

**WAUKESHA COUNTY  
SHERIFF'S  
DEPARTMENT  
HUBER LAW FACILITY**

**INMATE RULES, REGULATIONS AND  
INFORMATION PACKET**

**Revised and Reissued November, 2019**

**Waukesha County Sheriff's Department  
Huber Law Facility  
1400 Northview Road  
Waukesha, WI 53188  
(262) 548-7181**

## Huber Facility Information

In accordance with Wisconsin State Statute, the Department of Corrections Administrative Code and standards established by the National Commission on Correctional Health Care, the mission of the Waukesha County Huber Facility is to safely and securely confine individuals serving a court imposed work release sentence.

This information is a resource outlining inmate privileges and services as well as the rules of the facility. This information is subject to change as the policy and procedures of the facility change. Inmates will be given ample warning of any changes prior to their implementation. If you have any questions or do not understand the information provided, ask a staff member for clarification.

**Anytime you have a question regarding any of this information, you are encouraged to seek guidance from a staff member.**

### I. Hygiene

At admission to the Huber Facility you will be issued (1) jail uniform, (2) sheets, (1) towel, (1) face cloth, (1) pair of shoes, (1) blanket (an additional blanket will be issued during the winter months), and (1) mattress. Blankets can not be utilized in the zone day rooms and must remain on your bunk.

Towels, face cloths and uniforms will be exchanged for clean issue twice each week; sheets will be exchanged once each week. Blankets will be exchanged monthly on a set schedule established by correctional staff. If for any reason you need an item exchanged before the scheduled time, clean items will be issued at the discretion of the staff. Exchange requests are to be made to the housing zone officer.

Inmate personal clothing (work or facility allowed undergarments) will be washed in the coin operated laundry room adjacent to the facility laundry room. Inmates will be responsible for the cost of washing personal clothing. Requests to utilize the coin operated laundry room are to be made to the correctional staff. While using the laundry room, inmates must remain in the cafeteria.

### II. Items Allowed in the Huber Facility

While in custody, you may not possess contraband. Contraband is defined as any item or substance which cannot legally be in your possession or which is forbidden by jail policy. You are permitted to have the following items in your possession while in the Huber Facility. "Reasonable amount" is defined as the number of items that can be stored in your assigned room locker along with all other authorized items:

- (1) Comb, 1 hairbrush and/or 1 pick (non-metal)
- (1) Nail clipper; without file
- (1) Shaving razor (including battery operated), blades (reasonable amount)
- (1) Alarm clock (battery or wind-up) in sealed package from store
- Authorized religious text
- Textbooks as approved, hand size calculator (as needed for school or work)
- Paper folders, paper notebooks (no spiral binding or metal clips), loose-leaf paper (reasonable amount)
- One (1) book of United States mail stamps, (3) Envelopes
- Personal mail (reasonable amount)
- (2) pens and (2) pencils
- Photographs (reasonable amount, may not depict sexual acts or display frontal nudity or exposed buttock).
- (1) pair contact lenses, one bottle saline solution (unopened), (1) contact lens case
- (1) toothbrush – no dental floss is allowed in facility
- All hygiene items (i.e. toothpaste, shampoo, etc.) must be purchased through vending or commissary.
- Outerwear locker - combination padlock
- Wedding band without stones

- Up to \$15.00 in United States currency (no pennies), additional \$50.00 may be stored in outerwear locker in dress-out room.
- **Male Clothing:** T-shirts (2) short sleeved plain, one color, no logos/writing, no pockets. Socks (2) pair, plain, one color, no logos/writing. Underwear (2) shorts/briefs, plain, predominantly one color, no logos/writing with elastic band only.
- **Female Clothing:** T-shirts (2) short sleeved plain, one color, no logos/writing, no pockets. Panties (2) plain, predominantly one color, no logos/writing with elastic band only. Brassieres (2) plain, one color, no under-wire or padding. Socks - 2 pair, plain, one color, no logos/writing.

**County Jail commissary:** Inmates transferred from the County Jail are not permitted items purchased through County Jail commissary. These items are to be left in your outerwear locker and removed from the facility.

**Reading material:** Magazines and newspapers must be delivered directly to the facility by the publisher as part of a subscription agreement.

Personal radios, hygiene items and non-work or school related reading materials/mail **cannot be taken in and out of the facility.** Once removed from the confines of the facility, radios, hygiene items and non-work or school related reading materials/mail will not be allowed back into the facility. Only inmates who are released for educational purposes (i.e. high school, college, or vocational school) may request permission to retain educational books in the facility with supervisory approval. These educational books must be secured in the inmate's property box when not in use. They will be searched for contraband when returning into the facility for use.

**Unclaimed Property.** Unclaimed inmate property pertaining to inmates transferred to another agency, institution, or identified as a Huber Facility walkaway will be held for one (1) year. After one (1) year from the date of release or walkaway status, property items will be disposed of per jail policy. Medications will be disposed of after thirty (30) days and will not be retained for one (1) year. If inmate funds are not released with the inmate, a check will be sent to the last known address. If the funds are returned as undeliverable, the check will be turned over to the Waukesha County Sheriff's Department accounting staff. If an inmate is a walkaway, funds are retained in their Cobra account and referred to the Department Business Manager.

### III. Inmate Requests

**1. Inmate Communication Form.** The Inmate Communication Form is a general purpose document used to request a variety of services and programs. The form can be used to submit a request, disciplinary appeal, informal grievance, concern, or convey information to a staff member. The form may be used to relay information to the Public Defender's Office, Probation/Parole Office, and the Waukesha County courts. The form is used to authorize the transfer of funds from your money account or release personal property to a family member or friend.

