

# FOND DU LAC COUNTY JAIL INFORMATION PACKET

## KEEP THESE "GRAY" SHEETS FOR YOUR INFORMATION

### The Jail Rule book is provided in each living section for additional information

You have been sentenced to the Fond du Lac County Jail. The court has ordered you to complete the "Jail Information Packet" immediately and deposit it into the box by the Clerk of Court, 2<sup>nd</sup> floor of the City/County Building, 160 S. Macy Street. When the Jail receives the Judgment of Conviction (JOC) from the court, the Jail will contact you to schedule a report-in date, which will be within 60 days from the date of sentencing unless otherwise ordered by the judge. For additional information call: Fond du Lac County Jail at (920) 906-5511 or the Huber Facility at (920) 929-3397

#### **What is Huber?**

The Court may have granted the Huber privilege to work, seek employment, to attend to the needs of family members and/or attend school or treatment programs, if approved/verified by Jail Administration.

The Jail Division administers the Huber program under a strict set of rules. Your behavior and the preparations you make will determine your ability to exercise Huber privileges.

#### **Where should I report?**

Fond du Lac County Jail (Use West Side of Building Next to River – Huber Entrance)  
63 Western Avenue  
Fond du Lac, WI 54935

**FAILURE TO REPORT ON THE DATE SCHEDULED BY JAIL STAFF AND/OR FAILURE TO FILL OUT THE APPLICATION ATTACHED MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST, THEREBY JEOPARDIZING WORK RELEASE PRIVILEGES, LOSS OF GOOD TIME, IN-HOUSE DISCIPLINE, ETC.**

**DO NOT REPORT UNDER THE INFLUENCE OF ALCOHOL OR DRUGS!!** You may be tested. By testing positive, you will be subject to disciplinary action and your Huber privileges may be suspended or revoked!

#### **What should I bring? (ALL ITEMS ARE SUBJECT TO DENIAL IF THEY POSE A RISK TO SECURITY AND MAY BE REQUIRED TO BE DISPOSED OF)**

All employment information: Employers name, address, telephone number, your supervisor's name and the days and time you work. You must also bring the Huber, per diem and admin kit fees. If you would like to purchase items from canteen you may want to bring additional money to be placed in your canteen account. You may want to bring a small amount of quarters for the laundry machines in order to wash your work clothes. A small amount of laundry detergent may be kept in your locker. Bring only a minimal amount of things with you such as hygiene products and a reasonable amount of clothing, storage space is limited. You will be given a locker to place your items in.

Items allowed in the dorms from the locker room are limited - You may bring 3 pairs of socks, 3 underwear, 3 t-shirts (must be short sleeved, solid white in color, no writing, zippers, pockets, metal and/or buttons on them) 1 set of white thermal underwear (shirt & pants) are allowed. Women may not have an underwire or padding in their bras (allowed to bring in up to 3)

DO NOT bring tobacco products or lighting materials as they are prohibited in the jail.

DO NOT bring glass or metal containers.

DO NOT bring any food or drinking items with you. You may purchase items through canteen system

DO NOT bring books/magazines – the jail has a supply of these materials.

DO NOT bring in any tools, weapons, razors or aerosol sprays of any sort. No body sprays/perfumes are allowed. (Electric razors will be allowed in the locker room – not inside the dorm) Q-tips, mouthwash and dental floss are not allowed

Cell phones will be allowed to be kept in your locker; however, you will not have access to it when in the dorms. You are not allowed to use the cell phone while in the Huber facility.

Working Huber's may bring their medications in the original pharmacy container and with a current and properly labeled prescription. Non-working Huber's should bring a list of all prescribed medications and may bring current prescribed inhaler and/or insulin only. Other medications will be ordered by the jail nurse as necessary. Multiple medications combined in one container are not allowed. Staff will verify and set up the medications, with approval from the jail's doctor, to be delivered to you by the Huber facility staff. This will be the process for all medications during your stay at the Huber facility. You are not allowed to consume any medications outside of the facility or without staff's approval. Jail medication times are 6:00am and 8:00pm. **\*\*\*ALL controlled medications or narcotics MUST be blister packed by a pharmacy\*\*\***

**Health Care:**

The Jail's Medical Authority oversees all medical care of inmates incarcerated in the Fond du Lac County Jail. It will be the Medical Authority's determination on whether a Huber inmate will be permitted to seek medical care/services/medications in the community. All inmates will be held responsible for payment of any and all medical expenses that are incurred during incarceration. This is inclusive of, but not limited to, dental and psychiatric expenses.

