

Barron County Jail

1420 State Hwy 25N Rm. 1008 Barron WI 54812
Phone: (715) 637-6729 Fax: (715) 637-6750

HUBER INMATE CHECKLIST

The following is a checklist of items you will need when starting your sentence with Huber. If you do not have all required information, you will not go out to work. If you have any questions, contact the jail at 715-637-6729.

- ✓ 1) You must provide a letter verifying employment from your employer on company letterhead. This letter should include your position, length of employment, rate of pay, payday, and schedule. (Monday-Friday 8am-5pm)
- ✓ 2) You or if you have a driver (two driver's maximum, one vehicle each) the following is needed....
*Copy of Drivers License, *Copy of Vehicle Registration,*Copy of Vehicle Insurance
- ✓ 3) If you were court ordered INTERLOCK, your IID needs to be installed within 14 days after sentencing on all vehicles in your name. We need proof of installation. If you have a vehicle that is exempted by the courts, we need paperwork with that documentation. No vehicle, no paperwork needed.
- ✓ 4) If you were court ordered AODA, you need to have paperwork showing your initial assessment is scheduled or completed. This must be done before using your Huber privileges.
- ✓ 5) Need copy of Liability /Workers' compensation insurance (Only front page with policy # is needed)
- ✓ 6) You must have the Employment Verification & Information sheet completed
- ✓ 7) If you want to transfer out of Barron County to serve your time, all the above information is needed in Barron County before you transfer. This includes the IID. The 14 days grace period does not apply. You need to pass you urinalysis; pay all debt in Barron County. Your transfer needs to be approved by Barron County and the county you want to serve in before leaving.

Other required information you need to know prior to starting your sentence:

- No personal care items are allowed to be brought into the jail from the outside. Personal care items may be purchased from canteen. You are allowed to bring in work clothing which will be placed in a locker. You should have enough clothing to last you for one week of work. You have access to a washer and dryer in the jail. Items such as socks and t-shirts must be white (no markings) and in an unopened package.
- Prescription medications must be brought with you in the properly labeled RX bottle. The bottles must have the original label with prescription number, issuing doctor, and where the prescription was filled. A staff member will verify the meds before you will be able to receive them. If you are taking meds from sample packs, you are required to contact the Jail Nurse at (715) 637-6730 to ensure that you will receive your medications promptly.
- Paychecks must be turned in on payday with a pay stub. If you have direct deposit, you must bring in your pay stub along with the total amount of cash reflecting the amount deposited. Your money will be deposited in a canteen account from which your Huber fees will be deducted. You will be allowed \$75.00 per week for spending money.