

Barron County Jail

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Huber Rules & Regulations

While you are confined in the Barron County Jail, you are under the care, control, and custody of the Sheriff and his staff. If you have court-ordered Huber/Work Release privileges and are presently employed, or are a full-time student, you may continue your employment or schooling under the Huber Law (WI Statutes S. 303.08). These rules are in addition to the “**Barron County Jail Rules**”, a copy of which you received during the Booking process. Your signature at the end of these rules acknowledges that you have read and understand all of these rules. If you cannot read, the Jailer will read each rule to you. You will not be let out of the Jail until you have signed these rules. The Jail Administrator or his designee must approve, in writing, any deviation from these rules.

Court ordered Huber / Work Release **IS** a privilege. Any inmate that classifies higher than minimum classification will be referred to the court to have their Huber status reviewed. Inmates in violation of Jail and/or Huber rules are subject to discipline including the loss of this privilege. Jail staff must know your exact location at all times. Inmates are responsible for their actions. Inmates will go to and from the locations that are specified and approved by the shortest possible route without stopping, loitering, or deviation in any manner unless authorized by staff. You may not be allowed out for Huber privileges if the proper paperwork has not been turned in and verified by staff.

Urinalysis

You will be required to submit to a urinalysis prior to being placed in a Huber Dorm. You will be charged a \$5 fee to cover the cost of the original urinalysis. If the initial urinalysis tests positive, you will not be allowed to retest for 96 hours. You will be charged a \$5 fee to cover each subsequent test. You will not be placed in a Huber Dorm until you pass the urinalysis test.

You will be subject to random urinalysis tests during your stay in the Huber Dorm. If the random urinalysis tests positive, you will be charged \$5. The Jail Administrator will petition the court to revoke your Huber privileges, and you will be moved to the secure portion of the Jail.

Employment

The Jail Administrator or designee must approve your employment and hours of employment.

1. Full-time is defined as 32 hours or more per week. No part-time work will be permitted. You cannot have more than one job.
2. All inmates must provide a letter verifying employment from their employer on Company letterhead. (position, length of employment, rate of pay, payday, schedule)
3. All inmates shall earn at least minimum wage.
4. All employers must provide proof of workers' compensation insurance.
5. **Self-Employed** inmates must provide proof of workers' compensation, liability insurance, and a tax identification number.
6. **Self-Employed** inmates must provide documentation of past income such as two years of tax returns, contracts, etc. You will not become self-employed after you begin your sentence.

7. If employment prior to start of jail sentence is in an adjoining County, you will be allowed to keep your job. If not employed at start of jail sentence, you may only look for employment within Barron County. **NO OUT OF STATE EMPLOYMENT.**
8. Any inmate who wishes to work for a family member must show proof that such employment existed prior to the start of the jail sentence. No Huber inmate will be supervised by another inmate, nor shall they be allowed to work for any person who has been incarcerated in the Barron County Jail within the past 90 days.
9. If your employment is terminated, you must notify the Jail immediately. You cannot take another job without permission from the Jail Administrator or his designee. Any request to change jobs must be in writing and you must allow at least five (5) business days to verify all information.

Hours

You may be allowed out for up to 6 days per week for up to 12 hours per day. This includes all travel time and any appointments. Do NOT plan on being out for more than 12 hours in a day without written approval from the Jail Administrator or his designee.

1. You are required to submit a weekly schedule of your work hours. If these vary from week to week, you will have to submit one weekly. These hours must be written or typed on Company letterhead from your employer. Your employer must request any change of hours in writing.
2. Your employer must request any overtime work. If it is requested while you are at work, your employer must fax the request with the appropriate hours. All overtime must be within the 12-hour allotment.
3. Must have at least eight hours off between shifts.
4. All inmates are required to sign in / sign out on the Daily Log located on the desk near the Huber entrance / exit. All inmates are also required to punch in / punch out on the time clock located near the log. Failure to keep a daily log will result in discipline, including having Huber privileges revoked.
5. Inmates are not allowed to work seven (7) days in a row.
6. Inmates that work for businesses and plan to work anytime within those 24 hours on a holiday must turn in a letter on Company letterhead from their employer to the jail at least one week prior to the Holiday. Holidays include: **New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.** Self-employed inmates will not be allowed to go out to work on holidays without a court order. The court order must be turned in to the Jail one week prior to the Holiday.

Release & Transportation

All inmates will be allowed ample time to arrive at work. It is at the Jailer's discretion on the amount of travel time you will need. Any profanity or verbal abuse toward staff will be punished. You are not to expect enough time to socialize before the start of your shift. Your release time is calculated by the time your employer specifies as your "punch in" time.

