



JUNEAU COUNTY JAIL HUBER SECTION

HUBER INMATE RULES, REGULATIONS, AND INFORMATION PACKET

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I. Preface

In accordance with Wisconsin State Statutes, the mission of the Juneau County Jail Huber Section is to safely and securely confine individuals serving a court imposed jail work release sentence, condition of probation, bail, and/or child support,

While in custody at the Juneau County Jail Huber Section, you will be expected to follow the rules which have been adopted for the purpose of maintaining proper custody, control, and ensuring the safety of the entire inmate population.

The purpose of this booklet is to make you aware of the Huber Rules and to serve as an informational resource outlining Huber Inmate privileges. If you have questions, or do not understand the information provided, please ask for an explanation or clarification. The booklet is subject to change as changes in policy and procedure dictate. Inmates will be provided sufficient notification of any changes prior to their implementation.

Huber Rules are an addendum to the general jail rules. **All Huber Inmates are expected to follow all rules, general and Huber, at all times.** Failure to do so may result in disciplinary action and possible loss of Huber privileges.

II. General Rules and Regulations

These general Huber Rules are in **addition** to the general jail rules. As mentioned earlier, you are expected to follow all of the jail rules.

1. No smoking materials or chewing tobacco is allowed in the Juneau County Jail. This includes leaving these items in your Huber Lockers. Any smoking or chewing tobacco items that are found will be confiscated and disposed of and you will be disciplined accordingly.
2. No alcohol/or drugs is allowed in the Juneau County Jail Huber dorms. Any Huber inmate caught in possession of alcohol or "hooch," or caught with materials to make "hooch," will be disciplined accordingly. The alcohol or "hooch," including containers, will be destroyed after it has been tested for alcohol content.
3. Inmates may not use facility fixtures as exercise equipment. This is to include, but not limited to: use of tables as a sit-ups chair or for dips, use of any fixture for a pull-up bar, or use of any linens to restrict movement or used to hold items for weights.
4. The dayroom area will be clean and orderly. All books, games, etc. will be neatly stacked on the shelving system provided.
5. If any Juneau County Jail property is damaged or destroyed, the inmate that is responsible will be responsible for all replacement costs of the item(s) in question. In addition, they may be charged with Criminal Damage to Property.
6. Non-working Huber inmates will be allowed to fill-out a packet from INTEGRATED STAFFING as long as they have two forms of identification, i.e. Driver's License or State Issued ID Card and Social Security Card. Out-of-jail work search will not be allowed. Huber inmates may be allowed to attend interviews if the interview has been verified ahead of time. The majority of sentenced inmates are given 60 days to report for their jail sentence. The Juneau County Jail encourages all unemployed Huber inmates to find employment prior to reporting to start their sentence.
7. **If any Huber Inmate is a behavior/discipline problem, they may be re-classified to the pods according to their criminal history and may have their Huber revoked.**

8. All Huber Inmates will be subject to random drug and alcohol testing. Reporting Huber Inmates will be tested for drug and alcohol when they enter the jail. If there is a positive test, the reporting Huber Inmate will be held in from two days of work immediately following the positive test. **Huber transfers that report and have a positive test will be returned to the county of conviction.** Any subsequent positive tests will result in the revocation of their Huber privileges. A refusal of any test will be considered an automatic admission of guilt. Any refusals or positive tests will be grounds for disciplinary action and revocation of Huber privileges. **Alcohol and/or drug use is prohibited while on Huber.** For positive tests during random testing, the first offense will be treated as a positive test upon admission, the second offense will lead to Huber revocation.
9. Jail Deputies may search your property at anytime while you are incarcerated. You do not have to be present during the search. There is no right to privacy while you are incarcerated.
10. Information on any rides, i.e. who is giving them, copy of driver's license(s), insurance information, and proof of vehicle registration must be given to the jail prior to leaving for work or medical appointments. In addition, the driver and vehicle must be licensed/registered in the State of Wisconsin. (Non-working Huber's will be escorted to all appointments, unless given prior authorization from a supervisor.)
11. All requests for appointments **SHALL** be given a minimum of 48 hours in advance. Any request received within 48 hours **SHALL** be denied.
12. Huber inmates will not be allowed to leave the jail or work to get haircuts unless their work schedule conflicts with the jail haircut schedule.
13. Huber inmates that leave the jail for medical appointments, court dates, etc. will travel directly to the appointment or court date and return immediately after completion to the jail. (Non-working Huber inmates will be escorted, unless prior approval has been granted by a supervisor). There will be no stops or contact with family members or friends unless authorization has been given by the Huber Deputy.
14. Huber inmates will not be allowed to go shopping for clothes while they are in the jail unless approval has been given by the Jail Captain or designee. Whites, i.e. socks and undergarments, can be purchased through commissary or mailed in new and in the package.
15. Small battery operated alarm clocks and/or wrist watches will be allowed in the Huber Dorm. **NO** other electronic devices, cell phones, i-pods, hand held gaming devices, etc., shall be allowed. If you are found to be in possession of these type of electronic devices, a letter will be sent to your sentencing Judge asking for the revocation of your Huber.