You have the choice of refusing any medical services or medication. However, if you choose to refuse you will need to complete a refusal form with the jail's medical department.

**Wages and Huber Board:**

Huber fees are \$22.00 per day or \$154.00 per week. **The first two weeks of Huber fees must be prepaid (\$308.00) in order to exercise work release, and must remain prepaid during the entire stay.** You are charged Huber fees for every day of your stay up to and including your release date. Your Huber fees must be deposited in the Jail ATM located in the Jail lobby off of Western Avenue. There is a \$2.00 fee for any cash ATM transaction, charged by owner of the ATM. Huber fees must be deposited in your account no later than Saturday at 10:00 PM, unless pre-authorized by the Officer in Charge of accounts. \*\*\* If you obtain employment while incarcerated and have less than 45 days until your release date you will be required to come up with the Huber fees in advance.

If you have been previously incarcerated and have a past debt, you will be required to pay off this debt.

In accordance with Section 303.08(3) of the Wisconsin State Statutes, your earnings must be documented via check stub or statement of earnings provided by your employer. Your employer must have a valid payroll system with all appropriate taxes being deducted. Every check stub must be turned into Huber staff for verification of hours. Check stubs will be returned to you upon verification.

**Per Diem (Maintenance Fee)**

Each inmate sentenced to the Fond du Lac County Jail will be required to pay a maintenance fee, established by the County board resolution. The fee is \$5.00 per day, for a maximum of 10 days of the original sentence (not actual days in custody). Maximum amount charged is \$50.00. This is an additional fee charged at the time of booking.

**How do I get to work?**

If reasonable, Huber inmates may be allowed to walk to work. Huber staff may require a ride for outlying areas of the city/county for appointments, etc. if weather or location deems necessary. If traveling by vehicle, the driver must have a valid driver's license, registration and be fully insured. You **MUST** provide a copy of the driver license, registration and insurance to the Huber facility. The color, make, model of vehicle, plate number and name of person must be provided. You will be allowed a reasonable amount of travel time for work. You will take the most direct route to and from your place of employment/school/appointment, and you will not be allowed to stop any place while enroute. You will not be allowed to socialize with family, friends or acquaintances while enroute or at work/school/child care, appointments, etc. You are not allowed to stop at or enter any places of business including gas stations unless authorized by Huber staff.

**Parking:**

**If you bring your personal vehicle you will need to park it in LOT# 25 – along the south side of the parking lot. (This is the back row, closest to the river).** You will need to give the Huber facility the make, model, color, year and license plate number, as you will issued a parking pass that must be hung from your vehicle mirror.

**Employment Verification:**

All employment is subject to approval by the Administrative staff of the Fond du Lac County Jail and must be verified. The Jail reserves the right to deny employment when such employment affects the security, control and efficient operation of the facility. No inmate is allowed to leave the county or state at anytime without court order or written approval by the Huber Work Release Supervisor, Jail Administration or designee.

If employment dictates, you may be allowed out of the Huber facility up to 8 hours a day, six days a week, upon approval of the Huber facility staff. This does not include travel time. (For those who work at Quad Graphics – you will be allowed to work per your current work schedule.) Part-time employment is not allowed. You will only be allowed to work one job while incarcerated. You will only be allowed to attend school or employment, not both, unless approved by Huber Supervisor. You will be required to immediately notify the Huber staff of any job-related or other problems so that he/she may assist you in resolving them.

**Self Employed:**

The Business must have been established for at least six months prior to being incarcerated and must be a full-time employment. You **must** provide federal and state tax numbers as verification such as TAX ID or 10-99 and proof of Workman's Compensation Insurance. Proof of earnings comparable to that of a 40-hour work week at current minimum wage

standards will be required. Hours out of the facility will be limited to 8 hours a day plus reasonable amount of travel time. You may not be at a home office or another office unless authorized by Huber staff. Inmates must provide invoices or work performed with name, address and phone number where work is/was performed. Inmates must provide your whereabouts/job(s) daily to the Huber facility staff.

