

# Sauk County Huber Center Pre-Commitment Information

**\*\*Report to the Huber Center, not the Jail\*\***

## Mailing Address:

Inmates Name-Huber Center  
Sauk County Sheriff's Department  
1300 Lange Ct  
Baraboo, WI 53913

Visitation hours are posted on Sauk County's Website  
<http://www.co.sauk.wi.us/sheriffsoffice>

## Bring the following:

- \* Any money needed for canteen/vending machine items (up to \$40.00 in singles-allowed at time of booking only)
- \* If you are working also bring:
  - \* 2 weeks of huber fees equal to \$224.00 (cash or money order only)
  - \* Employment paperwork: Work Schedule, Work Release Agreement, & Workman's Compensation Certificate (pick up prior to booking in). Drop off Work Schedules & Work Release Agreement to the Huber Center prior to your book in date.
- \* Self-employed inmates or inmates doing Child Care should stop at the Huber Center to pick up proper paperwork before booking in for approval by Sergeant
- \* **ALL** prescription medications in original prescription bottles
- \* Medical insurance card
- \* ID, SS card and minimal amount of legal paperwork (if necessary)

## Information:

- \* Travel time to your job is 60 minutes maximum. You will be allowed out of the Huber Center for up to 12 hours a day for work, pass, school or family-child care activities. The 12 hour restriction includes travel time to and from the Huber Center.(Exceptions may be made in the case of industries that work 12 hour shifts)
- \* Paychecks need to be mailed into the huber center
- \* *If you have direct deposit, paystubs need to be mailed or brought in to the huber center*
- \* If direct deposit is required for all employees, your employer must submit a letter on company letter head stating this
- \* If direct deposit is not required for all employees, a Security Division Supervisor will review on a case by case basis
- \* All transfers must be approved by a Security Division Supervisor

## Suggested clothing items for work:

- |   |                         |
|---|-------------------------|
| * 2 work shirts   | * 2 pair work pants     |
| * 1 pair work boots or shoes                                    | * 1 jacket/outerwear    |
| * T-shirts or bras  | * briefs/boxers/panties |
| * 1 belt  | * socks                 |
| * 1 sweatshirt & 1 pair sweatpants (to wear when doing laundry) |                         |

## 24 Hrs prior to your commitment or during your incarceration--- DO NOT:

- \* Drink any alcoholic beverages
- \* Take any illegal substances
- \*\*\* If you report to serve your sentence/commitment under the influence or with any alcohol in your system, you may lose good time credit and/or face an alternative sanction including work release and pass release privileges.\*\*\*

## DO NOT BRING:

- \* Any contraband, drugs, weapons, sharp objects, tools, etc.
- \* Any suitcases, duffel bags, etc.
- \* Any cosmetics or hygiene items
- \* Any books, magazines, or newspapers