
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

Huber Officer: (920) 683-4945

Huber Fax: (920)683-2749



For more information regarding serving a sentence or to download Huber/EMP documents, please visit our web site at: **manitowocountywi.gov/jail**

REPORT DATE/ TIME _____

For more details regarding Huber/Electronic monitoring program (EMP) or sentence transfers please visit our website.

1. 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.
2. You MUST report clean & sober. You will be required to provide a UA. If you report in and test positive for illegal drugs and/or alcohol, you will be subject to discipline up to & including denial of Huber or EMP privileges.
3. If you are taking any medications, you MUST bring them ALL in with you when reporting in. Even those placed in a daily/weekly/monthly pill organizer. Please bring in your prescription medication in the original, pharmacy container.
4. Complete & submit EMP application *in its entirety* **(3) weeks prior** to sentencing with an immediate report, court ordered report in date or considering a transfer in/out of Manitowoc County *or it will be rejected and/or returned until properly completed.* This information is necessary to determine your eligibility while serving your sentence on work release, self-employment, and/or childcare.
5. Although a transfer maybe authorized by the court, both participating counties must approve before it is considered. We are not in control, nor will we question another counties refusal. Inquiry to why, is solely at the inmate's discretion.
6. Any OWI related sentence requires proof of IID installation & assessment documentation *before* reporting into jail or you will not have Huber privileges, per State Statute 303.08(10m-r) THIS IS A STATE LAW! (If sentenced on OWI post booking date, options may be available to schedule and pay fees to qualify for EMP)
7. Other factors that may influence acceptance into the program are (1) Institutional history- appropriate behavior and ability to follow rules, (2) Input from inmate's probation agent, (3) Pending charges concerning you (4) Ability to Pay Fees (accumulated debt, as well, as current EMP fees)
8. We carefully review each application before any final decision is made by the Sheriff or authorized designee. Each application is evaluated on a case-by-case basis.
9. The release time from the 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. All medical, eye, and dental appointments must be made through the Health Services Unit. The HSU will coordinate any appointment(s) and transportation with correctional staff if needed.
3. If you are reporting in and you have medical issues or medications that HSU needs to preplan for, complete the Confidential Information Release Authorization & Medical Pre-Booking forms. Return these forms to HSU/Jail at least (3) business days prior to your report in date so HSU can review and retrieve any needed medication or records prior to your report in date.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Medically related diet modifications are approved by the jail doctor when it is determined the modification is needed.