

# Sauk County Huber Center Pre-Commitment Information

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

## **Mailing Address:**

Inmate's 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>  
Huber Visitation Hours: Main entrance  
Tuesdays-Sundays 9 AM to 10:30 AM (Register by 10:10)  
7 PM to 8:30 PM - T/W/TH only (Register by 8:10)

## **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 employed; 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, as this needs to be approved by a Sergeant.
- \* **ALL** prescription medications in original prescription bottles. (If your prescribed dose will be due around the time you are scheduled to book in, you should take it before coming to the Huber Center.)
- \* Medical insurance card.
- \* 2 forms of identification (driver's license, state ID, SS card, birth certificate and/or passport). You will not be allowed to leave the Huber Center to get these after you book-in.

## **Information:**

- \* You are required to report on the date and time on the Judgement of Conviction. If you fail to report on the court ordered date and time you can receive a new criminal charge and/or face disciplinary sanctions, such as loss of good time and restriction of work release privileges.
- \* 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, you must add at least \$200 weekly or \$400 if you are paid bi-weekly. Paystubs need to be mailed or brought in to the Huber Center for each pay period.
- \* If direct deposit is required for all employees, your employer must submit a letter on company letterhead stating this.
- \* If direct deposit is not required for all employees, a Sergeant will review on a case-by-case basis.
- \* All transfers must be approved by a Sergeant.
- \* All of your personal items/work clothing must fit in a small locker. It is recommended you bring a sweatshirt & pants to wear when doing laundry.

## **24 hours 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 restriction of work release and pass release privileges.\*\*\*

## **DO NOT BRING:**

- \* Any contraband, drugs, weapons, sharp objects, tools, etc.
- \* Any suitcases, duffel bags, purses, etc.
- \* Any cosmetics, jewelry, or hygiene items
- \* Any books, magazines, or newspapers
- \* Any cell phones or other electronic devices
- \* Any cigarettes, chewing tobacco, matches, or lighters