

LANCASTER COUNTY PRISON BOARD AGENDA
JANUARY 17TH, 2019

1. CALL TO ORDER—PUBLIC MEETING BEGINS AT 9:15AM
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT: The Prison Board met in executive session on Thursday, January 17th, 2019 beginning at 8:45 am.
4. APPROVAL OF MINUTES. December 20th, 2018. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
 - a. Warden's Report – Cheryl Steberger
 - b. Operations Report – Robert Wolfe
 - c. Inmate Services Report – Joseph Shiffer
 - d. Security Report- William Aberts
 - e. Administrative Report –Tammy Moyer
 - f. Facilities Management Report – Charlie Douts
 - g. Suicide Prevent Task Force update- Julie Holtry
 - h. Prison Stat – Next Meeting Scheduled @ 1:30pm on Monday January 28th, 2019
150 North Queen Street
Commissioner's Conference Room
7th Floor
6. OLD BUSINESS
7. NEW BUSINESS
8. BUSINESS FROM GUESTS
9. ADJOURN

January 17th, 2019
150 North Queen Street
Commissioners Conference Room
7th Floor

WARDEN'S REPORT

CHERYL STEBERGER

Warden

Prison Board Report

Wardens Report

January 17th, 2019

- Population
- Met with my team to establish goals for the new year.
- Crisis Intervention Training (CIT) – to date and moving forward

OPERATIONS REPORT

ROBERT WOLFE
Deputy Warden for Operations

Prison Board Report

Operations Report

January 17th, 2019

- Policy and Procedure meetings
- Body Scanner
- Supervisor Survey

INMATE SERVICES REPORT

Joseph Shiffer
Deputy Warden for Inmate Services

**Inmate Services Department
Prison Board Report
December 2018**

Lancaster County Drug & Alcohol Commission, Helping Others Get Help and Services Guide

Discontinued use of Nutraloaf

Introduce Matthew Wagner, Reentry Manager

See attached program statistical section for further information.

SECURITY REPORT
MAJOR WILLIAM ABERTS

Prison Board Report

Security Report

January 17th, 2019

The Second Shift Supervisors are pleased to award the 8-4 Officer of the Month for December 2018 to:

Officer CRAWLEY, Jonathan

Officer CRAWLEY has quickly become a valued part of the 8-4 team since his shift transfer. He is a very experienced officer who can work anywhere. He is very respectful and professional and cooperates well with other staff as well as with his supervisors. He always has a positive attitude and does his assigned duties without complaint. We thank him for all his hard work and encourage him to continue this path!!

ADMINISTRATIVE SERVICES REPORT

Tammy Moyer

Director

Administrative Services

January 2019

December was a busy month for the mail room due to increased volume around the holidays and a vacant correctional mail clerk position. Eight interviews were held, and a conditional offer was made and accepted. The new clerk will be starting shortly.

On January 3rd a mandatory tour for all vendors interested in bidding on our food service contract was conducted. The final question and answer period closed last week, and all proposals are due next week.

The Policy and Procedure Committee met last Wednesday to discuss the agenda for 2019. We are currently working on revising the inmate handbook. The goal is to have it completed by the end of February. The revised edition will be placed on the prison's website.

Tammy Moyer
Director of Administration

FACILITIES MANAGEMENT REPORT

Charles Douts, Jr
Director

Facilities Management

Monthly Prison Activities Report

January, 2019

Prison:

Personnel

- CGL fully staffed

Maintenance

- C-Main ceiling repair underway
- Quotes to paint shower stalls provided to Warden

Projects

- Elevator upgrades schedule dependent on availability of workers
- Building B roof replacement, roof complete
- Control Room upgrades, computer simulation of new controls shared with staff in December, seeking schedule for 2019 installation

Respectfully Submitted

Charles E. Douts, Jr.

Director

County of Lancaster, Facilities Management

INMATE SERVICE STATISTICS

PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2018

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
FACILITY STATISTICS													
Monthly ADP	826	876	877	877	916	963	893	902	941	943	883	854	896
Deaths	0	0	0	0	0	0	0	0	2	0	0	0	2
Total # of Patients in the Hospital	4	4	6	5	4	2	5	3	5	7	0	5	50
Total # Patient Days	21	9	18	29	20	25	25	7	18	39	0	16	227
# of Intake Screenings	439	332	370	376	519	524	466	559	456	478	431	432	5382
# of Grievances	2	7	10	14	11	13	10	3	13	18	10	3	114
# of Founded Grievances	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Adverse Patient Occurrences	18	32	44	32	28	18	47	52	39	28	20	28	386
# of Patients Detoxed	105	118	123	107	122	107	116	110	88	97	117	107	1317
# of Patients on Restraints	0	0	1	2	1	1	0	2	1	1	1	0	10
# of Shifts involving Restraints	0	0	1	3	1	1	0	5	1	2	1	0	15
# of Medical Transports	39	39	39	48	50	69	92	84	57	49	49	46	661
# of Infirmary/Medical Housing Admissions	0	0	0	0	0	0	0	0	0	0	0	0	0
In-House Surgeries	0	0	1	0	0	1	0	0	0	0	0	0	2
In-House EKG's	30	24	28	9	37	36	36	63	27	41	40	14	385
In-House X-Rays	33	36	45	43	43	53	51	40	45	34	51	34	508
OUTSIDE CONSULTATIONS													
Allergy	0	0	0	0	0	0	0	0	0	0	0	0	0
Cardiology	3	3	3	3	2	0	1	4	2	3	3	0	27
Dermatology	0	0	0	0	0	0	0	0	0	0	0	0	1
Dialysis	0	0	0	0	0	0	3	0	0	0	0	0	3
ENT	0	0	0	0	1	1	2	0	1	1	1	1	8
Emergency Room	8	10	11	6	9	10	20	13	17	20	12	17	153
Ambulance Trips	4	5	4	3	1	3	5	5	6	2	4	6	48
Gastroenterology	1	0	1	2	0	3	2	0	0	0	0	0	9
General Medicine	0	0	0	0	0	0	0	0	0	0	0	0	0
General Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Gynecology	0	0	0	0	0	0	0	0	0	0	0	0	0
Hematology	1	0	0	0	0	0	0	1	1	4	4	2	13
Methadone	0	0	0	10	10	11	25	27	12	0	0	0	95
Neurology	0	1	0	0	1	0	0	1	0	0	2	1	6
Neurosurgery	0	0	0	0	0	0	0	0	0	0	0	0	0

PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

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Obstetrics	12	11	11	6	8	14	21	14	11	7	9	7	131
Oncology	0	0	0	0	0	2	2	1	0	0	0	0	5
Ophthalmology	2	2	2	1	1	1	0	0	0	2	1	1	13
Orthopedics	9	10	5	12	8	19	12	17	8	3	9	6	118
Physical Therapy	0	0	0	0	0	0	0	1	0	0	0	0	1
Plastic Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Podiatry	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctology	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychiatry	0	0	0	0	0	0	0	0	0	0	0	0	0
Surgery Performed	0	0	0	2	0	0	0	1	0	0	0	0	3
Thoracic Surgery	0	0	0	0	1	0	0	0	0	0	0	0	1
Urology	0	1	0	0	0	0	0	0	0	0	1	0	2
Outside X-Rays (CT, MRI, etc.)	0	2	2	3	0	6	0	3	0	5	2	0	23
Wound Clinic	2	2	3	2	0	0	0	0	0	2	2	0	13
Diagnostic Test (outside)	0	0	0	0	5	0	1	0	1	0	0	4	11
Other Trips / Outside Consults	1	2	1	1	4	2	3	1	4	2	3	6	30
Total Outside Consultations	43	49	43	51	51	72	97	89	63	51	53	52	714
MEDICAL - SICK CALLS													
MD Sick Call	34	28	32	25	29	27	21	24	20	26	23	20	309
NP/PA Sick Call	460	439	547	497	491	361	405	577	545	630	579	621	6152
MD/PA/CRNP Sick Call	494	467	579	522	520	388	426	601	565	656	602	641	6461
Nurse Sick Call	443	401	426	408	481	436	469	373	313	407	352	258	4767
MD Physicals	2	5	5	3	12	12	11	4	6	4	4	3	71
NP/PA Physicals	162	102	174	144	136	161	152	191	189	199	173	149	1932
Nursing Physicals	198	144	202	145	183	172	155	125	132	88	149	99	1792
Annual Physicals	10	10	8	3	4	4	7	10	5	3	6	11	81
MENTAL HEALTH													
Psychiatrist / Groups Seen	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychiatrist / Individuals Seen	169	168	205	149	233	185	182	175	159	152	234	173	2164
Psychologist Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychologist / Individuals Seen	480	542	755	633	665	514	520	481	443	612	525	491	6661
M.H. Worker Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
M.H. Worker / Individuals Seen	675	507	386	320	650	674	773	922	735	875	866	658	8041

