

HUBER CHECKLIST

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

Inmate's Name: _____

Employer: _____

1. Signed Huber Rules Form ()
2. Job Verified with Employer ()
3. Work Schedule from Supervisor ()
4. Proof of Worker's Compensation Insurance ()
5. Proof of Vehicle Insurance/Valid Driver, if riding ()
6. Huber Fees of \$108.50. One Week in Advance ()
7. Stop at the Oneida County Jail for TB Testing Prior to
Release for Work. Mon, Tues, and Fri 8:30-1300 ()
8. Mug and Prints (Process) all Huber Inmate Before
Releasing for Work. ()
9. Do a Warrant Check on Each Inmate Before Releasing
for Work. ()
10. Huber Locker set up. ()
11. Employer Information Form Complete ()
12. U/A Completed ()
11. Work Search:
 - Applications Filled out and Mailed ()
 - Attended Job Center ()
 - \$108.50 Huber Fees in Escrow Account ()

Comments: _____

Corrections Officer on Duty: _____ Date: _____