



Ozaukee County Sheriff's Office

Jim Johnson, Sheriff

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www.co.ozaukee.wi.us/sheriff



****Please READ & KEEP as a reference guide.***

Huber Procedures - Business Office

1. The ***Earnings Agreement form*** must be completed and returned to the Ozaukee County Jail prior to work release; unless you are employed thru SEEK or EXPRESS in which case you will be required to sign a Wage Assignment.
2. The **initial** Huber Board deposit of \$200 if employed or \$100 if using Huber for Child Care, Family/Elder Care, or School only will be receipted to your Inmate Trust Account. This deposit will be held in your Savings Account and will be used to pay your Daily Huber Board Fees until your 1st paycheck is received if employed.
3. ***All earnings shall be receipted into your Inmate Trust Account. A paystub must be submitted with the earnings showing the hours worked, pay rates, and all deductions.***
 - a. Huber Board of either \$175.00 or \$350.00 will be immediately moved to your Savings Account, depending on how often you get paid. (Weekly = \$175.00 / Bi-weekly = \$350.00/etc.). The money placed in Savings will be used to cover your Daily Huber Fee.
 - b. IF you have debt, up to 50% of the monies received can be used to pay-off your debt.
 - Example: *If you are paid weekly and Paycheck Amount of \$528.58*
 - ½ of Paycheck: \$264.39 to Main Balance (normal spending account)
 - ½ of Paycheck: \$264.39 Huber Fees & Debt
 - \$175.00 transferred directly into your savings acct
 - Amount that may be applied to pay off debt: \$89.19
4. If you are self-employed or a subcontractor, you will need to pre-pay the weekly Huber Fees of \$175.00 by Monday 8:00 a.m. Once receipted by the Business Office the funds will be immediately moved to your Savings Account and will be used to pay your Daily Huber Fee. Note: Self Employment and Subcontractor is reviewed and approved on a case-by-case basis.
5. If you are utilizing Huber for Child Care, Family/Elder Care, or School only, you will need to pre-pay the weekly Huber Fees of \$87.50 by Monday 8:00 a.m. Once receipted by the Business Office the funds will be immediately moved to your Savings Account and will be used to pay your Daily Huber Fee.
6. The rate for Huber board if employed is \$25.00 per day or if using it for Child Care, Family/Elder Care, or School only then it is \$12.50 per day. The \$25.00/\$12.50 Huber charge is ***automatically*** taken electronically from your Account Balance each day. A transfer from your Savings Account to your Account Balance is manually entered each morning (Monday – Friday) by a staff member of the business office to offset that. Each day that happens your Savings Account will decrease by \$25/\$12.50 and your Account Balance will increase \$25/\$12.50, or debt incurred for Huber Fees will be paid off.
7. If Huber is revoked, any remaining funds will be transferred from your Savings Account to your Main Account. Remember 50% of those funds will be used to pay off any current or prior debt. In the event your Huber privileges are reinstated, you will be required to make a new \$200 deposit as outlined in item #2.
8. To Request a Release of Funds from your Inmate Trust Account, complete an “Authorization for Release of Funds” form. The Business Office will mail a check for you if you provide a fully addressed and stamped envelope or the payee may pick up the check at the jail lobby window with proper identification. Check requests need to be received by the Business Office by 10 am on weekdays in order to be issued the same day. Checks will then be available by 4 pm. You must have sufficient funds in your account when the check is processed. The Business Office normal operating hours are Monday-Friday 8 am – 4 pm.

Effective 1/12/22