BROWN COUNTY JAIL
ELECTRONIC MONITORING PROGRAM (EMP)
3030 CURRY LANE
GREEN BAY, WI 54311
PHONE: (920) 391-6809
FAX: (920) 391-6802
BC_JAIL_EMP@browncountywi.gov

PRE-REGISTRATION PACKET

The Brown County Jail no longer utilizes the Work Release Center for Huber inmates. Individuals who would have stayed at our Work Release Center are now enrolled in the Electric Monitoring Program (EMP). EMP allows Individuals sentenced with Huber to work, go to school, attend treatment, provide childcare to serve their sentence from home.

EMP is a privilege, not a right!

If you are sentenced with Huber privileges and wish to enroll in the Brown County Jail – EMP, you MUST be able to provide the following to be considered:

1. Reside and/or work within 50 miles of Green Bay
2. Have a working phone and voicemail
3. Pay Initial Deposit of $495.00
4. Be able to follow all EMP Rules & Regulations

FOLLOW THESE STEPS APPLY FOR EMP

1. EMP PRE-REGISTRATION PACKET

a. At least 10 DAYS PRIOR to your scheduled report date, complete and submit the Pre-Registration packet by:
   - Submit completed packet online
   - Emailing a completed packet to BC_JAIL_EMP@browncountywi.gov
   - Mail or drop it off: **Brown County Jail, EMP, 3030 Curry Lane, Green Bay WI 54311**
   - Fax to (920) 391-6802

c. SCHEDULE YOUR REPORT TIME
You are required to contact the EMP Office prior to your report date to schedule your report time. Failure to do so may result in a delay in your placement on the program.
   - Call (920)-391-6809
   - Email to BC_JAIL_EMP@browncountywi.gov

2. REPORT DATE

- Report to the Brown County Jail located at 3030 Curry Lane, Green Bay, **Door S-18** located between the main entrance and the Sally Port at your scheduled time or before 4pm
- Reporting to jail under the influence of illegal drugs or alcohol will be grounds for delay of work release privileges.
- Bring $495.00 (Cash/Cashier's Check) to pay EMP fees
- Bring a working cell phone
- Enrollment can last 2-3 hours so be prepared with transportation
- Bring with you a list of prescriptions you are currently taking.

You will be required to pay a daily fee for each day you are incarcerated, currently set by the Brown County Board at the rate of $27 per day. You must pay $495.00 upon arrival ($35 booking fee, $79.13 EMP setup fee, U/A fee, and first 2 weeks of monitoring fees). Your employer will be contacted, and your payroll checks will be forwarded directly to the Brown County Jail during your incarceration. **(Direct deposit of payroll is not accepted)**

You will be required to maintain employment while on EMP. No cash jobs or bartending jobs are permitted. Deliver Jobs are subject to review by EMP.

If you are currently unemployed or self-employed, you will be required to pay $495.00 ($35 booking fee, $79.13 EMP setup fee, U/A fee and first 2 weeks of monitoring fees) in advance and on a weekly basis you are required to pay $189.00 per week.

If you are serving less than 21 days, you must pre-pay all fees prior to EMP program placement. (Example: 21 days will be $682.00)

Self Employed individuals must provide the following information with their Pre-Registration Packet:

- Name of business, address, phone number, number of years in business
- Tax I.D. number
- Copy of last 2 year's taxes
- Copies of past work contracts as well as future contracts
- Copy of Business liability insurance policy

All self-employment jobs AND/OR jobs requiring travel outside 50 miles from Green Bay, WI must be approved through the EMP Sergeant

TRANSFERRING SENTENCE TO/FROM ANOTHER COUNTY

If you are interested in transferring your jail sentence to or from another county, it must be court ordered by the sentencing Judge. Indicate in the Pre-Registration Packet, the county you would like to serve your sentence in. You will be contacted for further information.

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PRE-REGISTRATION PACKET

PERSONAL INFORMATION

NAME (First, Middle, Last) _____

D.O.B._____/_____/_____ **D.L.#**_____ **STATE ISSUED** _____

S.S.# _____

ADDRESS (Include Apt number, upper/lower) _____

STATE _____**City/Village/Town**_____ **Zip Code**_____

CELL PHONE:( )_____ **PHONE NUMBER**: ( )_____

EMAIL: _____

EMERGENCY CONTACT

NAME:_____ **RELATIONSHIP:** _____

CELL PHONE:( )_____ **PHONE NUMBER**: ( )_____

SENTENCE INFO

JAIL REPORT DATE: _____**SENTENCING JUDGE**: _____

CHARGE(s): _____

CASE NO(s): (example 21CF000) _____

LENGTH OF SENTENCE: _____

I understand that it is my responsibility to provide any supporting documentation requested. I agree to abide by the rules and regulations set forth in the Brown County Jail Inmate Handbook as well as the Brown County EMP Inmate Rules. I understand that failure to abide by these rules may be grounds for disciplinary action, which may include loss of work release privileges and/or good time.

_____ _____/_____/_____
Signature Date

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TO THE EMPLOYER: The below listed individual has been sentenced to serve a jail term at the Brown County Jail under the provisions of WI state statute 303.08 "Huber Law". This agreement must be filled out completely and returned to the Brown County Electronic Monitoring Program (EMP). Incomplete or inaccurate paperwork may result in the suspension of work release privileges until Brown County Jail Staff can verify information.

NAME OF EMPLOYEE (LAST, FIRST, MI)_____

EMPLOYER
NAME_____

ADDRESS_____

PHONE _____FAX_____

DATE OF HIRE_____ NEXT DATE OF PAY_____RATE OF PAY$_____PER_____

PAYDAY IS: ( ) WEEKLY ( ) BI-WEEKLY ( ) MONTHLY

EMPLOYEE'S NORMAL HOURS: START_____FINISH_____

NORMAL DAYS OF WORK (CIRCLE ALL THAT APPLY) SUN MON TUE WED THU FRI SAT

EMPLOYEE'S DIRECT SUPERVISOR_____DIRECT PHONE NUMBER_____

EMPLOYMENT AGREEMENT

If employment is terminated, we agree to notify the Brown County Jail Electronic Monitoring Program as soon as possible. We agree to notify the Brown County Jail Electronic Monitoring Program if the employee is late, does not arrive, departs at a time that is different from the schedule, or is required to work overtime. Upon request, we will forward copies of any timecards, or payroll records to the Brown County Jail Electronic Monitoring Program, should further work attendance history be required. We agree to forward a weekly schedule of employment hours, no later than Saturday for the following workweek. We understand that the inmate is not permitted to travel outside a 50-mile radius of the Brown County Jail. We agree to forward all earnings for individuals directly to the Brown County Sheriff's Office Jail Division as required by law. The only deductions allowed from an inmate's pay are for taxes, union dues, 401(k) or other legitimate retirement plan, court ordered payments and health insurance. By law an inmate's wages cannot be garnished while in jail. Wage assessments for child and family support are permitted. Contributions to a credit union are not permitted. Employers are required to provide EMP with a letter prior to and for any holiday hours to be scheduled for the employee for approval.

_____	_____	_____	_____
EMPLOYER'S SIGNATURE	**PRINTED NAME**	**TITLE**	**DATE**