



HOUSE OF CORRECTION

# *Milwaukee County*

Michael Hafemann • Superintendent

## MILWAUKEE COUNTY HOUSE OF CORRECTION Community Access Guidelines

**Huber/Work release is a specific sentence ordered by the courts granting community access privileges upon conviction.**

If a sentencing judge does not specifically indicate type of community access privileges, but does sentence to Huber generally, House of Correction (HOC) views privileges to include work and/or Programming or DRC. All other community access (school, medical, treatment, child care, elder care, etc.) must be specified by sentencing judge.

All offenders granted Huber/work release will be UA/PBT tested upon arrival. Any inmate ordered absolute sobriety and/or no possession of illegal substance during pre-sentencing or at sentencing, producing a positive test, will be subject to discipline for violating a court order. Violation with test results shall be submitted to the courts to determine if sentence is to be amended to not include Huber privileges.

All inmates are only allowed out a total of 12 hours per day/72 hours per week, maximum (including travel time). All inmates are required to have one full in day, at minimum, no more than 6 days out consecutively. Any additional released time must be granted by sentencing judge.

### **PARKING PERMISSION**

**Any offender driving must provide proof of valid license and insurance**

Any offender requesting to park a vehicle on HOC grounds will be given a form to complete with all auto information. Once information is verified, offender will be granted a parking permit sticker.

All approved vehicles must fully display sticker. Any vehicles not approved or failing to display permitted sticker, will be subject to citation/towing. Vehicle must be registered in offender's name.

### **EMPLOYED INMATE REQUIREMENTS**

Employed fees for Huber inmates rated \$24.00/day. Part-time employed inmates (under 35 hours) will be charged a full time rate until check stubs are provided for specified pay periods to pro-rate at a fee of \$4.20/hour. All inmates exercising work release must pay two weeks in advance (\$336.00). Anyone sentenced under 30 days, must pay full fee (\$24.00 per day) for sentenced days.

Work schedule on company letterhead to include position/title, rate of pay, pay day, work hours for pay period (new letterhead to be submitted each pay period), signature of supervisor, business landline number for verification.

If offender travels for work, all addresses must be given/approved prior to release.

HOC must account for all time approved/allowed in the community. All check stubs must be submitted to housing unit officer on pay day to account for time out. **NO CASH PAYING OR SALARY EMPLOYMENT WILL BE PERMITTED WHILE IN HOC CUSTODY.** If hours on check stub do not parallel hours released from HOC, inmate will be considered in violation and will be placed in general population (no release) pending the outcome of his/her violation hearing.

### **SELF EMPLOYED INMATE REQUIREMENTS**

- Past two years tax return transcripts for business received from IRS indicating taxes were filed and approved
  - Tax ID number
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- Job records as proof of activity prior to incarceration. Receipts reflecting existed activity.
  - Past year business bank statement
  - Current contracts
  - Address of work sites
  - Business phone bill
  - Updated insurance information for business and employees (if any)
  - Registered licensing if required
  - Dept. of Financial Institution documentation indicating in good standing if (if LLC)

**\*\*HOC has the authority to request additional documentation based on business type if deemed necessary**

**\*\*HOC has the authority to deny any work release for any business found to be fraudulent or unable to provide requested employment requirements for HOC\*\***

### **CHILD CARE REQUIREMENTS**

- Valid address
- Landline telephone number for valid address-all features must be removed from phone
- Must provide monthly phone bill
- Birth certificates with child's name (offender's name must be listed as parent)/adoption paperwork if not biological parent
- Any offender requesting child care for a child not biologically their own or adopted, must be specified by the sentencing courts
- Any court documentation granting full custody, if offender is not birth mother
- Work schedule on letterhead of spouse or other caregiver, along with a letter from the caregiver stating the hours they are willing to supervise child(ren)
- School schedule for school age children distributed from the school/school district

### **ELDER CARE REQUIREMENTS**

- Valid address
- Valid landline telephone number
- Must provide monthly phone bill
- Letter from physician stating patient requires assistance from said offender and the hours the offender is needed to provide care
- Schedule on letterhead of other caregiver