**2. Financial Account Transaction Receipts.** Inmates who make purchases or are notified in advance of account transactions will not receive receipts for the transaction. This includes the purchase of locks, enhanced meals, booking fees, medical charges, charges pursuant to disciplinary action (i.e. plugged toilets, damaged items, etc.), and other like transactions made against an inmate's financial account.

#### **3. Inmate Grievances.**

Step 1. During your confinement, you may believe you have the basis for a complaint. When this is the case, whenever possible, you are encouraged and required to attempt to resolve the complaint informally with a correctional officer or support staff member. This is to be done verbally or utilizing the Inmate Communication Form.

Step 2. When informal resolution is not possible, written complaints/grievances and grievance appeals are to be submitted in writing on the form provided for that purpose. The pod officer will ensure the complaint is forwarded to the applicable staff member. All legitimate grievances are reviewed, evaluated, appropriately investigated and a written response is provided.

A grievance is a written complaint by an inmate on the inmate's own behalf regarding a jail policy application; a condition within the institution; an action involving another inmate or staff member within the institution, or; an incident occurring within the institution. The grievance procedure is not to be used to address inmate disciplinary or disciplinary appeal issues

or processes, or legal decisions as directed by the courts. The Waukesha County Jail Inmate Grievance/Grievance Appeal Form will be utilized for the submission of inmate grievances and grievance appeals. An inmate is restricted to one grievance every 15 calendar days. Inmate grievances will:

- a. Be legibly written on the form supplied for this purpose.
- b. Be signed by the inmate.
- c. Not contain language that is obscene, profane, abusive or threatens others unless such language is necessary to describe the factual basis of the substance of the complaint.
- d. Contain only one issue per complaint and shall clearly identify the issue.
- e. Only be submitted after the inmate has exhausted all avenues for informal resolution of the complaint.
- f. Will be submitted in a timely manner no more than five (5) calendar days after the incident of the complaint. The jail administrator or designee may accept a late grievance for good cause.

A grievance may be rejected for the following reasons:

- a. The inmate submitted the complaint solely for the purpose of harassing or causing malicious injury to one or more of the department's employees, agents, contract staff, volunteers or any other person.
- b. The inmate does not raise a significant issue regarding rules, living conditions or staff actions affecting the institutional environment.
- c. The inmate submitted the grievance in excess of the five calendar days from the incident and provides no good cause for the delay.
- d. The issue raised in the grievance does not personally affect the inmate.
- e. The issue has already been addressed.

All complaints properly submitted as outlined above will be reviewed by the applicable staff member. The legitimacy of each complaint will be determined and a response will be provided. Keep in mind the complaint procedure is a vehicle for you to seek resolution for legitimate factual concerns. **Communicating false information or writing a frivolous grievance is prohibited and could be grounds for disciplinary action.** Additionally, the complaint process does not provide you with an option to refuse to follow, or to demand to talk to a corrections supervisor before following an order/instruction issued by a correctional officer.

**4. Pass Request Form.** If you need to leave the facility to keep a scheduled appointment, attend court ordered counseling, and/or attend any activity approved by the Huber Facility staff, a pass request form is required. The pass request form must be filled out completely and submitted before the request will be considered. The completed form is to be turned over to a housing zone officer in advance; no less than 48 hours from the time of requested departure from the Huber Facility. Passes for shopping (items required for employment and personal hygiene items not available from a facility vending machine or through commissary purchase), banking needs and haircuts (banking needs and haircuts are only approved with cause and to specific locations) will be restricted to the following days:

- Tuesdays - Last name beginning with letter A through L; and,
- Thursdays - Last name beginning with letter M through Z.

Pass requests for shopping, banking, haircuts, etc. are not automatically approved. The requesting inmate will be required to provide a justification of need.

**AODA Treatment/Mental Health Counseling Pass Requests.** Employed Huber Facility inmates who submit a pass request form for AODA and/or mental health services in the community must also submit a letter (fax is acceptable) from the treatment provider on agency letterhead which details the treatment schedule. Whenever possible, treatment appointments are to be on a consistent schedule (i.e. same day(s) and time(s) each week). In addition, the inmate is to provide a signed Release of Information form from the agency so that we can verify the request/pass/appointment(s) and verify attendance. The inmate is responsible for obtaining and providing this information with the written pass request or the pass request will be returned to the inmate.

**5. Request for Medical Attention Form (Unemployed inmates).** Whenever you are in need of medical attention or treatment, you are to submit a completed Request for Medical Attention Form. Clearly write what the problem or concern is and, where appropriate, your choice of remedy. You must include your name, your housing location and the date and time. The completed form is to be turned over to the nurse or medical officer during a scheduled medication pass time.

## IV. Medical Care

**Employed Inmates.** If you are an employed inmate, you are expected to provide your own medical care. If you require a medical or mental health service appointment, you must fill out a pass request and turn it in to your floor officer **5-7 days prior to the appointment** for approval. You are also required to fill out a pass request form to pick up any prescription medications. These medications must be turned over to the correctional staff upon your return to the facility. Once they are verified, the jail medical staff will dispense these medications.