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# of Involuntary M.H. Commitments	7	8	8	8	8	8	8	9	8	6	6	6	90
# of Patients Waiting Transfer to State Hospital	2	1	1	2	2	3	3	3	1	3	2	4	27
# of Patients on Suicide Watch	103	77	111	66	81	86	92	106	103	95	80	49	1049
# of Attempted Suicides	1	0	0	0	0	0	0	0	1	0	0	0	2
# of Completed Suicides	0	0	0	0	0	0	0	0	1	0	0	0	1
# of Patients on MH Scale as Category - A	183	198	183	208	242	260	237	230	239	249	249	234	2712
% of Patients on MH Scale as Category - A	22.2%	22.6%	20.9%	23.7%	26.4%	27.0%	26.5%	25.5%	25.4%	26.4%	28.2%	27.4%	25.2%
# of Patients on MH Scale as Category - B	214	222	203	226	276	255	232	216	226	210	191	182	2653
% of Patients on MH Scale as Category - B	25.9%	25.3%	23.1%	25.8%	30.1%	26.5%	26.0%	23.9%	24.0%	22.3%	21.6%	21.3%	24.7%
# of Patients on MH Scale as Category - C	314	314	290	303	303	306	269	271	286	262	298	271	3487
% of Patients on MH Scale as Category - C	38.0%	35.8%	33.1%	34.5%	33.1%	31.8%	30.1%	30.0%	30.4%	27.8%	33.7%	31.7%	32.5%
# of Patients on MH Scale as Category - D	43	50	55	53	57	53	46	50	53	58	53	50	621
% of Patients on MH Scale as Category - D	5.2%	5.7%	6.3%	6.0%	6.2%	5.5%	5.2%	5.5%	5.6%	6.2%	6.0%	5.9%	5.8%
DENTAL													
Extractions	14	20	10	18	12	19	21	12	20	21	15	20	202
Fillings	1	0	0	3	1	3	2	2	0	1	0	1	14
Exams	78	58	49	89	60	80	63	41	68	79	66	61	792
Other	6	0	3	1	0	0	0	0	0	1	1	0	12
Total Patients Seen by Dentist	99	78	62	111	73	102	86	55	88	102	82	82	1020
Patients seen by Oral Surgeon	0	0	0	1	2	0	1	0	1	1	0	0	6
# of Annual Dental Exams	12	6	4	3	7	10	6	5	12	11	4	6	86
PHARMACY													
# of patients on Psych Meds	279	312	323	315	305	306	271	280	290	277	287	274	3519
% ADP on Psych Meds	33.8%	35.6%	36.8%	35.9%	33.3%	31.8%	30.3%	31.0%	30.8%	29.4%	32.5%	32.1%	32.8%
# of patients on Medical Meds	386	352	308	296	321	313	304	316	321	326	311	302	3856
% ADP on Medical Meds	46.7%	40.2%	35.1%	33.8%	35.0%	32.5%	34.0%	35.0%	34.1%	34.6%	35.2%	35.4%	36.0%
# of patients on HIV Meds	7	6	8	8	8	12	11	13	18	18	18	17	144
% ADP on HIV Meds	0.8%	0.7%	0.9%	0.9%	0.9%	1.2%	1.2%	1.4%	1.9%	1.9%	2.0%	2.0%	1.3%
# of patients on OTC Meds	106	119	102	98	203	251	236	248	234	241	228	221	2287
% of ADP on OTC Meds	12.8%	13.6%	11.6%	11.2%	22.2%	26.1%	26.4%	27.5%	24.9%	25.6%	25.8%	25.9%	21.1%
DISEASE CASES													
HIV Test Done	382	382	303	340	428	270	378	438	281	293	278	313	4036
HIV Cases	7	7	9	9	8	14	12	16	19	18	18	17	154

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AIDS Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Hepatitis Cases	100	84	101	109	95	109	105	75	114	118	116	90	1216
Syphilis Cases	0	0	0	1	0	0	0	0	0	0	0	0	1
Gonorrhea Cases	0	0	0	0	0	0	0	0	1	0	0	0	1
# of Pregnant Females	9	6	7	5	13	14	10	13	11	5	9	6	9
# of Miscarriages	0	0	0	0	0	0	0	0	0	0	1	0	1
# of Abortions	0	0	0	0	1	0	0	0	0	0	0	0	1
# of Deliveries	0	0	1	0	0	0	0	0	0	0	0	0	3
# of patients isolated to rule out MRSA	2	1	4	3	1	3	4	7	4	2	4	5	40
# of confirmed MRSA cases	0	1	1	1	1	1	1	1	0	0	2	1	10
TB Treatment	1	2	1	2	2	2	1	1	1	1	0	0	13
PPD Test	385	300	353	350	495	479	442	506	423	432	414	406	4985
(+) PPD's	6	4	9	8	8	4	2	5	0	3	3	2	54
RPR Test	5	2	4	2	8	7	4	10	4	3	3	0	52
CHRONIC CARE													
# of Chronic Care Asthma/COPD/Pulmonary	39	39	43	36	29	39	38	28	42	48	46	45	472
# of Chronic Care Diabetes/Endocrine	48	52	50	62	50	53	51	38	60	52	58	38	612
# of Chronic Care HIV/AIDS/Hep C	107	91	110	118	103	123	117	91	133	136	128	107	1364
# of Chronic Care Hypertension/Cardio	110	112	116	104	82	93	92	62	104	107	103	77	1162
# of Chronic Care OB/GYN/Pregnant	9	6	7	5	13	14	10	13	11	5	9	6	108
# of Chronic Care Seizure/Neurology	22	21	19	18	13	16	20	16	22	15	18	13	213
PRIMECARE RESPONSIBLE													
Monthly Environmental Checks		2/28/2018											
Staff Meeting Date		2/15/2018	3/28/2018	4/25/2018	5/23/2018	6/27/2018	7/29/2018	8/22/2018	9/26/2018	11/28/2018	12/12/2018		
QI Meeting Date			3/15/2018	4/19/2018	5/19/2018	6/21/2018	7/16/2018	8/16/2018	9/20/2018	11/15/2018	12/20/2018		
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
STAFF IN-SERVICE TOPICS													
Bi-Annual Orientation Review, PPD, TB Treatment and Prevention													
Annual Policy Review, MRSA Recognition and Treatment													

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Nursing Protocols, RN Health Assessments													
Triage/Disaster Training, Seizure Training													
Psychiatric/MH Emergencies/ Suicide Prevention													
Sexual Assault/PREA													
Medication Administration													
Patient Safety/Workplace Safety													
Dental Assessments													
Sexual Harassment, HIPAA (Corporate), Hospice/Palliative Care in the Correctional Setting													
Management of the Pregnant Female, Detox Protocols													
Medical Assessments/BBP													

