must be biological children of the inmate or the inmate is the legal guardian of the children. The children must live at the inmate's residence.

Birth certificates must be supplied.

A letter from the employer of the other parent/guardian with days and hours worked is also required.

TB SKIN TESTING:

All inmates incarcerated for more than 10 days must have a TB skin test. Once you have started your sentence you can set up a time within the first 10 days to have the jail nurse administer the TB test at no cost.

Or, you can provide documentation that a TB skin test was given and read within the last 6 months to the jail nurse.

Or, you can have your personal physician perform the test at your expense and provide the results to the jail nurse.

If you do not choose any of these options, you will be held in from work and transported to the Eagle River Memorial Hospital for a chest X-ray at your expense.

WHEN CAN I GO TO WORK:

You must remain in the county jail for not less than a 48-consecutive-hour period before being allowed Huber release.

HUBER

Vilas County Sheriff's Department

You have been sentenced to the Vilas County Jail with Huber privileges.

This pamphlet is designed to answer questions you may have prior to your arrival at the jail.

For additional information call: The Vilas County Jail at (715) 479-0617.

WHAT IS HUBER?

05/2004

The Court has granted you the privilege to work, seek employment, attend to the needs of family members and/or attend school or treatment programs.

The Sheriff's Department administers the Huber program under a strict set of rules.

Your behavior and the preparations you make will determine your ability to exercise Huber privileges.

WHERE SHOULD I REPORT?

Vilas County Jail
330 Court St.
Eagle River, WI 54521

DO NOT REPORT UNDER THE INFLUENCE OF ALCOHOL OR DRUGS!

You will be tested prior to being allowed out to work. By testing positive, you will be subject to disciplinary action and your Huber privileges may be suspended or revoked!

WHAT SHOULD I BRING?

Bring only a minimal amount of things with you such as hygiene products and a reasonable amount of clothing as storage space is limited.

Do not bring tobacco products, lighting materials or any sharp objects as these are prohibited in the jail.

Do not bring glass or metal items or food. Medications are allowed only if in the original container, and with a prescription. Medical staff will verify them.

WHAT ARE THE JAIL RULES?

Upon reporting to the jail, you will be provided with a written copy of the Jail/Huber rules with which you must comply.

Your failure to do so will result in discipline and can affect your ability to exercise Huber privileges.

You will be subject to routine and random searches, and alcohol and drug testing.

HOW WILL I GET TO WORK?

If reasonable, inmates exercising their Huber privileges may be allowed to walk to work.

If traveling by vehicle, the driver must have a valid driver's license, and be fully insured.

Valid vehicle registration is required.

You'll be allowed a reasonable amount of travel time for work.

WAGES AND HUBER BOARD:

If your sentence is 30 days or less, you will be required to pay all Huber fees in

advance, by cash or money order, before you will be allowed out to work. Huber fees are currently \$105.00 per week. There is a one time processing fee of \$25.00. If the sentence is greater than 30 days you will be required to pay your first 2 weeks Huber fees in advance.

If sentenced over 30 days, all wages earned while on Huber must be turned over to the Sheriff. Authorized payments for debts and expenses will be requested from the Huber bookkeeper during your sentence.

EMPLOYMENT VERIFICATION:

All employment is subject to approval by the Sheriff or designee and must be verified.

From your employer, you will need a letter verifying days and hours you work, pay rate and when you get paid. Self employed persons must provide a copy of their most recent income tax returns and their self employment ID number as verification. Your employer must provide proof of workmen's compensation insurance.

You will only be allowed out of the jail for work up to 12 hours per day (including travel time) and a maximum of 6 days per week, (NO Sundays) if required by your employer.