**Unemployed Inmates.** If you are an unemployed inmate, the jail medical staff is responsible for your medical care. However, you are responsible for any off-site medical costs, including medical costs incurred from outside vendors for inmate care in the facility (i.e. CPAP machine rental, physical therapy, etc.). Address all your medical concerns on a Request for Medical Attention Form and turn the slip in during one of the four regularly scheduled daily medication passes. The jail medical staff will address your concerns as well as provide any required medication. When you become employed, you will have 10 days in which to make arrangements to supply your own medication. Health service co-payment fees are as follows (may be subject to change):

Nurse	\$25.00
Mental Health Therapist	\$25.00
AODA Counselor	\$25.00
Doctor	\$25.00
Psychiatrist	\$25.00
Prescription Medication	\$25.00 or \$5.00 depending on the medication
Tylenol (10 tablets) INDIGENT ONLY	\$ 1.75
Antacid (6 tablets) INDIGENT ONLY	\$ 1.15

**Medication.** The Huber Facility staff will control all prescription medication. You are not permitted to have any medication in your street locker or room, including over the counter medication. If you are going to be out of the facility during a scheduled medication pass time, submit a request to have your medication dose ready to take with you when you leave. These requests are also to be turned in to the medical office during one of the regularly scheduled medication passes. Failure to comply with medication rules may result in disciplinary sanctions, including loss of your Huber privileges.

Any and all current prescribed medications must be turned over to correctional staff at the time of intake. We do not permit sample packs of medication to be brought into the facility. All medication must be properly packaged and labeled. Medications will be distributed at the following med pass times:

6:00 am      12:00 pm      5:00 pm      9:00 pm

**Unauthorized trips to a doctor or pharmacy are in violation of Huber Facility rules and may be subject to disciplinary sanctions.**

## V. Resolving Complaints

If you believe you have a basis for a complaint, whenever possible, you are encouraged to resolve the complaint informally with the applicable staff member. When informal resolution is not possible, written complaints and decision appeals are to be submitted in accordance with the chain of command which is as follows: Corrections Lieutenant – Corrections Captain – Jail Administrator - Sheriff. The Corrections Lieutenant is responsible for written complaints and decision appeals for counseling staff, accounting staff and the correctional officers. Written complaints not filed by this system will be dismissed. All complaints properly submitted and forwarded will be reviewed by the applicable staff member(s). The legitimacy of each complaint will be determined and a resolution will be provided. Keep in mind the complaint procedure is a vehicle for you to seek resolution for legitimate factual concerns. As stipulated in the rulebook, communicating false information is prohibited.

## VI. Facility Release Activities

1. **Employment.** Inmates will complete an Employment Verification Form upon intake or at the time employment is obtained or changed. Using telephone book white or yellow pages and/or the internet, facility staff will verify all inmate employment by contacting employers via telephone at the place of business. Employers not listed in a telephone book will be required to submit written proof of their business (i.e., tax number, proof of income, business checking account, contracts, and/or incorporation papers). Inmates will not be released for work activities until their employment has been verified. Consequently, depending on the day and time of admission to the Huber Facility and the availability of personnel at the business address, inmates may experience delays in being released on their first workday in custody. Inmates are NOT permitted to be employed by, or supervised by, other current inmates or by inmates within six (6) months of their release from custody. Continuing employment with a family-operated business will be reviewed and approved on a case-by-case basis. Commencing employment during incarceration for a family owned/operated business will not be allowed.
2. **Unemployment Compensation.** Unemployment compensation (and employment training benefits) checks will be mailed directly and/or turned over to the Huber Facility accounting staff. Inmates receiving unemployment compensation benefits who are approved to pay weekly Huber board fees in cash will be required to submit a weekly check stub with their fees. The check stub will be cross-reference by the Huber Facility account clerks to confirm unemployment compensation benefits have been received. The check stub will be returned to the inmate upon verification by Huber account clerks. Inmates are not permitted to apply for unemployment compensation while in custody without first notifying Huber Facility accounting staff.
3. **Self-employment.** Self-employment will be verified in the following manner. The inmate must provide the following documents:
  - Proof of an active, current business checking account (i.e., active account statement);
  - A tax number (hardcopy document listing the tax authorization number);
  - Past and current business contracts;
  - Current invoices;
  - Business incorporation papers; and,
  - Insurance forms listing the company name and type of business.

If the documentation listed above cannot be provided or is insufficient, the matter will be forwarded to the attention of a corrections captain for review and final determination regarding the inmate's employment status. Self-employment is reviewed and approved on a case-by-case basis.

**Independent Contractor Status Criteria.** The inmate must provide the following documentation:

1. Social Security Number (confirmed on Spillman Names Table);
2. Previous year's income taxes, if business was previously established at that time, showing proof the inmate filed taxes as a subcontractor;
3. Bank statements showing on-going transactions during the six (6) months prior to incarceration date with a positive bank balance; and
4. At least five (5) contracts with past "employers" dated no more than six (6) months ago, and not less than one (1) month ago, substantiating [an exception would be one (1) or two (2) long-term employment contracts].
5. If the inmate is paid as a subcontractor through a single business, that business must be viable (reference section (2) above), must provide a work schedule and comply with the wage assignment.

If the documentation listed above cannot be provided or is insufficient, the matter will be forwarded to the attention of the applicable corrections captain for review and final determination regarding the inmate's employment status. Independent contracting is reviewed and approved on a case-by-case basis.

4. **Part Time Employment.** Inmates must maintain full time employment in order to have sufficient funds to pay Huber board. At a minimum, full time employment is defined as 30-35 hours per week, depending on an inmate's rate of pay and ability to meet their board obligations.
  - a. If an inmate is admitted to the Huber Facility with a part time job, that job will be approved as long as it complies with the other employment verification parameters.

- b. The inmate will be informed they need to pay the difference if their part time paychecks do not cover their board.
- c. These inmates are also eligible for work search to find an additional part time job or full time employment.

