
MANITOWOC COUNTY SHERIFF'S OFFICE

GUIDELINES FOR REPORTING TO JAIL

Manitowoc County Sheriff's Office

Jail Division

1025 South 9th Street

Manitowoc, WI 54220

Jail: (920)683-4228

Fax (920)683-4405

Huber Officer: (920) 683-4945



For more information regarding serving a sentence or to download Huber documents, please visit our web site at:

www.mtwjail.com

REPORT DATE/ TIME _____

REV 07/30/19

I have been sentenced to a term in the Manitowoc County Jail. The following guidelines should answer some questions I may have about reporting to jail. **For a packet containing jail information, regarding Huber and sentence transfers, please go to the jail lobby or visit our website at: www.mtwjail.com.**

1. I am expected to report to jail in a sober condition. IF I REPORT IN and test positive for drugs or alcohol, I will be subject to discipline (unless verification of prescription medication are provided). Discipline may include 24 hours segregation, being held in for up to (5) working days waiting results from the lab and/or denial of Huber/Work release privileges. All initial UAs will be used as a baseline for future UAs.
2. If I am currently working, I will need to meet with the Huber Officer prior to reporting to jail to set up my Huber release. Failing to do so prior to reporting to jail may delay me getting out for work.
3. If my place of employment is outside of Manitowoc County, I may be able to transfer my jail sentence to serve my sentence in another county. Contact the Huber Officer prior to reporting to make arrangements.
4. I must report to jail by the time indicated on my judgment. Failure to do so will subject me to discipline and possible additional criminal charges, either a class A misdemeanor or a class D felony. It will also result in suspension of my Huber/Work Release privileges until disposition of the new charge.
5. By state statute I am required to pay board at a rate established by the Manitowoc County Board of Supervisors. I may accomplish this by a check release form which has my paychecks sent to the jail, or I may pay my room and board fees in advance for the balance of my stay. For sentences of 21 days or less all board must be paid for prior to or at time of booking.
6. If I am currently seeking employment I will need to register at the temporary agencies prior to reporting to jail. We are not an employment agency. I need to have my Social Security card or Birth Certificate and photo ID at the jail to be hired while in jail. We will not allow inmates out to obtain these items.
7. The Electronic Monitoring Program is authorized at the discretion of the Jail Administration. Complete & return the application to the jail for review and acceptance prior to my report in date.
8. The release time at the Manitowoc County Jail is 5 a.m.

JAIL HEALTH SERVICES UNIT INFORMATION

1. The Jail Health Services Unit (HSU) personnel are required to follow HIPAA regulations related to the disclosure of medical or dental information. This information may be disclosed, as needed, to medical facilities for my continuation of care.
2. If I feel I have significant medical issues that HSU needs to preplan for, please complete the Confidential Information Release Authorization & Medical Pre-Booking forms and return these to HSU/Jail at least (3) business days prior to my report in date so jail nursing can review and retrieve any needed medication or records prior to my report in date.
3. Inmates are responsible for directing and addressing all medical, mental health, or dental concerns to the HSU staff. The jail physician is primarily in charge of my care while I am incarcerated.
4. All prescription medications must be brought to the jail in the original, pharmacy container. Prescriptions must be current and properly labeled. Multiple medications combined in one container are not allowed. HSU staff will review the prescriptions. Over-the-counter medications are not allowed to be brought in. These items may be purchased from the canteen.
5. Narcotic and/or sleep aid medications are not allowed unless approval is granted by a jail medical provider or prescriber. This includes, but is not limited to, methadone and suboxone. Non-narcotic medications should be used whenever possible as an alternative.
6. Diabetics are responsible to provide verification from their doctor about care instructions. This can be done prior to my report in date. The jail will provide the supplies I need during my incarceration. This includes testing meter, strips, syringes, insulin, alcohol preps, and lancets.
7. All medical/dental appointments must be scheduled by the HSU. If appointments were scheduled before incarceration, the HSU must be notified at least 72 hours prior to the appointment to verify and determine the need for the appointment.
8. Medically related diet modifications are approved by the jail doctor when it is determined the modification is needed.