

JOB SEARCH RULES

- Inmates who have been granted Huber and have taken/passed a urine test (\$10.00 fee for each test) may request to go to Job Service. You must submit your request on an INMATE REQUEST FORM no later than Sunday at lockdown (11pm). Late requests will be denied.
- Trips to Job Service will be allowed once per week and jail staff will decide which day and what time you will go.
- Outside job searches may be allowed once per week. If approved, you may go to three places located in the city of Dodgeville. You must have a photo ID card and Social Security card. If you have a valid driver's license, and an approved vehicle, you may search outside the Dodgeville area if approved by staff. Job search will be limited to Iowa County unless you have been given prior approval.
- When reporting to Job Service, you will go directly there and come directly back to the jail. If you have unaccounted time, if you violate the jail/Huber rules while out, if you make unapproved stops, or if you turn down a job without a valid reason, loss of some or all job search privileges will occur. In addition, you may be subject to discipline.
- Jail staff will not call to check on the status of job applications. You may use the inmate block telephone/calling card to check on the status, or have friends/family inquire for you.
- Employers must call the jail staff (935-2885) to schedule job interviews for inmates.
- If, AFTER FOUR (4) WEEKS, you fail to find a job, NO OUTSIDE JOB SEARCHES WILL BE ALLOWED. This includes trips to Job Service. You may submit a request for Job Search if special circumstances exist. Jail staff will determine if your circumstances warrant release for job search. You may have friends or relatives send you job applications via US mail in order to continue your job search. Some applications are kept on hand in the jail office. You may check the employment advertisements in the local newspapers.
- Inmates must be sentenced to jail for a minimum of three (3) weeks in order to go out for job search. No work search is allowed during the last two weeks of incarceration.

I understand the above Job Search rules and agree to follow these rules. I understand that my behavior, while incarcerated, may directly reflect the level of job search privileges I am granted.

Inmate Name (Print)

Inmate Signature

Date