AVERAGE DAILY PARTICIPATION

Average Daily Participants: December 2018

Community Employed Males: 43
Community Employed Females: 05
Community Service Males: 07
Community Service Females: 00

Inmates in Treatment Programming:

Males: 01
Females: 01

Inmate Trustees:

Male: 03
Female: 0

Unassigned Inmates housed in Work Release:

Males: 08
Females: 05

WORK RELEASE REPORT –December 2018

DECEMBER 2018

New Placements: Male: 16
 Female: 04
Pre-incarceration Employment; Male: 11
 Female: 0
Employment secured by inmate Male 0
 Female 0
Employment secured by WR Male 05
 Female 04
Removals from program Males 01
 Female 01
Suspensions Males 03
 Female 1
Releases Males 19
 Female 00

WORK RELEASE FINANCES

	<u>12/2018</u>	<u>TARP</u>
Board and Lodging	9,101.77	00
Fines and Costs	10,109.05	00
Drug Test Fee	312.00	00
Family	11,603.32	00

LANCASTER COUNTY PRISON

Inmate Services Department

December 2018 Monthly Report

E. Chambers – Inmate Services Specialist

Inmate Services Specialist Chambers is responsible for completing the initial inmate services intakes for new commitment inmates housed Level 5. She provides inmates with an orientation of general rules, and specific information pertaining to Lancaster County Prison inmate procedure. Inmates are also given handouts consisting of mental health, suicide prevention, recovery/rehabilitation providers, self-sufficiency reference guide, education/employment, drug court, veterans court, mental health court information during their intake process. She also completes PREA reviews of inmates that have been incarcerated for approximately 30 days housed on Level 5, and 3-2. She assists inmates in completing applications for various programs to be utilized upon their release such as Reentry Management Organization and Medical assistance. Inmate Services Specialist Chambers assists inmates by obtaining requested court information, responding to inmate requests, facilitating phone calls/conferences, contacting attorneys, and providing general information to the inmate population. Inmate Specialist Chambers provides applications, referrals, and phone interviews to inmates for several treatment facilities in the area. She is the block counselor for 3-2, and Level 5. Housing inmates on restriction, and special statuses. She reviews all inmates to ensure their general wellbeing, and their need for continuation or removal status. She continues her duties as the Veterans Court lesion. She works directly with the Veterans court team, attending court and team meetings weekly.

N. Dickson – Inmate Services Specialist

Counselor Dickson responds to inmate questions on all housing units, at night. She is responsible for ALL G-1 intakes. She continues to call, e-mail and holds conference calls with various inmates' attorneys, ICE as well as Adult Probation and Parole services. Counselor Dickson assists inmates in obtaining information about their cases including: court dates, communicating with their attorneys, parole plans, Sentencing dates and Birth certificates and social security cards. In addition, Ms. Dickson conducted AA/NA/RECOVERY GROUP meetings for females and males. Counselor Dickson also clears inmates off status and moves inmates out of G-1. She has been assisting with a mental health group on Wednesday afternoon in partnership with Mental Health America. She also gives new commits (G-1) an intake packet. It provides, visitation times and days for every block, hands out a 2-1 application, if inmates want to participate in the program, a suicidal hotline paper, and information on rehabs, jobs, food, health insurance and many other benefits in the Lancaster area. Also, provides inmates with drug, mental health, VA court applications. She also, helps with Family services advocate, to schedule meetings with inmates and their children, also, helps make sure the application is filled out properly. And at time with CYS, if there is a court order for visitation. She is currently the notary at LCP. She also conducts 30 PREA reviews for G-1

L. Garcia – Classification Specialist

Classification Specialist/ Inmate Services Specialist Loida Garcia continues to do her daily duties associated with the classification office. Garcia, L. continues to complete a daily move sheet, checks the board in commitment for open cells, and conducts a board check to correct and match movement in UCM. Garcia L. reviews the inmates in G-1 (intake unit) and moves them to their appropriate housing area based on their security classification level, behavior, PREA review, other information received from internal investigation and or outside law enforcement agencies, and the needs of the prison. Garcia, L. also makes move upon the request from other counselor and departments such as work release, ITP, and medical. Garcia, L. also reviews request from inmates pertaining to moves and when appropriate interviews inmates to determine if a move is necessary. Garcia, L. also assisted with translating for the Commitment unit, Inmates, family members of inmates and others that only speak Spanish.

M. Garcia – Reentry Caseworker

Marisol Garcia is the Reentry Case Manager at the Lancaster County Prison. She did see inmates throughout the month of December, she facilitated phone calls to Inmates from their lawyers, Family members, Housing advocates etc. She assisted inmates in looking for places to go upon release from the institution, as well as just listening to them. RCM Garcia provided applications to Inmates who requested assistance with the following: Welfare benefits, Mental Health, Drug court, and Veteran Court applications. RCM Garcia has also contacted families with their loved one's concerns, and any instructions needed for visits, phone calls, or any resources upon discharge. She has also filled in the Classification Department, when needed in the month of December, as well as intakes in our intake block. She also completes PREA reviews every week; and Intakes for 2-5. She also aids the ISS's when they need the assistance. She has been the liaison between, Private Lawyers, Public Defenders, Probation & Parole officers, as well as representative of Justice and Mercy. She has also assisted Inmates and their families whom do not speak English. RCM Garcia is also one of our RHU Hearing chairman, she is responsible for conducting our female RHU hearings; as well as sitting in the board for the male RHU. RCM Garcia has also assisted our Spanish speaking population as needed throughout the month of December. She also attended mandatory trainings for the month. She has opened a communication tunnel between our facility, and some resources our County has to offer.