III. Work Release Rules and Regulations

Rules governing work and facility release are as follows:

1. Huber Inmates may not make unauthorized stops while out on work release. You must travel directly to your place of employment and directly back to the jail. You must be available at your work site at all times. You may only leave your work site during your scheduled work hours with permission received from a Jail Deputy. Should a Jail Deputy be unable to contact you at your work site via telephone or in person, you will be denied work release privileges pending an investigation and a disciplinary hearing.
2. Huber Inmates are required to take the most direct route to and from their permitted destination utilizing streets and/or sidewalks.
3. You may not stop at your home residence while on work release unless permission is received from the Huber Lieutenant.

4. You may not use the telephone while out on work release unless approval has been given by the Huber Lieutenant.
5. Huber Inmates will not receive visits from family or friends while at work.
6. All Huber Inmates must earn minimum wage and work a minimum of thirty-two hours per week to be allowed to work at their job.
7. Each employer must provide the Juneau County Jail with a Certificate of Workman's Compensation Insurance. Self-employed individuals do not need to provide Workman's Compensation for themselves; however, their business must be insured.
8. Weekly work schedules must be received no later than the **Wednesday** before the new week. All schedules must be on company letterhead or a Juneau County Jail Huber Section Schedule Sheet. A supervisor must sign all weekly schedules. In the event that a person works the same schedule from week/week, their supervisor can just note that on the schedule when it is faxed in.
9. Huber Inmates who do not have a specific work location, i.e. trucker, logger, carpenter, etc., must submit specific work locations with their weekly schedule. The address must be included. Failure to provide work locations will result in the denial of Huber privileges until all work locations can be verified. Huber inmates will not be allowed to leave their respective job site unless approval has been given to them by a Jail Deputy.
10. Huber Inmates are only allowed to work one job **or** childcare/adult care, not both. Switching of jobs will not be allowed unless permission has been given by the Huber Lieutenant.
11. Huber Inmates who quit a job without permission **or** are terminated may be subject to disciplinary action.
12. Huber Inmates will be allowed out a maximum of nine, (9), hours per day, travel time included, unless other arrangements have been made with the Huber Lieutenant. **A maximum of twelve, (12), hours per day will be allowed out, including travel time, with permission granted from the Jail Captain or designee.**
13. Huber Inmates are not allowed to work more than six, (6), days in one week. The Juneau County Jail Huber Section work week is **Monday through Sunday**. There will be no exceptions to this rule. By state statute, a Huber Inmate **must** remain in the jail one day per week.
14. Huber Inmates required to work overtime must have their supervisor fax an overtime request to the jail asking for permission for the Huber Inmate to stay extra. The request must be on company letterhead and have the supervisor's printed name, signature, telephone number, and amount of time requested to be out, (not to exceed 12 hours).
15. **All clothing/undergarments, i.e. shirts, pants, socks, tee shirt, underwear, etc., will be removed upon return from work. Any item of clothing worn out to work will not be worn back into the Huber Dorm until it has been washed.**
16. Upon return from work, all Huber Inmates will be subject to a strip search of the outer body. Refusal to allow a strip search to be performed will be grounds for disciplinary action. A shower will be required before entering back into your dorm.