**5. Work Search Plan.** Each unemployed Huber Facility inmate, whether unemployed upon admittance or who becomes unemployed during their incarceration, will be seen for the purpose of imposing a work search plan. A work search plan will be put into effect if the inmate is able to work and is not engaged in other full-time activities such as school and/or childcare. The inmate will be given two weeks to become employed. Failure to do so in that period of time will result in the inmate's return to the County Jail for a minimum of 60 days. The work search plan process will be explained in greater detail at the work search meeting. If you are unemployed and fail to attend a work search meeting and initiate a work search plan within ten (10) days of your initial incarceration, your Huber privileges will be suspended and you will be transferred to the County Jail. Violation of work search plan release privileges may also result in suspension of Huber privileges and transfer to the County Jail.

**6. Huber Board.** If you earn wages, salary, unemployment compensation or employment training benefits you are required to pay Huber board, along with any other court ordered payments. All checks are to be mailed to the Huber Facility. Any money left over may be disbursed for support of your family. You may not assume new debts without permission of a corrections captain.

If you are incarcerated for twenty (20) days or more, you will be required to sign a wage assignment. If your employer fails to send your payroll checks to the Huber Facility, the account clerks will contact your employer one (1) time to remind them of that requirement. If your employer fails to comply a second time, you will be held in the facility for further administrative review of your work release privileges. All monies earned will be controlled by the Sheriff or his agents in accordance with ss. 303.08. For sentences less than 20 days, unless alternate arrangements have been made with the facility account clerks, Huber board must be paid in full within 48 hours of admittance.

If you accrue an unacceptable Huber Facility debt (balance due) as determined by the accounting and supervisory staff, you will be held in the facility or returned to the County Jail until your account is up to date. In addition, if your account has a balance due, you will not be permitted to purchase enhanced bag lunches or pizzas, nor will you be given an allowance check for miscellaneous purchases, until your account is up to date.

If self-employed or an independent contractor, you are required to pay one week's board in advance. Self-employed inmates must receive at least minimum wage for hours worked. Inmates who quit or are terminated from their job must notify the correctional staff in writing as soon as possible. Huber board will continue to be charged until the staff is informed IN WRITING that the inmate is no longer employed. This requirement also applies to all temporary employment/job actions including, but not limited to, injury, disciplinary layoff, work shortage layoff and reduction of hours.

**7. Child/Family Care Release.** You may request release for child or family care purposes by submitting the appropriate form and information. Childcare requires the other parent or caregiver's work schedule (from the employer), birth certificates and school schedules (including dates and hours) for all children included in the request. Childcare is not granted as a means to maintain direct contact with family members and/or conduct off-site visitation. Release for family/elder care requires physician proof detailing the type and frequency of care required by the family member. You must remain at the approved residence during childcare release. Any requests to leave the residence must be approved by correctional staff in advance.

The request form must be completed in full, and must include all required paperwork at the time of submission. The childcare and family/eldercare site must have a working telephone. Inmates are required to provide a copy of the phone bill showing the telephone land line and address of the location where childcare will be provided. Cellular phones are not allowed as the only telephone at the site. You must be reachable by telephone at the approved site at all times during scheduled childcare/family/eldercare hours. Based on the reasonableness of the request and the documentation provided, the request will be granted or denied at the discretion of correctional or counseling staff. Release time will not exceed 12 hours in a single day or more than six days in a row for any reason or combination of reasons (work and childcare).

**8. Release for Education.** You may request release for education (high school, college, or vocational school programs) by completing the appropriate form. Requests to take non-credit college or vocational courses will not be approved unless you were previously enrolled in the course prior to your incarceration. A school schedule (official document

from the educational institution) is required and must be submitted with the form. Release time will not exceed 12 hours in a single day or more than six days in a row for any reason or combination of reasons (school and work/childcare).

## VII. Facility Release Guidelines

- 1. Travel.** Inmates are required to take the most direct route to and from their destination with no unauthorized stops and within the allotted travel time. Inmates must obtain approval from facility staff regarding the method of transportation used (car, walking, bike, bus, etc.). Travel time is based on the destination and method of transportation. Any changes in the approved method of transportation must be reported to Huber staff. Inmates are required to remain in the facility until their ride arrives. Inmates are not to stand at the end of the driveway. Buses do not run on Sundays. An alternate mode of travel must be identified for Sundays.
- 2. Release restrictions.** Inmates must request in writing any change in their work hours and travel times. All changes must be approved by staff. No inmate is permitted out of the facility more than 12 hours per day or more than six days in a row. Inmates must be reachable by the previously verified landline telephone number during scheduled hours at the approved work site, childcare site, or other destination. Approval for release during holidays must be granted in advance pursuant to facility holiday release guidelines. These guidelines are posted within the facility.
- 3. Passes.** When out on pass, inmates must return to the facility by the time indicated on the pass or within the allotted travel time from the pass location; whichever is sooner. No inmate is to alter or forge any document. Inmates must ensure that all passes are filled out correctly and in full. Inmates may not lose or forget to return to the facility with the issued pass.
- 4. Overtime.** When overtime is required, the inmate must have their supervisor obtain permission from the Huber staff prior to the inmate's normal quitting time. The inmate must also provide, on company letterhead, written notification signed by a supervisor listing when work was completed. If overtime is scheduled for a future date, a letter from the employer on company letterhead must be submitted in advance for staff approval. Unless the overtime is for the next working day, overtime requests for future dates must be submitted at least 24 hours in advance of need.
- 5. Release and return process.** Inmates who are scheduled to leave the facility will report to the floor officer when the applicable work/pass call is announced. If inmates are scheduled to be released during hours when work/pass calls are not announced, they will report to the floor officer 20 minutes prior to their scheduled release time. Inmates will turn their picture ID over to the floor officer. After receiving permission from the floor officer, inmates will report directly to the ground floor control room officer. After dressing out, inmates must remain in the lobby until their scheduled release time. Prior to leaving the facility, inmates are to report to the control room officer to receive their pass or have their timecard updated.

