

Barron County Jail

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

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EMP Packet

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E.M. / HUBER INMATE CHECKLIST

The following is a checklist of items you will need when starting your sentence with Electronic Monitor / Huber. If you do not have all required information, you will not go out. 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) 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.

- 3) 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.

- 4) Need copy of Liability /Workers' compensation insurance (Only front page with policy # is needed)

- 5) You must have the Employment Verification & Information sheet, EM Home Detention Program form (Offender info) and (Employer info) and monitoring request form completed.

- 6) If you want to transfer out of Barron County to serve your time, all the above information is needed before you transfer. The 14 days grace period on OWI's does not apply. You need to pass you urinalysis and 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.

- 7) Sun Monitoring - Payment of \$450.00
Jail Payment - Booking Fee \$20.00 & UA Fee \$5.00

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Huber Employment Verification & Information

Inmate Name: _____ DOB: _____
(First) (Middle) (Last)

SSN: _____ Sentence: _____

Emergency Contact: _____ Phone: _____

Employment

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Tax ID: _____

Date of Hire: _____ Hours Worked: _____

Pay Rate: _____ Job Site: _____

Position: _____ Department: _____

Supervisor: _____ Supervisor Phone: _____

Worker's Comp Ins. Co: _____ Policy Number: _____ & Copy

Liability Insurance Co: _____ Policy Number: _____ & Copy

If Self-Employed: Copy of Schedule C – Federal Taxes Health Insurance

I hereby acknowledge that I have been given a copy of the Barron County Jail Electronic Monitor Rules, the Huber Rules & Regulations, and I agree to abide by them. I also acknowledge that all the information is accurate and it is my responsibility to inform the Barron County Jail if this information should change.

Inmate Signature: _____

Date: _____

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Electronic Home Detention Program Employer Information Sheet

An inmate of the Barron County Jail has applied for the Electronic Home Detention Program (Electronic Monitor). The inmate has claimed employment with you. Please complete this form so that if the inmate is selected for participation in the program, we will be able to better track the inmate to ensure compliance with their court sentence.

Company Name		Job Position/Type of Work	
Employer Address	City	State	Zip Code
Contact Person	Job Title	Phone Number	
Employment Start Date	Work Hours	Wages	
Supervisor Name	Job Title	Signature	Date

Thank you for completing the Electronic Monitoring Employer Information Form. The Barron County Sheriff's Department appreciates your cooperation in helping to monitor the whereabouts of our inmates while employed by you. Please call (715) 537-5559 if the inmate fails to show up for work, leaves early, or if you have any questions. Thank you.

Sincerely,

Captain Tim Evenson
Barron County Jail

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Electronic Home Detention Program Inmate Application for Participation

Offender Information

Failure to complete this form may delay or exclude you from consideration for the program.

Name (Last, First, Middle)	Date of Birth	Social Security Number	
Address	City	State	Zip Code
Home Phone Number (include area code)	Alternate Phone Number (include area code)		
Employer	Job Position		
Employer Address	City	State	Zip Code
Work Phone Number(include area code)	Supervisor Name		
Emergency Contact Person	Relationship		
Contact Phone Number (include area code)	Alternate Phone Number (include area code)		
Charge Convicted Of	Case Number		
Sentencing Judge Name & County	Attorney Name		

I consent to the random searches of my person, home, and vehicle(s) while a participant in the Electronic Home Detention Program.

Signature: _____

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BARRON COUNTY Electronic Monitoring Request Barron County Jail Inmate

Agent Name: _____

Court Number: _____

Last Name: _____

First Name: _____

Middle Name: _____

Street Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Date of Birth: _____

Program Start Date: _____ Program End Date: _____

Time

Out: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Time

In: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Phone: 715-859-2209

Fax: 715-859-2201

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Barron County Jail Electronic Monitor Placement Guidelines

1. Inmates must be serving a sentence with no other holds or detainers from another agency.
2. Inmates must live in Barron County
3. Huber transfer's will be considered if they meet these guidelines and with approval from the jurisdiction in which they were sentenced.
4. Inmates must be employed
5. An inmate must have a negative drug test before being allowed out on electronic monitor.
6. Inmates that owe the Barron County Jail past debt must enter in to a payment plan agreement or pay off the debt before being allowed out on the electronic monitor.
7. Inmates are subject to random drug and/or breath alcohol tests and must report within 1 hour to the jail when instructed to do so.
8. Only inmates that are classified as minimum security will be allowed out based on the jail's classification process.
9. No sexual offenses or domestic violence related offense will be served on electronic monitor.
10. All Barron county Huber Rules apply while out on the electronic monitor.
11. Inmates are subject to random employment site checks
12. Inmates are responsible for updating the monitoring company of schedule changes for work or any appointments at the phone number given to them by the monitoring company at the time they are placed on the electronic monitor.
13. Inmates may only work 6 days a week

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14. Inmates are subject to home visits by Sheriff's Department personnel at any time.
15. Loss of employment or work violations must be reported to the jail.
16. Inmates are responsible for medical costs and must show proof of health insurance while on the electronic monitor.
17. Inmates serving a sentence for an OWI will be required to serve the first 48 hours within the jail before being placed on electronic monitor.
18. Sentences of seven days or less will not be considered for the electronic monitor.
19. While serving a sentence on the electronic monitor, inmates are not to commit any state or federal crimes and failure to report any police contact to the jail is grounds for termination from the program.
20. Inmates are to pay the monitoring company directly and must stay current with payments for monitoring services as determined by the monitoring company.
21. Inmates are also subject to the monitoring company's rules and guidelines and failure to comply is grounds for termination.
22. Failure to comply with any of these regulations will result in immediate termination from the monitor program and the remainder of your sentence will be served in the jail.
23. Any exceptions to these guidelines and final determination regarding the placement or termination of electronic monitor will be made by the Jail Captain on a case by case basis.

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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.

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.
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 past 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.

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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. Your work schedule needs to be communicated to Sun Monitoring including any changes or overtime.
2. Inmates are not allowed to work seven (7) days in a row.

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. 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.
2. You will report any contact with law enforcement personnel to Jail staff and Sun Monitoring. Any violations of the law while on electronic monitor can result in prosecution as well as loss of Huber privileges.
3. You **SHALL NOT** engage in any activity that is in violation of Wisconsin Statutes or City or County ordinances.

Court ordered Huber / Work Release **IS** a privilege. 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.