Gregory Herrick
Sheriff of Clark County
517 Court Street, Room 308
Neillsville, WI 54456-1902

1-800-743-2420
715-743-5278
888-847-2567 (TIP-CLSO) Confidential Tip Line
715-743-4350 - FAX

HUBER INFORMATION

1. You will be provided with a 10” x 36” locker in which to put your work clothes; shoes and hygiene products. All items must fit into this locker. You are allowed to keep 7 pair of socks and underwear in the Jail cell.
2. The Jail provides you with necessary linens and toiletries when you report to jail. You may bring in your own personal hygiene products providing they are new from the store. They will be kept in your Huber locker; you may use them when you return from work as you are required to shower through before returning to the Huber dorm. You will not be allowed to take these products into the Huber dorm with you, all hygiene products allowed in the Huber dorm must be purchased from the Jail’s canteen.
3. The Jail has washers and dryers available for you to use, the cost is $2.25 fee per load to use them. Your canteen account is billed for this fee. Therefore you must have money in your canteen account to be able to use the washer/dryer. You will not be allowed to take your laundry out of the Jail to have washed/dried.
4. You must complete the Employer Information form prior to reporting to Jail. Jail staff will verify your information with your employer. There is also a form that your employer needs to read; sign and return to the Jail. If you have any questions about this form please contact the Huber Officer at 743-5380. Please include your phone number, in case the Huber Officer has any questions.
5. Your payroll check and check stub must either be sent to the Jail by your employer, or be brought back with you. If you have direct deposit, you will be required to bring in a copy of your payroll check/stub.
6. Huber fees are $18 per day or $126.00 per week. Your Huber fees must be paid a week ahead. You will be provided with a receipt from the Huber Clerk when your fees are paid. There is a date at the bottom of this receipt which indicates the date your Huber fees are paid through. It is your responsibility to keep your fee’s paid up. If your Huber fee’s are late or have not been paid, you will be held in until they have been paid.
7. The Jail will provide you with your meals while you are out on Huber. Let Jail staff know if you are planning on taking a Jail lunch/supper with you when you are going out to work. If you are scheduled to go out early or come back late, you may take more than one meal with you or you may request one when you come back from Huber.
8. DO NOT report to the jail to begin serving your sentence while under the influence of intoxicants and/or controlled substances. This means an absolute sobriety of .00 blood alcohol concentration. You will be given a drug test when you are booked into the jail. If you report intoxicated you will be placed in a receiving cell and may be held in from Huber for up to 5 working days. This may also result in loss of Huber privileges and/or good time. You will be subject to random drug/alcohol testing while you are incarcerated.

9. If you are currently taking any prescribed medication, bring it with you in the original labeled container. Bring enough medication for the duration of your stay. If you run out of your prescription medication it will be your responsibility to get them refilled. Any narcotic medications or controlled substances must be approved by the jail doctor prior to coming to jail.
10. All valuables need to be left at home. Jewelry is not allowed in the jail (including wedding rings or jewelry from any piercing).
11. This is a tobacco free facility. If these items are on your person they will be considered contraband and will be treated as the same.
12. At the time of booking you will be given a visitor list in which you will be able to list 8 visitors including children and family members, only those listed will be allowed to visit and no changes are allowed for the first 30 days. Children must be accompanied by an adult immediate family member or legal guardian, who must also be on the visitor list.
13. The visitation week runs Monday through Sunday. Visiting is scheduled as follows:

    - 1-3 pm everyday
    - 6-8 pm on Thursdays and Sundays

    Legal holidays are from 1-3 pm and again from 6-8 pm. Visitors should call and schedule visits ahead of time as visits are limited to 1 per cell block in 30 minute slots. Visitors without an appointment may not be allowed to visit if a time slot is still available. You are allowed (1) 30 minute visit per week and only 2 visitors are allowed at a time. All visitors must provide identification, and all personal belongings are to be left in the vehicle or at home.

    Please inform family and friends that only verified Emergency messages are delivered by the jail staff. If these people wish to see/talk with you they may use the mail, visiting days, or you may call them from the phone in the jail cell. Incoming mail must have a complete return address including full name or it will not be delivered to an inmate.

14. A tuberculosis skin test is required for anyone serving a sentence longer than ten days. You may make arrangements with the Clark County Jail Nurse at 715-743-5376. The tuberculosis test must be completed prior to reporting to the Clark County Jail to begin your sentence. Huber inmates that transfer from another county will be charged $10.00 to have the tuberculosis test done unless current test results are provided to the Clark County Jail Nurse.

15. <u>Ignition Interlock Device (IID) Vehicle Installation Requirements</u>

    "A court shall order that **<u>each</u>** motor vehicle for which the person's name appears on the vehicle's certificate of title or registration be equipped with an ignition interlock device".
    WI Statute § 343.301(1g)

    OWI offenders granted Huber law work release must show proof of IID installation within two weeks of sentencing.

16. AODA Assessment

The Sheriff may not permit a prisoner who is imprisoned for a violation of WI Statute § 346.63(1)(2)(5)(6) to leave the jail under sub (1) if the prisoner fails to obtain the assessment or to comply with the driver safety plan ordered under WI Statute § 343.30 (1q)(c). This subsection does not apply if the prisoner does not have sufficient funds to make any payment necessary to obtain the assessment or to comply with the driver safety plan.