Upon return to the facility, inmates are to report to the control room officer to turn in their pass and/or have their timecard updated and retrieve their picture ID from the control room officer. After reporting to the control room officer, inmates must remain in the lobby until they are dressed in. After the dress in is completed, inmates will proceed directly to their assigned floor and zone. Inmates are not permitted to utilize electrical outlets within the lobby area for any reason. Inmates are not permitted to utilize cell phones while located within the locker rooms.

- 6. Personal vehicles.** If inmates will be driving personal vehicles, the vehicle must be parked in the Huber Facility main parking lot located north of the building. All vehicles must be registered with the Huber Facility on the appropriate form. All vehicles must have an approved facility parking permit located within the vehicle and the permit must be hanging from the rearview mirror or visible on the dashboard from outside the vehicle. Bicycles are to be stored in the bicycle rack in the parking lot. Any inmate incarcerated with an Interlock Ignition Device requirement must provide proof of IID installation as per established facility guidelines. Failure to do so may result in personal vehicles being towed at the inmate's expense. Failure to provide proof of IID installation as per established facility guidelines will result in suspension of Huber privileges and transfer to the County Jail.
- 6. Restricted areas.** The neighborhood within the bordering streets of Delafield, Moreland, Northview, Summit and Grandview is a restricted area. Any inmate observed within the boundary will be subject to formal discipline, up to and including loss of Huber privileges. The only exceptions are for those traveling through the area on a scheduled City of



Waukesha Bus route. The wooded area to the northwest of the Huber Facility is also a restricted area. Inmates must use the west drive to enter and exit the Huber Facility premises.

### **VIII. Inmate Identification Card and Movement Within the Facility**

- 1. Identification cards.** Inmates must carry their zone/personal identification card with them while in the facility. The zone/personal identification card is to be affixed to the uniform shirt where it can be readily observed. Inmates must present their zone/personal identification card to any jail staff member, professional visitor, or program presenter as instructed. Any identification card which has been lost, tampered with, altered, or damaged will result in disciplinary action and a fee to prepare a replacement identification card.
- 2. Remain in zone.** Inmates are to remain in their assigned housing zone unless they have an "authorized purpose" to be outside of the zone. "Authorized purpose" is defined as.
  - a) Moving to and from the dress in/out locker rooms;
  - b) During the serving of meals;
  - c) As scheduled, moving to and from program rooms;
  - d) As instructed or scheduled, moving to and from the facility administrative offices; and/or,
  - e) Following an evacuation order issued by correctional staff.

Inmates will move directly to and from their authorized destination. Inmates will not loiter in the lobbies, access corridors, and/or stairwells. Inmates may not enter a housing zone or sleeping room they are not assigned to or any "Staff Only" offices, areas or sections of the facility without permission from correctional or counseling staff (i.e., control rooms, officer stations, administrative offices, classroom, multi-purpose room).

### **IX. Disciplinary Information**

In the event you are suspected to be in violation of a rule(s), the staff member having the suspicion will determine whether to address the matter formally or informally.

**Formal Discipline.** A formal disciplinary report will result in disciplinary hearing proceedings no sooner than 24 hours from the time you were served with the disciplinary report. The exact date and time of the hearing is determined by the availability of a disciplinary hearing staff member. Based upon the legitimacy of the request you may be allowed to call witnesses, confront your accuser and/or be represented by a staff advocate during disciplinary proceedings.

A sanction or penalty may be imposed by the hearing officer based on the findings of the disciplinary proceedings. Disciplinary findings and imposed sanctions may be appealed to the Jail Administrator or designee. You must indicate your desire to appeal immediately following the findings decision. The appeal is to be made in writing and turned over to a staff member within 24 hours of the findings decision. Based on the legitimacy of the appeal the original penalty may be eliminated, withheld, increased or decreased. The appeal decision is final. For formal disciplinary actions, sanctions will not be imposed until after the appeal process is completed.

**Informal Discipline.** An informal disciplinary action includes a notification of infraction(s) and the issuing of a sanction(s). There is no due process hearing, but the informal action may be appealed to the Jail Administrator or designee as outlined above. The appeal will not delay imposing the sanction. The goal of a successful informal disciplinary appeal would be to have the disciplinary action removed from your record. Types of disciplinary sanctions may vary based upon the severity of the offense(s) and the frequency which an inmate violates jail rules. Sanctions which may be imposed as informal discipline include:

- a) Verbal reprimand;
- b) Written reprimand;
- c) Loss of one privilege for a 24 hour period;
- d) Financial reimbursement for damaged property or maintenance fees; or,
- e) Confinement to assigned room for up to 23 hours without dayroom privileges (no television, telephone or dayroom access).

Formal discipline has more flexibility with regard to possible sanctions. Sanctions which may be imposed as formal discipline include:

- a) Room or housing zone restriction up to 30 days;
- b) Loss of one or a number of privileges for up to 60 days;
- c) Loss of up to 2 days "good time" for any one offense involving one or a number of rule violations; and/or, restriction of work release privileges up to 5 consecutive days per violation.

## **X. Inmate Workers**

All inmates are required to assist in and are responsible for the cleanliness of the housing zones and may be used in the upkeep and maintenance of the facility at the direction of the staff. Inmate workers can be issued specific housekeeping assignments to include: cleaning and waxing floors in the hallways and corridors; serving meals; washing dishes; washing the facility transport vehicle; cleaning offices and program rooms; and/or, washing walls. Inmate workers assigned to the kitchen are required to shower prior to the start of their assigned work shift, and will wear hairnets and gloves while working in the facility kitchen. Inmate workers assigned to the kitchen are required to be in good health prior to any kitchen assignment.