17. Huber Inmates will be allowed to work out-of-county if the following criteria is met: 1. They are employed* at Ho-Chunk Casino, Grede Foundry, or the Wal-Mart Distribution Center in Tomah. 2. They have been employed six months or longer. 3. There has been an attempt made to transfer to the county where they are employed. *Exceptions to the place of employment may be made as long as there has been six months of continued employment prior to entering the jail.
18. If a Huber Inmate leaves before 0700 hours, they can take a bag breakfast with them in addition to a bag lunch. If the Huber inmate is returning after 1700 hours, they may take an extra bag lunch with them. **Any Huber that returns after 1700 will not be given a meal.**

IV. Self Employment

A Huber Inmate may be released for self-employment provided the following requirements are met:

1. The Huber Inmate must provide us with proof of self-employment via tax records, client lists, and work contracts, (past and present). Furthermore, it must be proved that the business has been operating on a regular basis for at least six months.
2. All self-employed Huber Inmates must provide accurate work locations and have the capability to be reached by telephone at all times. Self-employed work schedules must be turned in for the following week on **Wednesday**.
3. Self-employed inmates may not be released to work on their own property while in jail unless approval has been granted by the Huber Lieutenant.

V. Family or Childcare

If you have been granted family or childcare privileges by the court, you may request to be released from the Huber section for this purpose; however, family and childcare is not granted as a means to maintain direct contact with family members and/or to conduct off-site visitations.

All requests for family/childcare requests must include an explanation of need, i.e. young child unable to care for him/herself and the other parent or family member/friend is unable to provide care, or special physical or psychological needs that the older child or family member is unable to accomplish or take care of by themselves.

For the purpose of the rule booklet:

1. **YOUNG CHILD** is defined as a child 12 years of age or less;
2. **OLDER CHILD** is defined as a child 13 years of age through 17 years of age;
3. **FAMILY MEMBER** is defined as a child 18 years of age or older, spouse, mother or father.

The Huber section will require proof of need. Proof of need will include, but is not limited to:

1. Parent or family members work and/or school schedule.
2. Written notification of need prepared by the family members attending physician.
3. Birth Certificates.
4. Adoption Papers
5. Proof of Guardianship.
6. Marriage License.

Also, if the request is to provide care for an older child or family member, the Huber Inmate must provide written documentation of need from the attending family's medical and/or mental health practitioner. The documentation must include the family member's specific condition or illness and the type of care the inmate will be required to provide.

In addition, immediate family for the purposes of adult care is limited to spouse or significant other, mother and/or father.

Based on the reasonableness of the request and pertinent information that was or was not provided, the request will be granted or denied at the discretion of the Jail Administrator or designee. Family or childcare is a privilege and can be revoked at any time for a violation(s) of Huber Center rules and regulations:

1. The family or childcare site must have an operable telephone where you can be contacted at all times.
2. You must take the most direct route to and from the family or childcare site without any unauthorized stops or deviations. Any stops or deviations must be authorized by the Jail Administrator or designee.
3. Family or childcare is only allowed at your, the child's or family member's primary residence. You, the child, or family member must have resided at this residence prior to reporting to the Juneau County Jail Huber Section.
4. Childcare will be a minimum of 32 hours to a maximum of 60 hours per week and no more than nine, (9), hours per day, travel time included, unless other arrangements have been made with the Huber Lieutenant. **A maximum of twelve, (12), hours per day will be allowed out, including travel time, with permission granted from the Jail Administrator or designee.**
5. No other adults or visitors will be allowed at this residence. You may not leave the house during the childcare hours unless it is an emergency without permission, i.e. no going to the local park.
6. All work schedules for the person you are providing childcare for the following week will be turned in by Wednesday. Failure to turn in a schedule will result in you not being released the following Monday for childcare privileges.

VI. Education

The Juneau County Jail Huber Section promotes educational opportunities for inmates. If you are interested in attending GED/HSED/GOAL programming at WTC or a local high school (**if you were attending**) you must submit a written request asking for permission to attend this programming to the Jail Administrator or his designee.

