



**LAFAYETTE COUNTY JAIL
HUBER LAW/WORK/SCHOOL RELEASE
PRISONER RULES AND REGULATIONS**



PURPOSE

The court has recommended your jail sentence be served under the provisions of Huber Law/Work Release privileges. Huber Law is a privilege. This privilege was established by Statute so persons confined to jail can maintain their employment, continue to support their families and meet other obligations. It is up to you to keep this privilege by obeying and following the rules and regulations of the jail in conjunction with the Huber Law/Work Release Rules and Regulations.

Rules and guidelines have been established to maintain an orderly and efficient operation of the Huber Section, maintain Jail security, and to ensure the safety and welfare of the inmates, staff and members of the public. These rules regulate the activities of inmates while outside the jail.

GENERAL INFORMATION

Any reported violation of the Lafayette County Jail Rules and Regulations or any reported violation of the Huber Law/Work Release Rules and Regulations will prompt an investigation into the violation. During the investigation, your Huber Law/Work Release privileges will be suspended until your disciplinary hearing. Any violation of the Jail Rules and Regulations or any violation of the Huber Law/Work Release Regulations may result in Huber Law/ Work Release being suspended or revoked.

The approval of any job is at the discretion of the Sheriff or his representative.

All property, including lockers, located within the jail may be searched without permission at any time and for any reason.

You will be subject to a strip search when leaving and upon returning to the jail. The Deputy may require you to take a breath, blood or urine test at your expense. Any refusal to these tests may result in disciplinary action, review by the sentencing court, or the probation agent if you are in the jail as a condition of probation.

EMPLOYMENT

You may continue your regular employment after all applicable Jail forms concerning employment are completed, Rules and Regulations of the Jail and Huber Law/Work Release are signed and dated and the Jail staff has verified your employment and means of transportation.

You must report to the jail to begin your sentence drug and alcohol free. A urine analysis will be conducted upon your initial booking or soon after. If you are positive for alcohol or drugs, you will not be allowed to leave the jail until a clean sample is provided. A second urinalysis will be done in approximately one week.

You are allowed to work a maximum of six (6) days with the seventh (7) day spent in jail. If working, you are allowed to be absent from the jail twelve (12) hours per day, including travel time. Travel time shall be determined by the jail staff on duty or the Sheriff. If your workday is done prior to the twelve (12), you must return to the jail.

Huber inmates must receive at least minimum wage.



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Employers must have insurance to cover you in case of injury, the means to pay Workmen's Compensation, or a form of like insurance, which will cover you while you are working.

Any change in your work schedule, which exceeds twelve hours, holiday work and any change in your employment will require a signed written notice from your employer prior to the change. Failure to provide a written notice from your employer will result in no change in your Huber/Work Release hours. If the jail cannot confirm past practice of working Sundays and Holidays, the change will not be approved. If you have been sentenced to 30 days or less you will not be allowed to change your schedule once it has been submitted by your employer.

An inmate must remain in the jail at least one (1) day a week. For this purpose, the week starts on Sunday and ends on Saturday. Sundays and holidays are considered non-work days. If you are required to work Sunday you must stay in one (1) day during the week.

You may not change jobs or seek new employment without prior approval from the Jail Administrator or Probation Agent.

Inmates will be allowed to work out of county with prior approval of the Sheriff's Office. To be considered for out of county work, inmates must have had the job prior to entering jail. Inmates may not search for employment out of Lafayette County unless it is approved.

Out of state employment is generally not allowed but may be considered on a case by case basis.

It is your responsibility to be up and ready for work prior to your release. Jail staff does not wake prisoners.

If you leave work early, you must report directly back to the jail.

SELF-EMPLOYMENT

If you are self-employed, one (1) week of Huber board must be paid in advance and this must be maintained through your incarceration in the jail. You must have been self-employed prior to your arrest and you will furnish proof of self-employment by providing a Federal and State Tax ID number. If you do not have a Federal and State tax ID number, you are in violation of the law and will be reported as such and you will not be permitted to work. If you farm, you will need to furnish scheduled tax forms. Self-employed prisoners must have proof of insurance to cover themselves in case of injury.

All self-employed prisoners must supply a daily activity log.

UNEMPLOYED HUBER

If you are unemployed and granted Huber privileges by the court, you are required to exhaust all efforts to obtain a job by completing applications for employment that are available at Furst Staffing. You may be allowed to leave the jail two (2) times a week to seek employment in Lafayette County at Furst Staffing. Work Search is permitted on Tuesdays and Thursdays. You will be allowed one application at a time. An honest effort must be made to seek employment. After four (4) weeks or (4) application no further work searches are



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allowed, however you may attempt to arrange an interview through the mail, a friend or relative and if approved the jail staff may allow you to attend the interview if it is determined there is a reasonable chance of obtaining employment.

In an event a job interview is offered, the jail staff will verify such an interview.

Work search is limited to Lafayette County only. No out of county or out of state work search is permitted unless approved by Jail Administrator.