## **XI. Meals**

Meal trays / bag meals are issued when you are present in the dining area and wearing your complete jail uniform. Inmates will not accept trays for other inmates. All utensils and serving units (i.e., trays, cups, bowls) will be turned in immediately after use. Food items or condiments not consumed may not be given to another inmate and will remain in the serving area. Approximate mealtimes are as follows:

Breakfast 5:00 a.m.

Lunch 11:30 a.m.

Dinner 6:00 p.m.

If absent from the facility during a meal, you may request in advance a bag meal be issued to you. The bag lunch can be issued when you report to the facility control room after being dressed out for work or pass activities.

Enhanced meals may be purchased for delivery on Saturday and Sunday. A limit of four (4) meals each designated delivery day may be purchased. You must have money in your account in order to purchase enhanced meals. Enhanced meals are ordered via completion of the enhanced meals/pizza form made available by the floor officer from Sunday at 7:00 a.m. to Wednesday at 7:00 a.m. Items will be delivered on Saturday and Sunday afternoon.

## **XII. Visitation**

**Professional Visitation.** Visits with an attorney, minister, counselor, and/or other recognized professional person, are permitted daily between the hours of 9:00 a.m. and 10:30 p.m. Professional visitation will be administratively restricted during meal times.

**Public Visitation.** Public visitation is conducted by video visitation. Inmates are permitted one visit per week. Public visitation is scheduled by appointment only on Tuesdays from 11:30 a.m. to 2:30 p.m. by calling 262-896-8196. Visitation appointments will not be taken from any other number or at any other time. Visitation days and hours are posted throughout the facility. All inmates will be limited to two visitors at one time during visiting sessions. Visitors will arrive no less than 15 minutes prior to their scheduled visit to be logged in.

All visitors must provide proper identification (picture identification card with name and date of birth) during visitation registration. Children under the age of 18 years will not be permitted to visit.

Inmates will be permitted to have property and/or money dropped off on Wednesday and Saturday from 9:00 a.m. and 9:00 p.m. This is not restricted to visitation times. The inmate must be in the facility to acknowledge receipt of the items. The party dropping off the items is not required to register for a visit.

### **XIII. Mail**

Correspondence which has the proper postage and complete forwarding address is to be turned over to the housing zone officer. All mail with insufficient postage will be returned to the sender. Incoming mail is distributed at the earliest opportunity. All mail items are opened, searched and inspected in the presence of the inmate. Only plain single sheet greeting cards are allowed to be maintained by the inmates in the housing units. Cards with musical apparatus, lamination, raised surfaces, glitter and/or other decorations may be viewed by the inmate and then placed in the inmate's property bag or discarded at the inmate's request. Handmade art work, pictures, or any other type of mail which contains lamination, raised surfaces, glitter and/or other decorations may be viewed by the inmate and then placed in the inmate's property bag or discarded at the inmate's request. Any contraband will be considered a violation of facility rules as outlined in section "Items Allowed in the Facility."

The mailing address for the facility is:

**(Complete Name)**  
**c/o Waukesha Huber Facility**  
**1400 Northview Road**  
**Waukesha, WI 53188**

### **XIV. Program Activities**

There are a number of inmate program activities provided at the Huber Facility. The purpose of programming is to address special needs and to allow for constructive use of your time during confinement. Program topics consist of, but are not limited to, substance abuse awareness and counseling, religious service, and religious studies. To obtain further information regarding program availability and participation eligibility, make your request in writing to the Huber Facility staff.

### **XV. Religious Services**

You may attend nondenominational religious services conducted within the confines of the Huber Facility or request to attend services outside of the facility. Prior to the start of in-house religious services, an announcement will be made over the facility paging system. The announcement will notify inmates that services are about to begin and provide instructions on where the services will be held.

You may attend off site religious services. Prior to being released with a sponsor, you will be asked to sign a set of rules regarding your conduct while outside of the facility. The service site must be a religious institution, which must be a solid structure and listed as a religious institution in the local telephone directory or via internet search. Each inmate requesting to attend off-site religious services must identify and provide a religious services sponsor (1 sponsor per inmate). The sponsor will be responsible for driving the inmate to and from religious services and will be the contact person regarding any questions about inmate attendance. A sponsor must be a member of the religious institution conducting the service and cannot be related to the inmate he/she is sponsoring. For the purpose of this rule booklet, related will also include boy/girl-friend, fiancée and/or relatives of the boy/girl-friend or fiancée. Inmates will be allowed to attend outside religious services one time each week.

Inmates will only be allowed to attend the religious service. Attendance at post- or pre-service gatherings, socials, and/or study groups is not allowed. The sponsor will also be asked to sign a set of rules regarding the inmate's release from the facility.

If you are interested in this program and meet these criteria, submit your request on an Inmate Communication Form to the corrections staff. Any questions about the program, please ask your floor officer.

### **XVI. Prohibited Conduct**

The Waukesha County Sheriff's Department is committed to ensuring a safe and humane environment for offenders. The Department emphasizes zero tolerance for inmate sexual abuse and sexual assault.

Definition: One or more offenders engaging in, or attempting to engage in a sexual act with another offender; or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more offenders aimed at coercing and/or pressuring another offender to engage in a sexual act.

While incarcerated, no one has the right to pressure an offender to engage in sexual acts. Offenders do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior. To avoid sexual assault:

- Choose associates carefully. Look for people who are involved in positive activities.
- Avoid being alone.
- Do not accept gifts or favors from others. Most gifts come with strings attached.
- Do not accept an offer from another inmate to be a protector.
- Avoid borrowing and becoming indebted to anyone. Be confident and do not permit emotions to be obvious to others.

