

Required Items:

Valid Photo Identification & Social Security Card

Acceptable Items:

ONE CHANGE OF CLOTHING TO INCLUDE

- One (1) Shirt
- One (1) Pair of Pants
- Three (3) Pair of Underwear (white)
- Three (3) Pair of Socks (white)

HYGIENE ITEMS

- One (1) Shampoo
- One (1) Deodorant
- One (1) Toothpaste
- One (1) Toothbrush
- Two (2) Individual Contact Lenses
- One (1) Bar of Soap
- One (1) Soap Container
- One (1) Comb or Hair Brush

Additional hygiene items may be purchased once you have been assigned to a housing area. If you are indigent, hygiene items will be made available to you after 24 hours.

Any item brought to the jail that is NOT listed as an "acceptable item" will be considered contraband and will not be allowed in the jail. No duffel bags or luggage.

Where will I be staying?

Depending on your classification, behavior, and the space needs of the Jail, you may be housed at any one of the two Dane County Jail facilities.

- The Public Safety Building Jail
115 W. Doty Street
- The William H. Ferris Center
2120 Rimrock Road

Your housing location may not be determined for up to 48 hours.

Dane County Sheriff's Office
Attn: Huber Counselor
115 W. Doty St.
Madison, WI 53703

Inmates interested in our Diversion programs may call 266-9089 for more information.

Huber Employment Worksheet

(Due 10 days prior to your report date or as soon as possible prior to your sentencing hearing for OWI 3rd or greater)

(PRINT)

Date Due in Jail _____

Name _____

Address _____

Home Phone _____

Employer _____

Empl. Address _____

Employer Phone# _____

Supervisor _____

Wage _____ Payday _____

Work Schedule/Location: _____

Mode of Transportation _____

Huber Law & You



DANE COUNTY SHERIFF'S OFFICE Security Services Division

You have been sentenced to the Dane County Jail with Work Release/Huber Privileges. This guide is designed to answer questions you may have prior to your arrival at the jail to start your sentence. For more information, contact a Huber Counselor at 284-6082. This form is due 10 days prior to your report date or as soon as possible prior to your sentencing hearing for OWI 3rd or greater.

What is Huber?

The Court has granted you the privilege to work, seek employment, provide child care, attend school and/or treatment programs while serving your sentence. The Dane County Sheriff's Office administers the Huber Program under a strict set of rules. Your behavior and the preparations you make will determine your ability to exercise your Huber privileges.

Where do I go to start my sentence?

Go to the Public Safety Building, 115 W. Doty Street on the date and time set up by the Court, and report to the Bail window on the 1st Floor. *Don't be late!* If you show up late for your sentence, you will be released late on your eventual release date. If you intentionally fail to report as required, you will be referred to the District Attorney's Office for an additional crime under Wisconsin Statute 946.425 (a misdemeanor if your sentence is less than 10 days, a felony if your sentence is 10 days or more).

Arriving under the influence of alcohol or with illicit drugs in your system may result in the loss of your Huber privileges!

What should I bring with me?

When you arrive for your sentence, bring only the items listed. Our storage space is limited. You will be expected to keep all of your belongings in one small locker and a small drawer. Do bring all prescription medications you will need. Medications are allowed only if they are in their original prescription container. They will be checked by our medical staff. Do not bring tobacco products or any kind of lighting materials with you. Do not bring breakable containers or food items with you. They are considered to be contraband, and will be disposed of by Jail staff.

What are the Jail Rules?

Upon reporting to the jail for your sentence, you will be provided with a written copy of the Jail Rules, Special Rules for Work Release Prisoners, and an orientation. You will be expected to comply with all of the rules of the facility to which you are assigned. Failure to do so will result in discipline and can affect your ability to exercise Work Release Privileges.

How will I get to work?

Your primary means of getting around will be public transportation. You are not allowed to operate a motor vehicle to and/or from your Huber work site. You will be allowed a reasonable amount of travel time to get to and from work.

Wages & Huber Board

Wisconsin law states all of your wages earned while on work release must be turned over to the Sheriff. A board fee is deducted from your earnings based on the number of hours worked. (Huber Board is not charged unless you are earning an income.) Authorized payments for debts and expenses may be requested from the Huber Bookkeeper during your sentence. If your sentence is 30 days or less, you will be **REQUIRED** to pay your Huber Board in advance, either **IN CASH** or by **MONEY ORDER**, before you will be allowed out to work.

Employment Verification

All employment is subject to approval of the Sheriff and must be verified.

Complete the Huber Employment worksheet and send in at least 10 working days **prior** to reporting to jail or **as soon as possible** prior to your sentencing hearing for OWI 3rd or greater. Failure to do so will delay your release for work. Plan on not being allowed out for work for at least 48 hours as the verification and set-up process for work release takes time. Your housing location may also not be determined for up to 48 hours.

- Self-employed persons must provide a copy of their last two (2) years income tax returns as verification.
- Family Care Providers, (if you meet the eligibility requirements) must show Vital Statistics - Birth Certificates (hospital certificates are not sufficient). Social security cards, school schedule, and have a letter from the other care provider's employer with work days/hours.
- Students must show proof of registration and a valid class schedule from the Registrar's Office.
- For outside counseling services, you must show a letter from the counseling service detailing times, dates and places of all counseling sessions.
- For on-going medical treatment, you must show a letter from the medical authorities detailing type of appointment, times, dates, places and with whom the appointment is scheduled.

You will only be allowed out of the Jail for work release privileges for the hours you are scheduled to work, including your travel time. You are allowed out a maximum of 6 days per week if necessary. This applies to your job, or any combination of work and appointments.

If you are serving a sentence for an OWI conviction and you are required to have an OWI assessment, this assessment **MUST** be done or scheduled **PRIOR** to your report date. Please bring this paperwork with you when you report to jail. Failure to do this will result in a loss of Huber privileges.

Pre-approved work sites must be in Dane County. Under special circumstances consideration may be given to work sites in the counties immediately surrounding Dane County.

Job Search

The Dane County Jail Job Center is available for those who are unemployed and want to seek employment. You must have a valid state photo ID and social security card in your possession prior to going out on work search. You will be allowed out of the jail a maximum of 3 times to find employment.