You may not stop at your residence or conduct business obligations while out of the jail on work search without prior approval of the jail staff.

Jail staff may refuse the right for work search if there are behavior problems or Jail Rule and Regulations violations. Jail staff may also refuse work search due to inclement weather conditions.

Inmates shall not be allowed to car pool to job locations. You will have to arrange for your own transportation to and from work.

As a inmate, you are not allowed to work for another inmate, or any person who has been released from jail within thirty (30) days of your beginning employment with that person.

CHILD CARE

If Childcare is granted through the court, Childcare is for the prisoner's own children. Childcare is limited to six (6) days with the seventh day spent in jail. Childcare is limited to twelve (12) hours per day including travel time. Childcare is limited to Lafayette County.

- A. Childcare duties shall be performed at the home of the prisoner.
- B. The prisoner performing childcare shall be the only adult at the residence.
- C. The prisoner may not leave the residence, unless the jail grants permission.
- D. The prisoner shall not make phone calls from the residence, unless the jail staff grants permission. Exception includes the need for police, fire or ambulance services.
- E. You must provide a working phone number within the residence.
- F. All Huber Law/Work Release Rules and Regulations apply along with the Jail Rules and Regulations.
- G. Lafayette County Sheriff's Office personnel or other law enforcement authorities, designated by jail staff, may come to the residence at any time to insure compliance. You shall comply with any surprise inspection.
- H. If the jail staff has reason to believe you are misusing the childcare privilege in any way, it may be limited or revoked.

SCHOOL

If School Release is granted through the court, you will need to provide a school schedule, and follow the jail rules and regulations.

TRAVEL TIME



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Travel time to and from work, school, counseling and any approved appointments will be determined by the jail staff for the time and distance required for making the trip. You are to take the most direct route of travel to your destination. Total time out of the jail will not exceed twelve (12) hours, unless approved for extended hours. Huber prisoners will be allowed to operate a motor vehicle if the following are verified: proof of Valid Driver's License, Valid Registration and Liability Insurance, a vehicle in good operating condition in which a deputy may inspect for safety and reliability prior to work release. You must notify jail staff of where and when you will be stopping for fuel.

The above requirements also apply to someone else taking you to and from work.

Multiple drivers and vehicles are not permitted, unless prior approval. Once you are authorized to ride with a specific person and vehicle, you shall not ride with a different person, unless prior approval. Your driver must have adequate gas to transport you to and from work as they will not be allowed to stop while you are in the vehicle.

6. Whenever you are not working, you shall be confined to the jail. All of your free time is to be spent in jail, which includes Sundays and Holidays.
7. There is per day charge to all Huber Law/Work Release inmates that are employed and/or receiving an income. Inmates working three (3) or more days are subject to be charged a full week of Huber. The fee will be charged for each day you are sentenced to spend in the jail. The County Board establishes the daily fee. This charge is based and subject to change according to all current costs of the County Jail. If the fee is not paid, you will not be allowed to work. Self-employed and Huber transfers must pay one week Huber fees in advance and must maintain their account one week in advance. It is your responsibility to keep your account paid in full. Your board includes meals, taken or not.
8. Monies will be given to you for use at work to cover personal expenses. This amount is subject to alteration by the Sheriff, Chief Deputy or Jail Sergeant.
9. All of your earnings, including unemployment compensation and unemployment training benefits, are to be submitted to the Jail Staff with a report or check stub listing your total hours, gross earnings and deductions. Jail Staff will deposit it in your Huber Trust Account. Monies in the account will be disbursed, as set up by State Statutes and any court order issued. If your employer requires your paycheck to be directly deposited into your checking account, you will be required to maintain your Huber account one week in advance. You also must provide a copy of your pay stub to staff
#303.08(4): By order of the court, the wage, salary, unemployment compensation and employment training benefits received by the prisoner, shall, be disbursed by the Sheriff for the following purpose in order stated:
 - a. The Necessary travel expenses to and from work.
 - b. Support of the prisoner's dependents (if applicable).
 - c. The board of the prisoner.
 - d. Other incidental expenses of the prisoner.
 - e. Payment, either in full or ratably, is the prisoner's obligation acknowledged by the prisoner in writing or which have been reduced by judgment.
 - f. Upon release, any and all monies accumulated above all expenses known, shall be returned to the inmate.