**Child Care:**

Fee is \$22.00 per day. You must be pre-paid two weeks (\$308.00) in order to exercise this privilege. Children must be biological children of the inmate or the inmate is the legal guardian of the children. A copy of the birth certificate(s) is required for verification. A letter from the employer of the other parent/guardian with days and hours worked is required and a copy of their paycheck stub. A phone number to this employment and a direct supervisor must be provided for confirmation. If you are employed, you will not be allowed to do childcare.

The children must live at the inmate's residence and the residence must have a landline phone. You may not leave the home while providing childcare unless approved by the Huber staff. No other adult(s) may be present while an incarcerated individual is present in the home.

**Education:**

Fee is \$22.00 per day. You must be pre-paid two weeks (\$308.00) in order to exercise this privilege. If you were attending school prior to incarceration, you will be allowed to continue to attend classes after confirmation of class schedule has been completed, with Huber Supervisor's approval. You will not be allowed to work and attend school. **No on-line course(s) will be allowed.** Classes will be attended at the college enrolled at.

**Job Search:**

You will be required to phone or write a prospective employer to have an application mailed in. A family member may pick up an application, bring it to the facility during visiting hours or mail it in, whereby it be delivered to the appropriate individual. When the application is completed, it will be returned to the prospective employer via the same means as received. The Huber facility staff will verify such interviews, and the individual will be granted out of the facility for said interview.

In order to fill out an application, once incarcerated, fill out an inmate request slip to the Huber staff requesting to meet with these agencies. Once your information is on file, you will not be allowed to call the agencies – the agency will contact the Huber facility if they are interested in employing you.

**\*\*\*Prior to incarceration, must have a current photo ID card and your social security card with you, in order to be hired through an employment agency.**

**Huber Transfer:**

All transfer requests are handled by the Huber Supervisor/IDP Staff. To transfer to another county jail, you must complete this information packet providing work information, etc. prior to the request being processed. When the Huber Supervisor/IDP Staff contacts you to set up report in date advise her of the request to transfer to another jail facility. \*\*\* Be advised – the county you are requesting to transfer to must be willing to accept you. Every county has their own set of rules for accepting transfers.

**Inmate Diversion Programs (IDP):**

**GPS** (Global Positioning System) – The Huber Work Release Supervisor/IDP Staff will review all completed "Jail Information Packets". Your eligibility for an IDP will be determined by the Huber Work Release Supervisor/IDP Staff. If eligible for all or part of your sentence to be served on IDP you will be contacted by the supervisor and/or designee. The court has ordered Huber privilege, IDP candidates are chosen at the discretion of the jail. Further instructions will be given if determined that you qualify for IDP. Candidates found eligible for IDP that will alcohol monitoring will be required to pay additional weekly fees.

**DNA:**

If you have been ordered to submit to a DNA sample, this can be done once you report to jail.

**AODA Assessment:**

You may be required to get an alcohol and other drug abuse assessment (AODA) as a condition of your sentence. These are scheduled through the Department of Community Programs located at 459 East 1<sup>st</sup> Street. The phone number is 920-929-3500. If you fail to schedule this appointment prior to serving your sentence in jail – you will not be allowed to schedule while in custody and will need to schedule this after you are released.

**OWI Offenders – Per Wisconsin Act 100** – which took effect on July 1, 2010, requires judges to order a mandatory Ignition Interlock Device for:

- ALL repeat OWI offenders
- ALL first time OWI offenders with an alcohol concentration of 0.15% or higher
- ALL drivers who refuse to provide a breath or blood sample for a chemical test at a traffic stop

An Ignition Interlock Device is a machine that requires an alcohol-free breath sample before a car can be started. Installation of an Ignition Interlock Device must be completed within 14 days of the court order.

Under Act 100, you must provide proof to the Sheriff (Huber facility) that an Ignition Interlock Device has been installed for every vehicle owned by or registered to the offender regardless of whether the offender has a valid driver's license or occupational license, unless vehicle is specifically exempted by the court. **Huber privileges will NOT be granted if you fail to comply with this order.**

Ignition Interlock Device is leased from a service provider for the duration of the vehicle sanction, a minimum of 12 months. The lease and service agreement includes fees for installation, monthly service, and removal at the conclusion of the sanction. Other fees may be assessed by the service provider for periodic calibration, violation resets, or permanent lockout conditions.