1. If you have a valid driver's license, a vehicle with valid registration in safe driving condition, and proof of vehicle liability insurance, you will be allowed to drive your own vehicle to work.
2. You must park in the Huber parking lot located behind the Huber entrance. Your vehicle must be parked to the west of the light pole. A map is located at the Huber Station if you have any questions.

3. You may have another person designated to drive you to and from work. (two driver's maximum, one vehicle each) They must submit proof of a valid driver's license, valid registration and proof of vehicle liability insurance. All persons designated to drive you must submit such information. Inmates will be in violation if found riding with an undesignated driver and will be subject to discipline.
4. If waiting for your designated driver, you must wait in the Huber entryway until your driver arrives and pushes the intercom button located outside the Huber door. Inmates are not allowed to loiter outside the building waiting for a driver.
5. You will go directly to work and return directly to Jail according to your work schedule. There will be no stops unless prior authorization is received from Jail staff. You may request to stop for fuel once per week.
6. Work release inmates who are present at scheduled meal times will be furnished with regular meals. Inmates out to work during scheduled meal times are provided with a bag lunch for each meal missed.
7. You are subject to search at any time. Absolutely no tobacco, matches, lighters, or other contraband items may be brought in to the Jail. ALL contraband brought in or attempted to be brought in, may result in new criminal charges for you and the loss of Huber / Work Release, Work Search, Homemaker, and loss of ALL good time.
8. You shall not enter any tavern at any time. You shall not consume alcoholic beverages or use / possess controlled substances. You shall not be in the physical proximity of any persons who are consuming alcoholic beverages or using / possessing controlled substances.
9. You will report any contact with law enforcement personnel to Jail staff upon returning to Jail. Any violations of the law while on work release can result in prosecution as well as loss of Huber privileges.
10. You **SHALL NOT** engage in any activity that is a violation of Wisconsin Statutes or City or County ordinances.

Appointments & Medications

All Huber inmates are responsible for their own medical and dental care while on Huber.

1. If you need to visit a doctor or dentist, you will make the appointment on your own.
2. All requests to visit a doctor, dentist, probation officer, haircuts, etc., must be put in at least 48 hours before the scheduled appointment. You will not be allowed out if your appointment has not been verified.
3. The Jail Administrator or his designee must approve all requests.
4. All costs for medical and hair appointments are the responsibility of the inmate. Appointments should be scheduled on a regular day out. You will not be allowed out seven days in a row.
5. All inmates must return a Huber Appointment Verification sheet to be filled out by whomever the appointment is with.
6. All medications (prescription or over-the-counter) will be administered by the Jail Staff only. You are responsible for the cost of your medications and / or medical care. You must turn in all prescriptions to Jail Staff for verification.

Paychecks & Fees

All inmates are responsible, and required by law, to submit all cash earnings and checks to the Huber staff. Your payroll stubs or statements of earnings or other written verification of hours worked, including time cards and wages earned, must accompany all earnings submitted. Self-employed inmates must turn in all monies earned with corresponding contracts.

1. You will be charged \$16 per work day. This amount will be deducted from your account balance as you are paid, usually the first Monday after pay day.
2. Court ordered expenses will be paid from check.
3. Medical and dental expenses will be paid from check.
4. Inmates will be allowed up to \$75 per week if their account is paid up and funds are available. You will only be allowed to take out expense money once each week and you must turn in your request form at least 24 hours before payment. All other requests for money to be taken out of your account must be made in writing, stating to whom it must be paid. You need to sign and date the request.
5. The balance of your money in your Canteen / Huber Account will be returned to you when you are released from Jail.

Full-Time Students

All inmates wishing to attend school while incarcerated must have a court order granting that privilege. The inmate's Judgment of Conviction must reflect that information. School release will only be allowed for Barron County Campuses.

1. All inmates must be enrolled full-time (12 credits).
2. A schedule must be provided from the Registration Office.
3. Inmates will not be charged for education privileges, but must follow the same rules as employed inmates.

Housekeeping

All inmates are responsible to keep the dormitory in orderly fashion. Sundays are inspection and uniform exchange days. All inmates are required to clean on Sundays. All inmates must also sign up for a separate cleaning day during the week.

1. You are required to maintain a neat and orderly bed and living area. Your bed must be made and personal items stored in an orderly fashion. Failure to do so may result in your not being released for work.
2. You must maintain a clean and neat personal appearance in accordance with established jail grooming standards. Your clothing and personal grooming must reflect the Community standards and expectations. Laundry facilities are available for your use at your request and time permitting.