VII. Holiday Work Release

The following is the Juneau County Jail Huber Section Work Release Policy on Holiday Releases. In order to be eligible for release privileges on any holiday, the following provisions must be met:

1. Your employer **must** provide us with a holiday schedule on company letterhead stating that you will be working on the holiday. The holiday schedule must have your supervisor's signature and telephone number. This schedule **must** be received a minimum of seven days before the holiday. Any schedule received for the holiday after this point will be denied.
2. You must have a supervisor on-site to be eligible for holiday work release.
3. You must have a permanent building/work-site as a work location.

4. There must be a telephone located at your work site.
5. You must be available at your work site at all times for on-site checks or checks via telephone.
6. Only essential service employees will be allowed out to work on the major holidays with Huber Deputy approval. **Essential service positions include restaurants, gas stations, hospitals/health care facilities, or stores that remain open year round.**
7. **Holiday release will not be allowed for inmates exercising privileges for dependent care, self-employment, or school release.**
8. Major holidays include: New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
9. The following days that are in conjunction with major holidays will require a letter from the employer to be let out to work: The day after Thanksgiving, December 24th, and December 31st. If there is no letter received from the employer a minimum of seven days before the holiday, you will not go out to work.

The Juneau County Jail reserves the right to refuse work on any of the major holidays mentioned above if it is determined that the Huber in questions is in a non-essential position.

VIII. Paychecks/Huber Fees/Requests for Money

The Sheriff or designee, in accordance with ss 303.08, will control all monies earned with deductions made in accordance with state statute. If you are incarcerated for more than twenty, (20), days, your paycheck must be mailed to the Juneau County Jail. For **ALL** Huber sentences of twenty, (20), days or less, all Huber fees must be paid in full and in advance. Should the jail not receive your entire payroll check, or should your payroll amount vs. the hours-worked come into question, you will be denied release privileges until the issue is resolved.

Upon entering the jail, and before being released for employment or child care issues, there must be \$210.00 in your Huber account to cover the first and last week of Huber fees or \$150.00 in your Huber account to cover the first and last week of childcare/adultcare fees. An additional \$25.00 will be taken out to cover the Booking fee.

If you or your significant other, (child care), earn wages, salary, unemployment compensation or employment training benefits, you will be required to pay Huber fees. Huber fees are charged at the rate of \$105 per week. All employed Huber Inmates must remain current with their weekly Huber payments and maintain a minimum of \$105 in their Huber account. If a Huber Inmate fails to remain current with their Huber fees, they will not be allowed out to work until fees are caught up.

Huber fees for child/adult care are \$75 per week. Huber's that are enrolled in school do not have to pay Huber fees.

Huber Inmates may not be released from jail at the end of their sentence if all Huber fees are **not** paid in full.

Requests for money to be withdrawn from your Huber account must be turned in on Sunday night no later than 2230 hours on a **gold request form**. All requests are filled on Monday.

IX. Living Area

All Huber Inmates of the Juneau County Jail Huber Section must keep their assigned bunks and living area neat and clean at all times.

1. All personal/jail property must fit inside the jail issued bin or on your shelf. Property that does not fit will be placed in Huber Locker until it can be removed from the facility. No property may be stored on your bunk or under your mattress.
2. The only items that can be left under your bunks are your bins and shower shoes.
3. Bunks must be neatly made at all times, unless they are occupied.

X. Hygiene/Laundry

Each Huber Inmate will be issued linen and hygiene items at time of admission to the Juneau County Jail. Please look at the general jail rules for a specific list.