**If you have been the victim of sexual abuse or sexual assault or if you believe you are at risk of becoming a victim of sexual abuse or sexual assault, contact a staff person immediately.**

## **XVII. Electronic Monitoring**

The Waukesha County Huber Facility operates an electronic monitoring program (EM) for qualified inmates who have been court ordered or otherwise approved by jail administration. Eligibility is based on several factors, including but not limited to, criminal history, current charges, disciplinary record, length of sentence, ability to pay, and appropriate interview. Costs for electronic monitoring are deducted from the established Huber board fees. The Huber Facility has the right to deny placement or revoke individuals from the EM program.

1. EM inmates are required to obtain permission from Huber Facility staff to leave the approved residence for any previously unauthorized reason. Written substantiation will be required to verify any deviations from the authorized schedule. EM inmates must remain at the approved residence at all times unless specific authorization to leave has been granted.
2. Routine requests for schedule modifications will be submitted by the inmate during the weekly EM check-in at the Huber Facility. Non-urgent phone or fax requests for schedule modifications are not allowed.
3. Jail staff must be notified of any changes to the authorized schedule. This includes job lay-off, sick days, termination, vacation, new employment, etc.
4. Telephone and EM equipment must be maintained in good working condition. All phone equipment must be compatible with the EM equipment.
5. Jail staff and law enforcement personnel are allowed to enter the EM inmate's residence at any time to ensure compliance with the rules of the program.
6. EM inmates will submit their person, property, place of residence, vehicle, and/or other belongings, to search or seizure at any time, with or without a search warrant, to any law enforcement officer or Waukesha County Jail personnel.
7. Inmates may not possess or use (consume, ingest, and/or take into their bodies) alcohol or drugs (legal or illegal) that has not been prescribed by a physician. This prohibition includes over-the-counter medications (cold remedies, etc.) and mouthwash which contain alcohol. A list of all medications being taken must be reported to Huber Facility staff prior to placement on EM. Any changes in medications while on the EM program must be reported to Huber Facility staff.
8. EM inmates must submit to random and scheduled alcohol and drug tests. Failure to answer a call from the monitoring center may result in a charge for an alcohol retest.
9. All EM fees are due one week in advance.
10. Lost or damaged EM equipment is the financial responsibility of the inmate. Loss or damage may also result in criminal charges.
11. EM inmates will report to the Huber Facility for random and scheduled check-ins as directed by Huber Facility staff.
12. EM inmates must comply with all written and verbal instructions from Huber Facility staff.
13. EM inmates must comply with all federal, state, and local criminal and traffic laws.

## **XVIII. Huber Facility Rules**

While in custody at the Waukesha County Huber Facility, you are expected to follow the rules which have been adopted for the purpose of maintaining proper custody, control, and ensure the safety of the inmate population.

### **Hygiene**

1. Inmates are responsible for jail issued items and will be held financially accountable for any misuse, damage or loss.
2. Inmates must shower at least three times weekly. When scheduled to work in the facility kitchen, inmate workers will shower prior to the start of their shift. Inmates will keep themselves and their housing zone neat and clean to include exchanging linen and clothing as instructed by correctional staff and participating in the daily cleaning of the living areas.
3. When outside of your assigned room or not lying on your bunk, you must wear your complete and properly fitted jail uniform. Pant legs may not be rolled up and the shirt may not be tucked in. No jail issued clothing, linen and/or personal undergarment may be worn in a position other than the intended purpose (i.e., towels or T-shirts cannot be wrapped around the head, arm, leg, etc.). Shower shoes provided by the Huber Facility (or purchased through commissary) may be used for showering only, and are to be returned to the proper receptacle immediately after use. Shower shoes in disrepair will be discarded by staff.

### **Contraband**

4. Inmates cannot possess any type of contraband. Inmates cannot bring or attempt to bring contraband into the facility. The distribution of contraband within the facility may increase sanctions. Extra linen and uniforms found in your possession, assigned bunk, locker, or room will be considered contraband. Any item altered from its original form or used in a manner not consistent with the item's original intended purpose may be considered contraband. Inmates are not permitted to consume any food or beverage items other than water within their assigned room. All food and beverages are to be consumed in the zone dayrooms. Liquids are not permitted in microwaves. All personal items are to be stored in your property box or locker when you are not on your bunk. While on your bunk, a book, beverage, and alarm clock may be kept on your bunk. Any personal items left in common areas (i.e. room sinks, windowsills, etc.) will be confiscated and disposed of.
5. Inmates cannot possess or use drugs (legal or illegal) that have not been prescribed by a physician. The Waukesha County Huber Facility has a zero tolerance for the use of alcohol and illegal drugs. This includes non-prescription medications (cold remedies, etc.) and mouthwashes, foodstuffs, and candy containing alcohol. Prescription medication must be turned over to the corrections staff. Inmates will be required to submit to random alcohol and/or drug screenings. Inmates may not store alcohol or drugs (legal or illegal, prescription or non-prescription) in their outerwear locker or the confines of the Huber Facility. An inability or refusal to provide a test sample within 3 hours, and/or an inability or refusal to cooperate with the screening process will be presumptive proof of guilt for violating this rule (i.e., you will be found guilty of violating rule #5).

