Lincoln County Jail

Request for Huber / EMP Employment

(to be filled out by the employer)

Name of Inmate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisors Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_p/hr Next pay date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay periods are: Weekly \_\_\_\_ Bi-weekly\_\_\_\_

Insurance Company and policy number covering your business for Worker’s Compensation are

**required** to be listed below.

Insurance Company :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coverage dates: \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_

List your I.R.S. Employer ID number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List your Wisconsin Department of Revenue I.D. number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer or authorized agent:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the employee's timecard or pay stub must be submitted to the Lincoln County Sheriff's Office for each pay period in which the inmate is under the supervision of the Lincoln County Jail This can be done via postal mail, fax, or email.

Weekly Huber/EMP Schedule

Inmates will not be allowed out more than 12 hours per day (including travel time),

more than 60 hours per week, or more than 6 days in a row. Unless pre approved by a Correctional Sergeant.

Completed schedules must be turned in every Saturday for the following week. They can be delivered to the jail lobby, faxed to 715-536-3466 or emailed to [lincoln.sheriff.corrections.sergeant@co.lincoln.wi.us](mailto:lincoln.sheriff.corrections.sergeant@co.lincoln.wi.us)

| Date | Day Of Week | Start Time | End TIme | Total hours |
| --- | --- | --- | --- | --- |
|  | Sunday |  |  |  |
|  | Monday |  |  |  |
|  | Tuesday |  |  |  |
|  | Wednesday |  |  |  |
|  | Thursday |  |  |  |
|  | Friday |  |  |  |
|  | Saturday |  |  |  |

I, hereby state that the hours listed above are paid hours for the employee listed. I understand that this information is public record and may be given to the IRS, Social Security Office, Employment Information Board or others as requested. I agree to call the Lincoln County Jail at 715-536-6275 with any changes to this information immediately.

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

Supervisor signature Date

**Lincoln County Jail**

**Electronic Monitoring Fees**

**Lincoln County Sentences**

$ 10.00 EMP Hook-up and UA Fee

$ 30.00 Booking fee (per court Case)

$131.25 Weekly EMP Fee ( weeks run Sunday-Saturday)

**Transfers from Other Counties**

$ 10.00 EMP Hook-up and UA Fee

$ 50.00 Huber Transfer Booking Fee (per court case)

$165.00 Weekly EMP Fee (weeks run Sunday-Saturday)

**Additional Weekly Alcohol Monitoring Fees**

$84.00 Alcohol Monitoring Bracelet (CAM)

$70.00 Remote Breath Device

\*Any replacement or repair costs of EMP or Alcohol Monitoring equipment will be the responsibility of the inmate issued the equipment.\*

All hook-up and booking fees are non refundable. If you are removed from the EMP program you will be charged for the entire week of your removal. Any monies remaining after that charge may be eligible for credit to your jail account.