
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/EMP documents, please visit our web site at: **www.mtwjail.com**

REPORT DATE/ TIME _____

REV 02/10/21

For more information regarding Huber law, electronic monitoring program (EMP) or sentence transfers you can pick up a packet in the jail lobby or visit our website at www.mtwjail.com.

1. You are expected to report to the jail in a sober condition. If you report in and test positive for illegal drugs and/or alcohol, you will be subject to discipline up to and including denial of Huber or EMP privileges. If you take a prescription that may cause a positive result on a drug screen, please bring in the prescription medication in the original, pharmacy container.
2. If you are currently working, you MUST complete and return to the Huber Officer the Huber/EMP application a minimum of 2-3 weeks prior to your report date. Failure to do so may delay your eligibility for the electronic monitoring program.
3. If looking to transfer to another county, you MUST contact the Huber Officer a minimum of 2-3 weeks prior to reporting to make arrangements.
4. You MUST report to jail on the date and time given by the courts (unless authorized to report earlier). Failure to do so will subject you to any of the following but not limited to: discipline criminal charges, and/or suspension of your Huber/EMP eligibility.
5. If your conviction is OWI related, your alcohol assessment must be scheduled and paid for before reporting into the jail or you will not have Huber Law/EMP privileges. THIS IS A STATE LAW!
6. In order to be eligible and participate in the electronic monitoring program, you must be able to meet the financial requirements/obligation of the program.
7. The Electronic Monitoring Program is authorized by the Sheriff or his designee.
8. The release time from the jail is 5 a.m.

**Due to COVID, In-custody Huber Law has been suspended
See electronic monitoring program on our website
www.mtwjail.com**

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.