**\*\* HOC staff will ensure state financial aid is not being distributed for child care/elder care benefits. Anyone found to be illegally collecting/benefiting from such aid, can face additional charges for fraud.**

### **TREATMENT/MEDICAL RELEASE**

**\*\*ALL offenders court ordered treatment and/or medical release must provide proof of valid private insurance. Anyone not having valid private insurance will not be released for medical/treatment and will be provided health care through the medical department at HOC. If the medical department deems it necessary for the inmate to be seen by an outside provider, transportation/escort will be provided.**

- Letterhead submitted by a licensed treatment facility or provider with date/times.
- Treatment will only be permitted by an accredited counselor, doctor, social worker.

- Offender must provide documentation from provider indicating offender reported and time of departure, upon return to HOC

### **SCHOOL RELEASE**

**\*\*All offenders under 18 years of age without HSED or Diploma will be required to attend Franklin Public Schools at HOC**

- School schedule
- Counselor name/phone number at school
- Must provide attendance verification, signed by counselor, on a weekly basis

**\*\*Travel time will be determined by HOC staff. Transportation may not exceed 1.5 hours per one way trip or 90 miles per one way trip. Offender must remain in Wisconsin unless approved by courts.**

**ALL SCHEDULES MUST BE SUBMITTED AT MINIMUM 48 HOURS IN ADVANCE, GRANTING STAFF ADEQUATE TIME TO VERIFY SCHEDULE. NO SAME DAY/LAST MINUTE OVERTIME REQUESTS SHALL BE APPROVED.**

**ALL DOCUMENTATION CAN BE SUBMITTED IN PERSON BY OFFENDER (ORIGINALS), FAXED OR SCANNED TO HUBER EMAIL. EMAILS MUST COME FROM BUSINESS, NO PERSONAL ADDRESSES ACCEPTED.**

**HUBER FAX- (414) 525-5753**

**HUBER EMAIL- hochuber@milwaukeecountywi.gov**

### **OUT OF COUNTY TRANSFER REQUEST**

**Any offender requesting to serve sentence in another jurisdiction (out of county transfer)**

- Court must approve request to transfer to other specified jurisdiction/Must be included in judgement of conviction
- Offender must still report to HOC for booking
- HOC staff will submit transfer request to other agency
- Offender will remain in custody until approval is received from said agency indicating date/time approved to arrive

**\*\*Inmates accepted to serve their sentence in another county other than Milwaukee shall still have their release date calculated and determined by HOC Records/Control.**

**Any offender requesting to serve sentence at HOC from another county**

- Court must approve request to transfer to Milwaukee County
- Sentencing agency must submit request to HOC including JOC, release date determined by sentencing agency, work schedule (if provided)
- HOC will review request and submit acceptance/denial form back to request agency with report date/time, if approved

**\*\*HOC will only approve inmate's requesting out of county transfer to Milwaukee County if sentence is eligible for electronic monitoring. HOC does not accept any in house of county requests. All requests can be faxed to 414-427-6001, attention EMU Officers.**

**\*\*All out of county approvals will be charged a rate of \$25.34 per day, regardless of employment status.**

**\*\*All offenders requesting transfer must be court ordered Huber/work release as part of their sentence**

### **ITEMS PERMITTED UPON ARRIVAL**

All items must be brought in a clear, plastic bag. No backpacks or suitcases will be permitted.

- Prescription eyeglass/contacts
  - List of prescribed medication from pharmacist/medical provider
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- Three changes of clothing, including those being worn upon arrival
  - Battery operated alarm clock
  - No more than \$50.00 cash to remain in locker at any given time

**\*\*Any other item produced upon arrival will be inventoried in HOC property and not be released until your release date. Any perishable items shall be destroyed. Huber staff is not permitted to hold any contraband items.**

**Additional information to include Electronic Monitoring Procedures can be found on the Milwaukee county website**

**<http://county.milwaukee.gov/HOC/Huber>**

**Huber phone numbers**

**(414)525-5741 or 5743-huber office (general information)**

**(414)525-5753 (fax)**