The following are rules that apply specifically to Huber Inmates:

1. All Huber Inmates will shower once per day. This includes inmate workers. Razors will be offered Monday, Wednesday, and Friday around 0500 hours. **Please note, this shower does not include the shower you take when you return from work in the Huber Locker Room.**
2. Huber Inmates must wear their complete jail uniform at all times, including shoes, unless you are in your bunk, using the shower, actively exercising according to general jail rules or have been given permission to alter the uniform. Sleeves or cuffs will not be rolled or cuffed unless permission is received from a Jail Deputy. Your hands must remain in view at all times and may not be hidden either under your uniform top or in your uniform pants.
3. Uniforms and linen will be exchanged Sundays. Whites will be washed on Sunday. Towels and washcloths will be exchanged Wednesday and Sunday.
4. Working Huber Inmates will be required to complete their own laundry. There is a sign-up sheet located in the Huber Hallway just outside of the Huber locker room. While completing laundry, Huber Inmates must remain in the laundry room unless directed otherwise by a Jail Deputy. Laundry detergent may be purchased through commissary. Huber Inmates **will not** be allowed to take their laundry out of the building to get it clean. Each Huber inmate will be allowed to complete their laundry two times weekly. Additionally, you must be signed-up to complete your laundry in advance.

Prior to starting your laundry, all pockets will be turned inside out, all socks will be turned inside out and each item of clothing will be shaken out. All clothing will be searched with a metal detector.

5. Huber Inmates will not be allowed to leave the jail to get a haircut or get a haircut when they are out to work unless their work schedule conflicts with the jail haircut schedule.

XI. Medical Appointments/Cost

All medical appointments should be set-up through jail health services so that your medications and well-being can be monitored. If you have any medical issues, please put in a nurse request. Jail Health Services currently works Monday-Friday, 0800-1600 hours. All medications will be delivered to the jail by Phillips Pharmacy unless prior arrangements have been made with jail health services for an alternative provider. (Non-working Huber's will be escorted to medical appointments.)

Working Huber inmates may schedule their own medical appointments; however, they must be approved and verified through medical before attendance will be allowed **unless** it is an emergency situation.

Non-working Huber inmates will not be allowed to schedule their own medical appointments. All appointments will be scheduled via Jail Health Services.

Huber inmates are responsible for their own medical expenses while they are incarcerated.

XII. Inmate Workers

All inmates, sentenced or un-sentenced may be eligible for Inmate Worker status. Sentenced inmates may receive time off from their sentence with approval from the sentencing court, Juneau County District Attorney, Probation Officer and the Juneau County Jail Administrator or designee. Un-sentenced inmates who become inmate workers only need approval from the Juneau County Jail Administrator and are not given credit for any work as an inmate worker; however, they will be reclassified to Huber.

Inmate Workers may be issued specific assignments that will include, but are not limited to: floor maintenance, laundry, general cleaning, painting, kitchen duty or working at the Juneau County Landfill. It should be noted that employed Huber inmates are not eligible for inmate worker status.

If an inmate worker violates Jail, Huber or Inmate Worker Rules, in addition to the punishment set forth for the violation, they will follow the same criteria as listed under the Huber Rule Violation Offense Code. However, instead of losing two work days for the first offense, they will lose 48 hours. The second offense shall remain the same.

The Huber Lieutenant or designee will calculate all hours worked. All credit for hours worked will cease to accumulate 24 hours prior to your release date.

The Juneau County Jail reserves the right to choose inmates for the Inmate Worker Program at its discretion. Those inmates who are charged and/or sentenced with a combative felony shall not be eligible for the inmate worker program.

XIII. Huber Inmate Discipline Process

The purpose of inmate discipline is to correct inappropriate behavior and to aid inmates in their attempt to comply with the Juneau County Jail Huber Section rules and regulations and to provide consequences for failing to abide by the rules and regulations adopted to maintain a safe and secure environment. **Claimed ignorance of rules and regulations will not be a valid defense and will not negate imposing a sanction(s) for the infractions(s).**

Any willful or inadvertent act committed by an inmate, which is also a violation of federal or state laws, or local ordinances, will be referred to the district attorney's office for prosecution. Prosecution does not negate imposing a disciplinary sanction as outlined at the end of this rule booklet.

Please review the **Huber Rule Violation Offense Code** listed below for the discipline process.