A. Miller – PREA Specialist

PREA Specialist Alex Miller is responsible for ensuring that the facility maintains PREA compliance. She is responsible for reviewing inmates who are identified as a potential sexual victim or potential sexual predator based on the PREA intake every 30 days as well as the inmates on her assigned housing block. She also handles inmate reports of PREA incidents, assists with investigations as needed and enters the information into the PREA database. After a PREA incident is reported, she is responsible for informing the inmate of the outcome of the investigation and monitoring said inmate for retaliation for a period of 90 days. For the month of May, there were no allegations of inmate on inmate or inmate on staff sexual assault. She also assists with intakes when necessary. At the time of intake, she goes over an orientation with the inmate that includes various topics, hands out a 2-1 application, if inmates want to participate in the program, suicide hotline information, and information on rehabs, jobs, food, health insurance and many other benefits in the area. Also, provides inmates with drug, mental health, and VA court

applications when requested. PREA Specialist Miller assists inmates in obtaining information about their cases, such as court dates or release dates and answers all requests and direct services for 2-2. She calls, e-mails and holds conference calls with inmates' attorneys and probation officers. She also assists with the female intakes and the classification department, as necessary. She assists with reviewing inmates on special statuses, to determine if they can be removed. PREA Specialist Miller holds a parenting class, that allows inmates to participate in a "Reading for your Children" program after completion. This program allows inmates to read a book while being recorded, and then she sends the book and DVD to the inmate's children. She also coordinates and assists with sexual assault counseling every Tuesday and Thursday, provided by the YWCA.

H. Nunemaker – ITP Coordinator

Counselor Nunemaker is responsible for hiring male inmates to work in the kitchen and supply. She is also responsible for all inmate pay at Lancaster County Prison. Counselor Nunemaker is also the block counselor for the male inmates on C-Main. This involves, answering inmate requests, facilitating phone interviews with various halfway houses and responding to problems regarding inmate pay. Counselor Nunemaker completed inmate pay every Monday morning. 30 day PREA reviews were also completed this month. She also responded to inmate requests and all questions from the inmates on C-Main. Local MDJ offices were continued to be contacted for any inmate on C-Main that wanted to try and resolve traffic and non-traffic warrants before their release. Counselor Nunemaker assisted with the classification department when needed. Notary services were also completed by Counselor Nunemaker. Counselor Nunemaker also helped sort inmate requests in the mornings.

Q. Shaffer – Inmate Services Specialist

Throughout the course of this month Counselor Shaffer, Quinn as part of the Mental Health Court Team attended several Mental Health Court Team Meetings along with Mental Health Court Sessions. Quinn has also participated in the weekly meeting with Mental Health. He has also completed several PREA Reviews as well as General Inmate Intakes. Counselor Shaffer did also meet with several inmates to go over any questions or concerns that they may have on units MHU, G2, 3-2 and 3-5. Counselor Shaffer also allows the opportunity for inmates to keep journals and provides them with topics and ideas on what would be positive for them to reduce recidivism for example setting realistic and achievable goals over the span of 1, 3, and 5 years, along with many other topics. Counselor Shaffer also met with several inmates over the course of the month to have release of information forms signed and to explain what Mental Health Court is. Shaffer is also another one of our RHU Hearing chairman, he is responsible for conducting our MHU hearings; as well as sitting in the board for the male RHU. Shaffer has also assisted several people with filling out applications for Salvation Army and for Mental Health Court. Quinn has also helped to sort requests in them mornings.

D. Valenzuela – Bilingual Specialist/ Classification specialist

Bilingual Inmate -Classification Service Specialist Donald, Valenzuela has been assigned to provide counseling for inmates housed in Block 3-1. He has been responding to inmate's request, as well as, conducting Initial Intake for new commit inmates. He also conducted a 30 days PREA reviews for 3-1 inmates that have been incarcerated for approximately 30 days. In addition, He also facilitated phone

conferences between inmates, and Public Defenders. On the same token, Valenzuela did assist counselor Nunemaker as a witness while she notarized Power Attorney forms for several inmates throughout the prison. Counselor Valenzuela have also assisted Interpreting for other departments such as, Mental Health, Security. During beginning of the month of November, Counselor Valenzuela was assigned as temporary Classification officer along counselor Nunemaker, H. On the same token, He took over the role of Classification Specialist. Since mid-November. Valenzuela completed his new classification duties to include entering info into UCM and Classification spreadsheets.

