

Huber/Work Release Privileges:

1. While in custody, you must provide the following before you will be allowed out of the facility for any reason:
  - a. Photocopy of the driver's license for all people who will be transporting you during your incarceration.
  - b. Photocopy of insurance for all vehicles in which you will be transported during your sentence. This must show the beginning and end date for which the policy is in effect.
  - c. A copy of vehicle registration for all vehicles in which you will be transported during your incarceration.
2. If you are employed, you need to provide a letter from your employer on company letterhead that states the following:
  - a. Name and address of company.
  - b. Number of people employed with company.
  - c. Name of supervisor(s).
  - d. Days and times of work. (Please indicate if employee needs to be at work station prior to start time.)
  - e. Complete address of work location, if different from address of company.
  - f. Telephone numbers, including extensions and cell phones, of main work number and supervisors.
3. Inmates granted child care as part of their sentence must meet the requirements listed in Items #1 and #2. You must also complete a supplemental application for approval.
4. Inmates attending school must meet the requirements listed in Items #1 and #2.
5. Inmates requesting consideration for Electronic Monitoring must meet the requirements listed in Items #1 and #2. You must also complete a supplemental application for approval.
6. Your employer must be within a 60 mile radius of Juneau.
7. Cash payment of Huber fees is required. You will be required to pay weekly for the term of your incarceration regardless of how many days a week you work. At the time of booking, you will be required to pay two weeks Huber fees (\$210.00) plus a \$25.00 booking fee. TOTAL AMOUNT DUE AT BOOKING IS \$235.00. Huber fee charges are \$105.00 per week (\$15.00 per day). The only alternative to this would be to sign a wage assignment that is filed with your employer. This wage assignment option does not apply to self-employed inmates. If you are self-employed and fall behind on your Huber fees, you will be held in from work. If you are employed, regardless of whether you go out to work while you're incarcerated, you will be required to pay the Huber fees.
8. If self-employed or working for a smaller company, you must show proof of workmen's compensation insurance or its equivalent. (If your health insurance will cover injuries sustained while working, you must provide proof.)
9. You must supply the jail with current work schedules on a weekly basis. Any changes in your weekly schedule must be brought to the attention of the Pod Officer. Inmates are allowed out for up to 12 hours per day for work plus travel time. You can work 6 days per week. You will be required to spend one (1) full day in jail per week.
10. You may place money in your monetary account at booking or upon request. This will enable you to purchase items that are not allowed to be brought into the secure area of the jail (hygiene supplies, writing paper, phone time, alarm clock, etc.) You may keep money in your jail issued locker for work.
11. You are provided with all clothing items necessary while you are in the facility. You are also provided with necessary hygiene items. You are able to purchase additional hygiene items from commissary.

12. Inmates with Huber privileges are allowed to work two jobs if the following apply:
  - a. Proof of employment of second job at time of sentencing (W-2 form/pay stub).
  - b. Approval of second job from jail administration.
  - c. Total hours of work do not exceed 12 hours per day/ 6 days per week.
  
13. Upon entering the Huber facility, you will be assigned a locker for your work clothes. Property not allowed in the Huber/Work Release Locker Room includes items that are illegal to possess by law, items containing alcohol, items being used for something other than their intended use, or any other items deemed not allowable by the Dodge County Detention Facility staff.
  
14. As a Huber inmate, you are financially responsible for your medical care. Medications brought to the jail must be in bubble packs. This service should be available from your pharmacy. Medications will be turned over to medical staff to be set up for distribution according to the directions on the bubble pack. The facility physician has the final word on all medical issues.

REV: 11/7/16