Even if the OWI offender does not own a vehicle, the operating privilege will be restricted. If the offender borrows leases or rents a vehicle, it must be equipped with an IID to legally operate a vehicle.

**There are currently four IID models certified for use in Wisconsin:**

| <b>IID Model</b>       | <b>Manufacturer</b>              | <b>Phone Number</b> |
|------------------------|----------------------------------|---------------------|
| Intoxalock Model 1001A | Consumer Safety Technology, Inc. | 1-877-777-5020      |
| Interlock XT           | Draeger Safety, Inc.             | 1-800-597-5054      |
| LifeSafer FC100        | LifeSafer Interlock              | 1-800-584-1226      |
| SSI 20/20              | Smart Start, Inc.                | 1-800-880-3394      |

Day Program: Application.doc updated 06/18/20

FOND DU LAC COUNTY SHERIFF'S OFFICE

JAIL DIVISION

INFORMATION SHEETS

Is your court case closed? (You have been sentenced) Yes: \_\_\_\_\_ No: \_\_\_\_\_

If still open, what is your anticipated sentencing date: \_\_\_\_\_

Have you been on the Fond du Lac Co. GPS Program prior? \_\_\_\_\_ If yes, when: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How Long Lived at Above Address: \_\_\_\_\_ County: \_\_\_\_\_

Landline

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Any Other #: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Type of Work: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Weekly Work Hours (day/time): \_\_\_\_\_

Length of Employment: \_\_\_\_\_

|   |     |    |
|---|-----|----|
| Does your job location vary?                | Yes | No |
| Does your supervisor work on site with you? | Yes | No |
| Does your job take you out of the county?   | Yes | No |
| If yes – where?                             |     |    |

\_\_\_\_\_

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Will you have transportation that meets Huber requirements (i.e.: valid DL, insurance, occupational license, etc. – you must provide copies to the Huber facility)      Yes      No

Explain transportation and how it meets Huber requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle Information: **List all vehicles registered to/owned by you** – List the make, model, year and license plate number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you will be riding with someone else to and from work, you will need to provide the following information (You will be required to provide copies to the Huber facility):

Driver's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
License Plate #: \_\_\_\_\_ Vehicle Type (car, truck, van etc.) \_\_\_\_\_  
Vehicle Make/Style: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

| <b>Court Case Number</b> | <b>Charge(s) you will be jailed for</b> | <b>Length of Sentence</b> |
|--------------------------|---|---------------------------|
|                          |   |                           |
|                          |   |                           |
|                          |   |                           |

Sentencing County: \_\_\_\_\_

Sentencing Judge: \_\_\_\_\_

Do you have any pending charges or open court cases? If yes, list Charge(s) / County/State/Case Number (if you know)? \_\_\_\_\_  
\_\_\_\_\_

Are you currently on probation/parole (prior to sentencing today)?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Were you sentenced to probation today?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, what charge(s) are you on probation/parole for? \_\_\_\_\_

**Probation & Parole Agent's name, phone number and location:**

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a domestic charge?      Yes      No

When? \_\_\_\_\_ Victim's Name: \_\_\_\_\_

Do you have any restraining orders or injunctions?      Yes      No

Name and Address: \_\_\_\_\_

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Marital Status (Circle One)      Married                  Single                  Divorced

Do you rent or own residence? \_\_\_\_\_

List all people living with you?

|    | Name  | Age   | Relationship | Phone # |
|----|-------|-------|--------------|---------|
| 1. | _____ | _____ | _____        | _____   |
| 2. | _____ | _____ | _____        | _____   |
| 3. | _____ | _____ | _____        | _____   |
| 4. | _____ | _____ | _____        | _____   |

Do you have special family circumstances we should know about?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Explain: \_\_\_\_\_

Do you have childcare privileges?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

For child care privileges – you are required to show birth certificates

Name of biological child (ren): \_\_\_\_\_ Age: \_\_\_\_\_

Address of childcare: \_\_\_\_\_

Landline phone required for approval of child care: \_\_\_\_\_

Do you have any disabilities or special medical conditions?      Yes      No

Explain: \_\_\_\_\_

Are you currently taking a prescribed medication?      Yes      No

Have you ever been treated for drug or alcohol abuse?      Yes      No

Location and reason for treatment? \_\_\_\_\_

Do you have regularly scheduled appointments besides work (i.e. treatment, counseling)?

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor