

CHECKLIST:

- ◇ Photo ID
- ◇ Be Drug and Alcohol free
- ◇ Valid prescription medications
- ◇ Allowed clothing

If working:

- ◇ Money for Huber fees
- ◇ Work schedule
- ◇ Driver insurance/license info.
- ◇ Employer form completed

ITEMS NOT ALLOWED:

- *Weapons/Sharp objects
- *Cell phones or other Electronics
- *Liquids/Cosmetics/Hygiene items
- *Tobacco products or Lighters
- *Books or Magazines

**Columbia County
Huber Center
Entrance Door #5
403 Jackson Street
Portage, WI 53901**

www.co.columbia.wi.us
(See website for forms)

www.jailatm.com

**608-742-6476
x2292**

Fax 608-745-4263

Columbia County Sheriff's Department

COLUMBIA COUNTY
SHERIFF'S DEPARTMENT

**HUBER
&
WORK RELEASE
INFORMATION**



*The information in this
brochure is a guide to
answer questions you may
have when reporting to the
Huber Center.*

Reporting to the Huber Center -



You have been sentenced on a criminal case and have to serve the court-ordered Jail time.

If this is your first time reporting to the Columbia County Jail, you probably have several questions. In this brochure, you will find many of the answers, however, it is not all-inclusive so please contact the Jail before your sentence date if you have further questions or concerns.

On the date and time that the Judge orders you to report to the Jail, you will check in at the **Columbia County Huber Center Entrance #5**. It is important that you bring a photo ID and report to serve on the correct day and time that you were ordered in court. If you do not report you will face criminal charges. A drug urinalysis and breathalyzer test is given to each person upon arrival. If driving, please park in the lot by the 10 bay garage on the north side of the facility. It is the lot farthest from the door #5 entrance.

What to bring:

During the booking process you will be issued a jail uniform, bedding, and personal hygiene items. You may bring money to purchase items off the Jail canteen such as additional hygiene items, undergarments and select food items. Canteen is ordered by Monday night and delivered on Wednesday night. Phone cards are available to order daily. You are allowed to bring a wrist watch and three each of the following: socks, white crew neck t-shirts with no pockets and underwear. Females may also bring bras with no underwire. If you are taking or have taken any prescribed medication within the last week, you will need to bring them with you as well.

What to bring to go to work:

There is a \$125 a week Huber Fee that will need to be paid before being let out for work. You will also need to bring your work schedule along with work address, contact person and phone number in order to be verified. You are not allowed to work more than 6 days in a row and you may not be out of the Huber Center for more than 12 hours a day. You are allowed to bring a small amount of work clothes to place in your Huber locker.

Other considerations:

If you have “child care” granted by the Judge or if you are self-employed, it is not a guarantee that you will be allowed to do either of those things, as they still need to be approved by a Jail Sergeant. You will also need to show further documentation and proof.

If you have someone that will be driving you, please bring copies of their license, registration and insurance information.

If your Judgment of Conviction allows for transfer to another county and you have been accepted, you will still need to report to Columbia County first. In some cases you may also qualify for the electronic monitoring program.

If you do not have a job you may apply for the Early Release Program (ERP). This requires you to work for the Jail in order to earn time off your sentence. Every 24 hours you work = 1 day off your sentence.

There may be consequences, including the lengthening of your sentence if you do not come prepared to the Huber Center so please follow the guidelines!