WOMEN'S DRUG AND ALCOHOL GROUP

Compiled by: Norbert Sotomayor / BA, BA, CADC / Substance Abuse Counselor /
Lancaster County Prison

December, 2018

NUMBER OF PROGRAM PARTICIPANTS : 12

AVERAGE AGE: 29

RACE:

CAUCASIAN: 08
AFRICAN AMERICAN: 2
HISPANIC: 2
ASIAN:
OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 11.3th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1

MARITAL STATUS:

MARRIED: 1
WIDOWED:
DIVORCED: 1
REMARRIED:
SEPARATED: 1
NEVER MARRIED: 09

SUBSTANCE ABUSE USE:

DRUGS ONLY: 6
ALCOHOL ONLY: 0
BOTH: 06

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 09 Total d/a experiences including
both inpatient and outpatient for each participant: 3.3x

AVERAGE NUMBER OF INCARCERATIONS: 6.1 x per each inmate

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 2.3

Children per Participant.

NARRATIVE: TWO WOMEN COMPLETED THE 8X WEEK D/A GROUP THIS MONTH.

There was a one week interruption to the weekly cycle of classes due to 12/25/18 being a Holiday.

New male D/A counselor started on 11/19/18.

Number of Women's on D/A Waiting List increased to: 12x.

**SUBSTANCE ABUSE DEPARTMENT
LANCASTER COUNTY PRISON
MONTHLY REPORT**

Norbert Sotomayor, BA CADC

Month: December, 2018

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests: (May through December were not counted)	1367
Number of Inmates Seen: 32	1331
Number of Inmates moved to 2-1 for d/a: 08	388
Number of Inmates who completed 2-1: 2	95
Number of Inmates who failed to finish 2-1: 06	267
02- released	119
00- did not do assignments	35
04- disciplinary problems	56
00- asked to move	5
00- went to work release	2
00- went to MHU	2
00-moved by classification	06
00- protective custody	0
00 -went to ITP	31
Number of AA/NA Meetings: 4	116
Number of Substance Abuse Groups: 07	269
Number of Evaluations done for court/legal system: 2x	42
Number of outpatient counseling appointments set up: 2x	6
Number of Referrals to Teen Challenge, Potter's House: 2x	40
Salvation Army, RMO, recovery houses etc.	
Number of Treatment Court applications: 2	47
Number of Vivitrol applications: 16	97

D/A program was moved off the block with a smaller caseload in October 2018. D/A classes max capacity is 15. Several inmates asked off the d/a track once they knew they could stay at 2-1 if they did not remain at the d/a classes. Classification department is in charge of the non d/a aspect of 2-1. D/A Specialists will be in charge of the d/a program within 2-1. Amount of inmates asking for d/a have diminished drastically now that 2-1 is GP.

New D/A Counselor, Ryan Forbes, started on 11/19/18 – He still is being trained on basic d/a and LCP Programs and related procedures..

DECEMBER, 2018
SUBSTANCE ABUSE EDUCATION UNIT
PARTICIPANT PROFILE

Compiled by: Norbert Sotomayor, CADC / Lancaster County Prison.

SUBSTANCE ABUSE EDUCATION UNIT

INMATE PROFILE

December, 2018

	Month 2017	YTD 2017	Month 2018	YTD 2018	Comments
Number of inmates placed on pod 2-1	31	440	08	370	
Number of inmates previously on pod 2-1	10	171	04	144	
Number of inmates that did not complete 2-1	20	257	06	267	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	00	38	04	57	
Released	12	119	02	118	
Did not complete assignments	03	40	00	35	
Asked to move off	01	17	00	05	
Went to work release	01	06	00	02	
Went to MHU	00	08	00	04	
Placed on P.C.	00	02	00	00	
Moved by classification	00	08	00	06	
Moved to ITP	03	33	00	31	
Average Age	27.9	26.8	27.4	27.23	
Race	-----	-----			
Black	05	88	01	77	
White	16	216	5	197	
Asian	00	00	00	02	
Hispanic	10	123	02	111	
Other	0	00	00	00	
Average school grade completed	11.7	11.2	11.4	11.24	
Number of inmates that furthered education	03	41	00	34	

Number with prior substance abuse treatment	21	249	06	233	
Average # of substance abuse placements	3.8	3.5	4.2	3.44	
Marital status	-----	-----			
Married	03	47	0	37	
Widowed	0	00	0	0	
Divorced	02	35	1	36	
Remarried	00	00	0	3	
Separated	02	16	0	16	
Never Married	24	332	07	292	
Substance abuse use	-----	-----			
Drugs only	16	195	04	190	
Alcohol only	2	3	0	4	
Both drugs and alcohol	13	225	04	182	
Neither	0	01	00	00	
Number of inmates incarcerated for a drug and/or alcohol related offense	24	163	07	218	
Number of inmates involved in other prison programs	15	177	03	171	
Chaplains	15	163	03	139	
Management	07	46	00	49	
Thresholds	n/a	n/a	00	00	
Programing	00	00	00	00	
Education	00	11	01	08	
ESL	00	00	00	00	
Number of inmates previously incarcerated	28	364	07	328	
Number of inmates on 2-1 waiting list	12	68	00	77	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	08	115	02	86	
Obtain a	04	65	00	44	

sponsor					
	Nothing	05	77	02	53
treatment	Inpatient	06	79	02	81
treatment	Outpatient	05	76	01	56
Counseling	Religious	03	65	00	44
	Other	05	74	01	55

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

December - 2018

NUMBER OF PROGRAM PARTICIPANTS: No Anger Management meetings were run the Month of December 2018 due to the following reasons:

- 1) 2-1 Program had been revamped and became G/P for the most part – Requests for Anger M classes within 2-1 dropped to none. Reason for this may be due to the fact that I/M's are now placed at 2-1 by Classification and they are more likely to remain there till they are released.
- 2) Shortness of staff – Just one D/A Counselor available – (New D/A counselor started 11/19/18 was on Training during the month of December).