XIV. Release from Custody

The normal release time on your release day is 0730 hours. However, exceptions may be made if you are scheduled to leave for work prior to 0730 hours. **You must have all your Huber fees paid in full prior to your release. If you do not have the funds in your Huber account, you may be held until your fees are paid in full or have met with the Huber Lieutenant to discuss a possible payment plan.**

XV. Conclusion

Anytime that you have a question regarding the rules found in this booklet, please ask a Jail Deputy for clarification. **Your adherence to the Juneau County Jail and Huber Rules will help ensure that you retain your Huber privileges throughout your incarceration.**

Updated: 08/09/2012

HUBER RULE VIOLATION OFFENSE CODE

1. MAJOR/MINOR GENERAL JAIL RULE VIOLATION

1ST OFFENSE WORKING HUBERS: LOSS OF TWO DAYS OF WORK OR TWO DAYS GOODTIME. NON-WORKING HUBERS: LOSS OF TWO DAYS OF GOOD TIME **HUBER TRANSFERS WILL BE RETURNED TO THEIR COUNTY OF CONVICTION.**

2ND OFFENSE WORKING AND NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

2. HUBER RULE VIOLATIONS, SECTIONS II, III, IV, V, VI, VII, VIII, and IX.

1ST OFFENSE WORKING HUBERS: LOSS OF TWO DAYS OF WORK OR TWO DAYS GOODTIME. NON-WORKING HUBERS: LOSS OF TWO DAYS OF GOOD TIME **HUBER TRANSFERS WILL BE RETURNED TO THEIR COUNTY OF CONVICTION.**

2ND OFFENSE WORKING AND NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

3. ENTRY OF TOBACCO PRODUCTS INTO THE JAIL

1ST OFFENSE WORKING HUBERS: LOSS OF TWO DAYS OF WORK OR TWO DAYS GOODTIME. NON-WORKING HUBERS: LOSS OF TWO DAYS OF GOOD TIME **HUBER TRANSFERS WILL BE RETURNED TO THEIR COUNTY OF CONVICTION.**

2ND OFFENSE WORKING AND NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

4. TEST POSITIVE FOR DRUGS

1ST OFFENSE WORKING HUBERS: LOSS OF TWO DAYS OF WORK OR TWO DAYS GOODTIME. NON-WORKING HUBERS: LOSS OF TWO DAYS OF GOOD TIME **HUBER TRANSFERS WILL BE RETURNED TO THEIR COUNTY OF CONVICTION.**

2ND OFFENSE WORKING AND NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

5. REPORT TO JAIL OR RETURN BACK TO JAIL UNDER INFLUENCE OF ALCOHOL

1ST OFFENSE WORKING HUBERS: LOSS OF TWO DAYS OF WORK OR TWO DAYS GOOD TIME. NON-WORKING HUBERS: LOSS OF TWO DAYS OF GOOD TIME **HUBER TRANSFERS WILL BE RETURNED TO THEIR COUNTY OF CONVICTION.**

2ND OFFENSE WORKING AND NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

6. POSSESSION OF ELECTRONIC DEVICES

1ST OFFENSE WORKING/NON-WORKING HUBERS: UPON APPROVAL OF SENTENCING JUDGE, HUBER REVOCATION AND RE-CLASSIFICATION TO THE PODS

*IF A NON-WORKING HUBER INMATE IS SERVING A SENTENCE AS A CONDITION OF PROBATION WITHOUT GOOD TIME, THERE PROBATION AGENT WILL BE NOTIFIED SO THAT AN ALTERNATIVE DISCIPLINARY ACTION CAN BE DISCUSSED FOR THE FIRST OFFENSE. THIS ACTION COULD INCLUDE, BUT IS NOT LIMITED TO TWO DAYS OF LOCKDOWN, TWO WEEK LOSS OF COMMISSARY, ETC.

JUNEAU COUNTY SHERIFF'S OFFICE JAIL DIVISION

HUBER RULES AND REGULATIONS

I, _____,
acknowledge that I have received a copy of the Juneau
County Huber Rules and Regulations. I also acknowledge
that by signing this document, I am able to read and
understand the Huber Rules and Regulations without
assistance. Furthermore, I acknowledge that failure to follow
these rules will result in discipline and possible revocation of
my Huber Privileges.

Date: _____

Huber Inmate's Signature

Huber Deputy's Signature