

HUBER CHECKLIST

Before an inmate is released on Huber, please check the following:

Inmate's Name: _____

Employer: _____

- | | Completed by | |
|---|--------------------------|-------|
| 1. Signed Huber Rules Form | <input type="checkbox"/> | _____ |
| 2. Job Verified with Employer | <input type="checkbox"/> | _____ |
| 3. Work Schedule from Supervisor | <input type="checkbox"/> | _____ |
| 4. Proof of Worker's Compensation Insurance | <input type="checkbox"/> | _____ |
| 5. Proof of Vehicle Insurance/Valid Driver, if riding | <input type="checkbox"/> | _____ |
| 6. Huber Fees of \$119.00 - One Week in Advance | <input type="checkbox"/> | _____ |
| 7. Stop at the Oneida County Jail for TB Testing Prior to
Release for Work. Mon, Tues, and Fri 8:30-1300 | <input type="checkbox"/> | _____ |
| 8. Mug and Prints (Process) all Huber Inmate Before
Releasing for Work. | <input type="checkbox"/> | _____ |
| 9. Do a Warrant Check on Each Inmate Before Releasing
for Work. | <input type="checkbox"/> | _____ |
| 10. Huber Locker set up. | <input type="checkbox"/> | _____ |
| 11. Employer Information Form Complete. | <input type="checkbox"/> | _____ |
| 12. U/A Completed. | <input type="checkbox"/> | _____ |
| 11. Work Search: | | |
| Applications Filled out and Mailed. | <input type="checkbox"/> | _____ |
| Attended Job Center. | <input type="checkbox"/> | _____ |
| \$119.00 Huber Fees in Escrow Account. | <input type="checkbox"/> | _____ |

Comments: _____

Corrections Officer on Duty: _____

Date: _____