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10. You will be released from the Jail in time to be to your job. Loitering to or from your place of employment is prohibited. No stops of any type are allowed while traveling to and from work. You shall not visit with friends, acquaintances, wives or husbands before, after or during working hours or any other time away from jail. No personal telephone calls are allowed at your place of employment without permission of the Sheriff, Chief Deputy or Jail Sergeant. Prisoners waiting for rides are to wait in the lobby of the Sheriff's Office. You shall not be allowed to wait outside. Loitering outside the lobby area is prohibited. Inmates returning from work shall report immediately to the Sheriff's Office/Jail lobby area and wait for jail staff.
11. Any entry into a public tavern or liquor store or any public/private place that sells or serves intoxicants is forbidden at all time to Huber Law and Work Release inmates. You are not allowed to drink alcohol or use anything, including medicine that contains alcohol or intoxicants while a prisoner of the Lafayette County Jail. The use or possession of marijuana, controlled substances and or non-prescription drugs is not permitted.
12. Prescription drugs shall be given to you by the jail staff.
13. All tobacco and smoking material is considered contraband and will not be allowed on the premises.
14. No packages may be accepted through the mail, unless arrangements have been made with the Jail Sergeant in writing prior to the packages arrival. All packages are subject to search.
15. Meals will be served at regular hours daily and a packed lunch will be provided for Huber inmates who miss the normal serving hours. Not taking a packed lunch will not reduce your daily Huber cost. All meals not eaten at the jail will be eaten at the job site or a pre-approved destination. You are not permitted to eat meals or take breaks in restaurants, any other establishments or residence.
16. Your bunk is to be made in the morning prior to going to work daily. Your area is to be clean and in order also prior to going to work. All inmates sentenced on the Huber Law and Work Release must maintain a clean and sanitary appearance while in or outside the County Jail.
17. You are not allowed to have excessive monies on your person at work or in the cell area.
18. Each inmate will be assigned a locker. All items including clothing, money and shoes will be placed in the locker. The inmate is responsible for locking the locker after each use.
19. When released from and when returning to the jail all Huber inmates will completely change out all clothing items. The jail uniform, underclothing, socks, T-Shirts etc. will be placed in the appropriate bin when being released from the jail for any purpose. Upon return to the jail all street clothes, socks and underclothes will be placed in the inmate's locker.
20. Work clothes must be cleaned regularly, however the jail does not have the capability to clean clothes that are excessively dirty. You will need to make arrangements to have friends or family pick-up your work clothes on a weekly basis. The jail staff will wash your undergarments on a weekly basis. Lafayette County will not be responsible for loss or damage to personal clothing or property.



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- 21. No gambling is allowed at the jail what so ever.
- 22. Huber Prisoners are responsible for their own medical and dental expenses incurred while a prisoner of the Lafayette County Jail. Medical requests (non-emergency) will be submitted to the jail staff for approval. All appointments including, dental, medical, probation, and human services will be made on workdays, either before, during or after work. Jail staff will verify all appointments. The inmate seeking any medical appointment to a Clinic, while out on Huber will have any prescribed medications sent to Hartig Drug in Darlington for proper packaging. The medications need to be approved to be accepted in jail. The inmate also must return or have sent an After Visit Summary. Emergency Medical Requests must be submitted to the jail staff immediately. The Jail staff will assist the prisoner in obtaining medical treatment.
- 23. If you have been sentenced as a Huber Law Inmate, you can earn up to one forth (1/4) good time from your total number of days to be served (I.e. 40 days total-good time would be 10 days.) If you have been sentenced to the Jail as a work release prisoner, which means the time to be served is a condition of probation, then you do not have any good time allowed to you. (I.e. 40 days is 40 days to serve.)
- 24. If you have been sentenced for violating sections 346.62 to 346.64 you shall be required to remain in the jail for the first 48 consecutive hour period.
- 25. If you have an upcoming court appearance in another county, you must notify Jail Staff.
- 26. Violations of Huber Law/Work Release regulations will result in less good time or revocation of Huber Law and Work Release privileges. You can be taken to court and charged either to be given more jail time or be sent to a State Institution if the charge is a felony, rather than a misdemeanor.

DISCIPLINARY ACTION

These rules, in addition to rules and regulations found in additional sections of this print, will govern your conduct. In cases where your conduct violates a law, formal charges will be issued along with Jail disciplinary action. Any violation of jail rules or Huber Law/ Work Release Rules will result in investigation of the rule violation, and he/she is subject to a disciplinary hearing or revocation of your Huber Law/ Work Release privileges.

**DISCIPLINARY GUIDE FOR
INFRACTIONS OF RULES AND REGULATIONS**

RULE #5	Work Days Lost; Minimum 1 Maximum 5 Goodtime Lost; Minimum 1 Maximum 2 Traffic charges or return to court for revoking work rights.
RULE #6 #9, #10	Work Days Lost; Minimum 1 Maximum 5 Goodtime Lost; Minimum 1 Maximum 2
RULE #1 #13	Work Days Lost; Minimum 3 Maximum 5 Goodtime Lost; Minimum 1 Maximum 2 Revoking Working Rights and Added Charges Possible



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RULE #16 Work Days Lost; Minimum 1 Maximum 5
#17, #20 Goodtime Lost; Minimum 1 Maximum 2

The above guidelines shall apply to any due process hearing that might be held in the matter of an inmate violating the Rules and Regulations of Work Rights for Huber and Probation inmates. Loss of Goodtime, Work Days and added charges apply to all Huber prisoners.

I have read and understand the Huber Law/Work/School Release Prisoner Rules and Regulations.

Name: _____ Date: _____

Witness: _____ Date: _____

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MJP
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