

BROWN COUNTY JAIL – HUBER LAW CENTER
125 SOUTH ADAMS STREET
GREEN BAY, WI 54301
920-448-4258

PRE-REGISTRATION

All person's reporting to the Brown County Jail to begin serving a sentence involving Huber privileges are to report to the visiting area of the Brown County Jail located at 3030 Curry Lane, Green Bay. Inmates should pick up a pre-registration packet at the Brown County Jail, 3030 Curry Lane, Green Bay, or the Huber Law Center, 125 S. Adams Street, Green Bay. Please fill in the requested information and return it to the **Brown County Jail, 3030 Curry Lane, Green Bay WI 54311**, by mail or in person 10 days prior to your scheduled report date.

On the day you report to jail, you will be required to report at 8:00 PM to the Brown County Jail at 3030 Curry Lane, Green Bay, WI. You will be booked in and released to travel to the Huber Law Center located at 125 South Adams Street, Green Bay. It is your responsibility to provide travel arrangements.

Reporting in under the influence of illegal drugs or alcohol may be grounds for denial or delay of work release privileges.

◆ Short Term Sentences

If you are sentenced to serve 20 days or less, you will be required to pay all board in advance. (\$20 per day) Failure to pay board in advance will result in your return to lock-up. A \$30 booking fee will be assessed. **As authorized by State Statute 303.08(5), your payroll check(s) will still be forwarded to the Brown County Jail for tax and hour verification.**

◆ Long Term Sentences

If you are sentenced to serve more than 20 days, your paycheck will be collected directly from your employer and proper board charges (\$20 per day) will be deducted from your account, as authorized by State Statute 303.08(5). **Direct deposit of payroll is not accepted.** A \$30 booking fee will be assessed.

◆ Self-Employed

If you are self-employed, you will be required to pay your board 2 weeks in advance and from then on, on a weekly basis from Sunday through Saturday, at a rate of \$140.00 per week. A \$30 booking fee will be assessed. Failure to keep board paid in advance will result in your return to lock-up. All individuals requesting to operate their businesses while in the Huber Law Center must provide the following information to the Huber Lieutenant:

- 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
- Two weeks board in advance (\$280)
- Copy of Business liability insurance policy

All self-employment jobs must be approved through the Huber Law Lieutenant.

Expense Money

You will not be allowed to have more than \$50 cash anywhere within the Huber Law Center at any time.

Operating a Motor Vehicle

Huber inmates who would like to drive a vehicle must provide the following information:

- Valid driver's license
- Proof of ownership or written permission from owner to use vehicle
- Proof of valid insurance listing you as the primary driver
- Proof of vehicle registration
- Proof you have arranged for a parking space with Green Bay Parking Utility (448-3431)

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 on the pre-registration information sheet, the county that you would like to serve your sentence in. You will be contacted for further information. Do not make arrangements yourself or new criminal charges of Fail to Report to Jail may be erroneously filed! Incoming transfers will be charged a board rate of (\$22 per day) and a transfer application fee of (\$25).

(OVER)

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Property Items to Bring With You to Jail on Your Report Date:

- One (1) Alarm Clock (wind-up or battery powered) or wristwatch with alarm
- All prescription medications
- Three (3) pairs of socks, three (3) T-Shirts, Three (3) pairs of non-thermal underwear. Plain white only
- Work clothes for the following day
- Money to be put on Canteen Account
- Personal Bible or Koran
- Legal documents

Do NOT Bring Any of the Following Items on Your Report Date:

Any toiletries (Your initial packet of hygiene items will be supplied in the jail)
Any and all jewelry, including wedding/engagement rings
Cell phones, pagers, walkmans, or any other battery operated or electronic device
Pocket knives or work tools
Books or magazines
Pens, pencils, writing paper or notebooks

Lighters, Matches, Tobacco Products and Any Other Smoking Materials Are Considered Contraband Within Any Brown County Jail Facility. Possession of Smoking Materials or Tobacco Products Within the Brown County Jail, or Huber Law Center is a Rule Violation, and Will Result in Disciplinary Action.

Inmate's informational copy----Keep for your records-----Do not return this sheet with your pre-registration packet.

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Huber Inmate Information Sheet

Individuals who are reporting to the Brown County Huber Law Center to serve a jail sentence under Wisconsin State Statute 303.08 Huber Law must complete this form and other required documentation and return it at least 10 days prior to your jail sentence report date.

You will be required to pay a daily fee (Huber board) for each day you are incarcerated, currently set by the Brown County Board at the rate of \$20 per day. Should your jail sentence be 20 days or less you will be required to pre-pay your Huber board. If your jail sentence is more than 20 days, 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)**

Incomplete or inaccurate information or reporting under the influence of illegal drugs or alcohol may be grounds for denial or delay of work release privileges.

NAME _____
D.O.B. ____/____/____ D.L.# _____ S.S.# _____
ADDRESS _____
STATE _____ ZIP CODE _____
PHONE NUMBER: () _____ CELL PHONE: () _____

SENTENCE INFO

JAIL REPORT DATE: _____
CASE NO: (example 06CF193) _____
CHARGE: _____
LENGTH OF SENTENCE: _____
SENTENCING JUDGE: _____

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 Huber Law Center inmate handbook. I understand that failure to abide by these rules may be grounds for disciplinary action, which may include loss of work release privileges.

Signature Date

*****JAIL USE ONLY*****
Date Rec'd _____ By: _____
Pre Pay? Y / N Payroll to be Forwarded? Y / N

Brown County Jail – Huber Law Center
125 South Adams Street
Green Bay, WI 54301
Phone: (920) 448-4258
Fax: (920) 448-4249

TO THE EMPLOYER: The below listed individual has been sentenced to serve a jail term at the Brown County Jail Huber Law Center under the provisions of WI state statute 303.08 "Huber Law". This agreement must be filled out completely and returned to the Brown County Huber Law Center. 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 PAYS\$ _____ 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 Huber Law Center as soon as possible. We further agree to notify the Brown County Huber Law Center 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 time cards, or payroll records to the Brown County Huber Law Center, should further work attendance history be required. We also 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 Huber Law Center. Further we agree to forward all earnings for individuals directly to the Brown County Sheriff's Department 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. Inmates serving less than 20 days must pre-pay all Huber Law board prior to work release.

EMPLOYER SIGNATURE PRINTED NAME TITLE DATE

*******Jail Use*******

DATE REC'D _____ EMPLOYMENT VERIFIED _____
 WORK SCHEDULE VERIFIED _____ ENTERED INTO PRINTRAK _____
 () APPROVED () DENIED BY _____ DATE _____

