

Washburn County Sheriff's Office - Jail

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Dennis Stuart
Sheriff

Steve Pank
Chief Deputy

Capt. Gretchen Nielsen
Jail Administration

Huber Transfer Requirements

If you were sentenced to serve jail time in another county and wish to transfer to Washburn County you must meet the following requirements:

1. Your Judgment of Conviction (JOC) must state, "You may serve in Washburn County" or words to that effect.
2. You must have a full-time job in Washburn County as defined in our Huber Rules & Regulations.
3. You will be held to the Washburn County Jail Huber Rules & Regulations.

The following is required to determine if we will accept you as a Huber transfer:

(Please fax or drop off at the jail)

1. A copy of your JOC
2. A letter from your employer on Company letterhead verifying employment. Letter must contain:
 - a. Position
 - b. Hire Date
 - c. Rate of pay
 - d. Payday and pay schedule
 - e. Work schedule
 - f. Supervisor's name and contact information
3. Paperwork showing you met the requirements of an approved driver or have a driver who does. Below are the requirements. See attached "Huber Ride Information Sheet"
 - a. Driver must have a valid driver's license.
 - b. Vehicle must have current registration.
 - c. Proof of vehicle liability insurance.
 - d. Each driver must have a "Huber Ride Information Sheet" on file.

If you are accepted as a Huber transfer you will need to pay a \$175.00 fee upon booking. The fee is for:

1. \$50.00 transfer fee
2. \$120.00 for first week of employment (\$20.00 a day X 6 days = \$120.00)
3. \$5.00 urinalysis fee

Please read and understand our Huber Rules & Regulations prior to transferring to our county. Should you violate any of our Jail or Huber Rules you may be sent back to your originating county to serve the remainder of your sentence.