### **Conduct**

6. Inmates cannot change their bunk or room assignment without permission. Bunks must be neatly made when the inmate is not within or on top of the bedding. Linens/towels may not obstruct any portion/view of the bunk or inmate room. All "stack-a-bunks" (boats) are to be positioned so that the open portion of the stack-a-bunk is toward the floor and the mattress is on the level surface the stack-a-bunk (not in the stack-a-bunk).
7. Smoking and vaping is prohibited in all areas of the facility. While in the facility you cannot have in your possession (and/or, except in assigned street locker, have stored within the confines of the facility) any type of tobacco product, vaping paraphernalia, or smoking paraphernalia. No fires of any kind are permitted.
8. Gambling is not permitted.
9. Nothing may be affixed to the facility walls and/or fixtures. Any printed materials or drawings considered offensive by jail staff and/or other inmates may not be displayed in such a way that they can be easily viewed. Inmates cannot alter the condition of the walls, ceilings, floor, fixtures, and/or equipment of the facility. Room nightlights will be turned on at 4 p.m. hours and remain on until 8 a.m. Inmates may not move/relocate or otherwise alter any fixtures (i.e. televisions).
10. Inmates may not threaten (verbally or physically) a staff member, visitor and/or another inmate. No inmate may engage in a fight or physical encounter with anyone.
11. Inmates cannot steal anything and are not to engage in selling, buying, lending, giving, or trading anything.
12. Boisterous behavior is prohibited to include profanity, loud whistling, singing, shouting, and/or other types of disruptive behavior. No inmate will cause, provoke, plan, or participate in a riot, rebellion and/or organized display of emotion or opinion of any kind.

13. Inmates must show respect toward staff members, visitors and other inmates. Do not give to or take anything from a visitor without permission of the jail staff. During jail tours, do not communicate and/or disturb the tour participants.
14. Inmates must follow, without debate, all posted rules and instructions and all oral and written orders issued by a staff member. Communicating false information is prohibited. Inmates are not to approach the officer's station without prior permission unless there is an emergency. All routine questions are to be addressed with the floor officer during rounds. Inmates are not to telephone Huber Facility staff for routine issues and questions.
15. Inmates must perform assigned work details satisfactorily. All inmates are required to clean their housing zone at 2100 hours daily. Televisions will be off and inmates will not use the vending machines or telephones during cleaning. All inmates will participate in zone cleaning to include floors being swept and mopped and all surfaces, tables, and windows cleaned each day. Inmates must dispose of litter and recyclables in the designated receptacles. All available games and puzzles are to remain in the zone dayrooms. Books are not to be stored in the zone dayrooms.
16. Inmates must obey all criminal and traffic laws. Inmates cannot escape from custody (fail to return to the facility within allotted travel times).
17. Inmates are to be on their assigned bunks and remain quiet during lockdown (6:30 a.m., 2:30 p.m. and 10:30 p.m.) and count (8:00 a.m., 3:00 p.m., 9:30 p.m. and 12:00 a.m.). Inmates cannot use the telephones, showers, vending machines or watch television during lock down hours and must remain quiet (not engage in conversations with other inmates). In the event of a fire alarm or drill, all inmates are to enter their assigned rooms and remain on their bunks until or unless issued further instructions by the correctional staff.
18. **Inmates will sleep with their head uncovered at all times.**
19. Plugging a sink, shower drain, urinal, or toilet is not allowed. Only toilet paper and human waste may be flushed down a toilet. Failure to follow safety or sanitation regulations is prohibited. This includes sitting, laying, or standing on tabletops, ledges or railings. Leaning on chairs causing legs to rise from the floor is prohibited. Inmates will sit on only one chair at a time.
20. Do not sexually harass jail staff or other inmates or act in a lewd or lascivious manner. At no time will inmates present themselves with their hands inside their pants below the waistline. Do not touch or display acts of affection with anyone. Do not engage in conversation and/or physical contact with any inmate of the opposite sex within the confines of the facility. Note passing is not allowed.
21. Inmates are prohibited from using cell phones within the inner and outer locker rooms. Cell phones may only be utilized in the lobby area. Inmates may not use electrical outlets in the lobby for any purpose without staff approval. All cell phones must be secured within a pocket, purse or other secure location prior to entering the locker room.

#### **Facility Release Activities**

22. Inmates are to follow all guidelines pertaining to employment. (Refer to information booklet section VI.)
23. Inmates are to follow all guidelines pertaining to work search. (Refer to information booklet section VI.)
24. Inmates are to follow all guidelines pertaining to payment of Huber board. (Refer to information booklet section VI.)
25. Inmates are to follow all guidelines pertaining to child/family care release. (Refer to information booklet section VI.)
26. Inmates are to follow all guidelines pertaining to education release. (Refer to information booklet section VI.)
27. Inmate vehicles must be parked in the main or north parking lot. Bicycles must be stored at the parking lot bicycle rack.

#### **Facility Release Guidelines**

28. Inmates are to follow all guidelines pertaining to travel. (Refer to information booklet section VII.)
29. Inmates are to follow all guidelines pertaining to facility release limits. (Refer to information booklet section VII.)
30. Inmates are to follow all guidelines pertaining to release from the facility on pass. (Refer to information booklet section VII.)
31. Inmates are to follow all guidelines pertaining to overtime. (Refer to information booklet section VII.)
32. Inmates are to follow all guidelines pertaining to the release and return process. (Refer to information booklet section VII.)
33. Inmates are to follow all guidelines pertaining to personal vehicles. (Refer to information booklet section VII.)
34. Inmates are to follow all guidelines pertaining to travel restrictions in the adjacent neighborhood. (Refer to information booklet section VII.)

#### **Inmate Identification Cards and Movement within the Facility**

35. Inmates are to follow all guidelines pertaining to movement within the facility and inmate identification cards. (Refer to information booklet section VIII.)

**Off-Site Religious Attendance**

36. Inmates are to follow all guidelines pertaining to attendance at off-site religious services. (Refer to information booklet section XV.)

**Electronic Monitoring**

37. Inmates are to follow all guidelines pertaining to Electronic Monitoring. (Refer to information booklet section XVII.)

**Any violation of facility rules may result in administrative loss of Huber privileges and your transfer to the County Jail.**