FAILURE TO REPORT TO JAIL ON THE ASSIGNED DATE AND TIME IS A VIOLATION OF WISCONSIN STATE STATUTE 946.425(1), AND IS A CLASS D FELONY. THIS MAY RESULT IN ANOTHER CONVICTION AND ADDED JAIL TIME.

If you have any questions regarding the information listed, please contact one of the Huber Officers listed below at Clark County Jail, 517 Court Street, Room 308, Neillsville, WI 54456, Phone (715-743-5380):

HUBER/EMPLOYER INFORMATION

1. All employment must be legitimate; verifiable; and meet Clark County Jail Huber requirements.
2. Inmates are required to report directly to work and directly back to the jail. Inmates are not allowed to make stops or leave work unless approved by jail staff and they have a Huber release slip.
3. Huber's are permitted to be released from Jail up to 12 hours per day and up to 6 days per week, which includes work hours and the time needed to travel to and from the work location.
4. You must make at least minimum wage to be eligible for Huber and you must be on the employer's payroll. You can not be paid in cash.
5. All inmates must be supervised by their supervisor; they cannot be supervised by another employee.
6. Inmates <u>may</u> be permitted to work on the following holidays providing the establishment is open for business and other employee's are also working:
   - Veterans Day
   - Labor Day
   - Good Friday
7. Employers must take state, federal, and social security from the employee's check.
8. If an inmate's job requires them to change locations, ex: construction, the employer will be required to call in locations daily/weekly (any time there is a new location). Failure to call in location will result in loss of Huber privileges up to loss of employment.
9. Inmates that do not have a valid driver's license are not permitted to operate employer's vehicles. If they have a valid DL and are required to operate a business vehicle, the employer is required to provide the jail with the license plate number and proof of insurance.
10. Work week runs Sunday through Saturday.
11. You are not allowed to have visitors, make phone calls, or leave the place of employment.
12. Employment and job location must be within 10 miles of the Clark County line. Employment obtained out of county while incarcerated must be at a fixed location and at an approved business.

I have read the Huber Information Form, and agree to abide by all Huber rules and regulations set by the Clark County Jail.

_____ _____

Inmate Signature Employer Signature

HUBER INFORMATION

1. You will not be permitted to be employed by family members unless you have been working there for over 1 year and can provide the previous years taxes showing them as your employer.
2. Self-Employment: You must have a verifiable established business and have tax paper work showing you have an established business. You must have a tax ID #; copy of your previous taxes; and liability insurance.
3. Child Care: You will not be allowed out for child care if the other parent is able to care for the children, or have someone else available to care for them. You must provide birth certificates for all children. You must provide the other parents employment information including a copy of their work schedule.
4. School: You must have receipts/paper work stating you are enrolled in school and you have paid for tuition and books. You will be required to provide the Jail with a copy of your class schedule.
5. Counseling/Meetings: Court ordered counseling/meetings will be at the discretion of the Huber officer whether you will be permitted to attend while you are incarcerated or once your have been released.
6. Doctor/Dental appointments should to be taken care of prior to coming to Jail. While incarcerated if you have medical concerns or needs, you will be required to go through the Jail nurse for approval.
7. If you do not have a valid driver's license, you must provide your driver's full name, date of birth, and license plate of the vehicle they will be driving along with proof of insurance. You may not change drivers without Jail staff approval (limit of 2 drivers).
8. You will be assigned to a Huber Officer; anything pertaining to your Huber will go through that officer. All Huber privileges are at the discretion of the Huber Officer.

EMPLOYER INFORMATION

Today's Date	
Inmate's Name	
Employer's Name	
Employer's Address	
Employer Phone/Cell	
Work Supervisor	
Your Job Title	
Rate of Pay	
How Often Paid	
Next Pay Date	
WORK SCHEDULE	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Does your employment require you to change locations? ☐ Yes ☐ No

If yes, your employer will be required to call in your locations daily/weekly as the job location changes. Failure to call in a location will result in loss of Huber privileges, up to loss of employment.

If you are self-employed, you will be required to bring in a copy of your previous years taxes and provide a Tax ID #.

Report to jail with a minimum of one (1) week Huber fees and your work clothing.

I, _____ will report on _____/_____/_____ at _____ AM/PM.

Driver's License Status: ☐ Valid ☐ Revoked ☐ Suspended

How are you getting to and from work? ☐ Driving ☐ Walking ☐ Riding

If riding, who with: DOB _____

(first/middle/last name)

Plate # on vehicle _____ Insurance Company Policy # _____

A copy of proof of insurance must be provided before you will be released on Huber.

Employer contacted and information verified? ☐ Yes ☐ No

Verified by/date _____

If self-employed, do we have a copy of previous taxes? ☐ Yes ☐ No

Tax ID # _____

Proof of liability insurance provided? ☐ Yes ☐ No

Copy of "Employer Information" signed and returned? ☐ Yes ☐ No

Huber fees paid? ☐ Yes ☐ No