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: N/A

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: N/A

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: N/A

Disciplinary: N/A

Released: N/A

No paperwork/No Participation: N/A

Asked to move off: n/a

Went to Work release: n/a

MHU:

PC:

Classification:

ITP:

Moved off 2-1 block: N/A

AVERAGE AGE: n/a

RACE:

CAUCASIAN:

AFRICAN AMERICAN: 0x

HISPANIC:

ASIAN: n/a

OTHER: n/a

AVERAGE SCHOOL GRADE COMPLETED: n/a

NUMBER OF INMATES WHO FURTHERED EDUCATION: None

MARITAL STATUS:

MARRIED: n/a

WIDOWED: n/a

DIVORCED: n/a

REMARRIED: n/a

SEPARATED: n/a

NEVER MARRIED: n/a

SUBSTANCE ABUSE USE:

DRUGS ONLY: n/a

ALCOHOL ONLY: 0x

BOTH: n/a

NUMBER OF INMATES PREVIOUSLY INCARCERATED: n/a

TOTAL NUMBER WHO HAD PRIOR ANGER MANAGEMENT TX: n/a

TOTAL NUMBER IF INMATES INVOLVED ON OTHER PROGRAMS: 100% (2-1 pod)

NUMBER OF INMATES IN ANGER MANAGEMENT WAITING LIST: 2x.

NARRATIVE: Anger Management Track will be been running as usual starting on the month of January 2019: One class a week for about 8 weeks. A/M Handouts, exercises and activities are handed to the inmates for personal readings, and for completion of topic related tasks. I/M's are expected to be current with the 2-1 block's requirements, rules, regulations, and to be active participants. All Anger M. track participants are housed at 2-1. Individual Anger M. is offered or provided to those inmates who request it.

Recreation Monthly Report

December, 2018

- 1.** Recreation is being conducted on a daily basis. Basketball and volleyball are the main activities for the male inmates, to include interest in table tennis, there continues to be an increased interest in ping-pong, and handball. The female inmates continue to have interest in volleyball. Yoga is still being conducted in D-block, D-block annex, and 2-5, and now C-2. Just a note that Yoga programming was changed to Friday afternoons at 1:30PM.
- 2.** Approximately 395 inmates attended recreational activities during the month of December, and 33 recreation periods were held during the month. Approximately 55 female inmates attended Yoga in the month of December.
- 3.** Inmate cleaners were used from Pod 2-1 to clean the 3rd floor gym, this is being conducted on a weekly basis.
- 4.** Weekly inspections of the housing area board games were conducted, and accounted for. New games were exchanged in 2-5, and 2-2 because of the games not on the Pod, or missing board pieces to the games. The exercise equipment that was placed in work-release, Pod 2-1, 2-2, 2-5, 3-1, 3-2, 3-5, and the 3rd floor gym is being used on a daily basis.

Mark Rockafellow

Recreation Coordinator

School District of Lancaster Educational Program & Lancaster County Prison

School Year	2018-2019		Month	December	
Total Students (Month)					
Males	5		11	1	3
Females	0		1	0	0
Students Under 18 (Month)					
Males	0		0	6	10
Females	0		0	1	1
(Month)					
Males	4		74	0	0
Females	2		5	0	0
Racial Breakdown (Current)			#####		
White (Non-Hispanic)	2		3	51%	
Black (Non-Hispanic)	2		4		
American Indian/Alaskan Native	0		0	Credits Earned (Month)	
Hispanic	1		4	6	24
Asian/Pacific Islander			0		
Other/ Mixed	0		0		
				Attendance Average	
				50%	
				Credits Earned (Year)	
				24	

Chaplain's Office Monthly Report

December 2018

CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF OCTOBER: **STAFF – 569.25 HOURS** **VOLUNTEERS – 359 HOURS**

CHAPLAINCY VISITS

47 ONE TIME VISITS - MALE
35 MULTIPLE VISITS – MALE

41 ONE TIME VISITS - FEMALE
22 MULTIPLE VISITS – FEMALE

INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **744** INMATE REQUESTS.

DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH **8** DEATH AND **3** MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - 17	COMPLETED - 17
	ACTIVE STUDENTS - 7	NEW STUDENTS - 0
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 12	COMPLETED - 15
ROMANS BIBLE STUDY	DISTRIBUTED - 42	COMPLETED - 25
GOSPEL ECHOES STUDY	DISTRIBUTED - 18	COMPLETED - 11
SPANISH GOSPEL ECHOES	DISTRIBUTED - 0	COMPLETED - 0

CLERGY VISITATION

140 CLERGY VISITATIONS WERE SCHEDULED THROUGH THE CHAPLAIN'S OFFICE.

GROUP SESSIONS

NUMBER OF GROUPS	83	TOTAL ATTENDANCE	711
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CHURCH SERVICES

NUMBER OF SERVICES	43	TOTAL ATTENDANCE	940
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DECEMBER 2018

Chaplain's Office

Activity Sheet Monthly Report

	services conducted	services year to date	average attendance	attendance year to date	attendance per service
Protestant Worship Services					
Sunday 2-1	5	52	25	1726	33
Sunday G-1	4	4	19	77	19.25
Sunday WR	4	46	12	818	18
Sunday Women	5	52	43	2164	42
Wednesday MHU	4	45	10	577	13
Wednesday 3rd	3	47	26	987	21
Wednesday 3rd	6	93	23	1771	19
Saturday 2-2	5	50	11	1370	27
Saturday ITP	5	49	26	459	9
Catholic Services Bilingual					
Mass 2nd floor Men	1	10	10	96	10
Mass 3rd floor Men	0	14	ERR	60	4
Bible Study 2nd, M & grd	1	33	20	384	12
Bible Study 3rd	8	93	7	571	6
Study Group - Women					
Meditation	1	36	9	224	6
Study Group	4	46	14	813	18
Catholic Studies	3	40	6	248	6
Study Group - Men					
2-1	7	88	7	865	10
Celebrate Recovery	4	44	12	675	15
2-2, M & grd	3	49	20	1021	21
3rd	9	130	8	633	5
Work release	3	47	13	789	17
Spanish 3rd	7	118	7	574	5
Spanish 2nd, M & grd	3	40	11	542	14
Work Release - Thurs	4	39	11	349	9
D & A Programming					
Inside Out 2-1	4	47	10	775	16
Women	4	47	15	773	16
Muslim Services					
Friday - Juma 3rd	3	44	7	209	5
Friday - Juma 2nd, main & Ground	1	14	6	66	5
Friday - Juma Women	1	4	1	7	2

**Intermediate Unit #13
HSE Education Program - Females
Lancaster County Prison**

**December Report:
7/1/18-6/30/19 Program Year**

**Total Students This Month/
Carry Over**

4/3

Year Total Served

14

Class Requests This Month

9

Total Students Transferred to Other Institutions

0

Year Total Transfer

0

Total Released from Prison

1

Year Total Release

4

**Total GED Sections Attempted/Passed:
Graduated This Month**

5/4:1

Year Total

32/28:3

Racial Breakdown of Students

Afro – Americans 1

Caucasians 3

Hispanics 0

Others 0

Year to Date

3

10

1

0

Mary Edith Leichter - Instructor

ADMINISTRATIVE SERVICE STATISTICS

PRISON BOARD REPORT

December 2018 POPULATION & STATISTICS

A. MONTHLY POPULATION --Jan. 2018 starting in-house only

	MALE	FEMALE	TOTAL
Population on November 30, 2018:	687	149	836
Population on December 31, 2018	673	141	814
OPERATIONAL DATA:			
Maximum number of available beds:	928	174	1,102
90% of maximum number of available beds:	835	156	991

B. MONTHLY AVERAGES--In-House Only

	2017			2018			
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL AVE	YTD
JANUARY	804	144	944	691	125	808	808
FEBRUARY	837	153	982	718	136	857	832
MARCH	826	161	982	717	147	853	839
APRIL	772	148	914	733	136	870	847
MAY	725	129	949	764	139	899	857
JUNE	709	129	837	777	151	936	867
JULY	773	140	867	749	136	866	842
AUGUST	775	132	878	748	129	878	868
SEPTEMBER	772	126	878	758	147	913	873
OCTOBER	770	133	916	766	150	913	877
NOVEMBER	755	138	881	717	142	859	875
DECEMBER	719	136	847	699	142	824	871

C. ADMISSIONS AND DISCHARGES

ADMISSIONS FOR 2018												
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
507	497	530	517	550	560	492	573	546	536	446	452	6206
DISCHARGES FOR 2018												
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
451	484	527	484	523	571	529	543	512	576	495	493	6188

Lancaster County Prison
Population Summary 2018

In-House Only as of January 1, 2018

Day of Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	791	832	848	856	886	912	902	872	905	922	872	848
2	787	831	828	833	888	923	881	859	912	921	865	856
3	799	833	840	823	878	933	882	865	916	921	871	856
4	783	829	845	824	895	927	886	876	906	912	872	853
5	785	834	847	819	900	931	874	880	902	914	860	846
6	781	860	852	831	899	934	858	874	920	930	871	845
7	781	867	863	837	888	925	863	857	914	936	877	846
8	770	864	855	839	887	919	872	856	925	938	882	850
9	775	869	846	834	894	934	867	853	928	939	870	859
10	774	869	851	838	896	947	864	850	926	922	873	865
11	775	871	856	847	889	952	871	861	921	923	876	858
12	786	858	867	851	896	957	848	868	913	921	883	857
13	791	867	879	852	900	961	855	855	915	934	878	848
14	795	854	873	859	898	952	860	863	908	942	871	841
15	802	861	869	862	896	958	876	852	915	921	854	839
16	792	846	868	858	903	965	868	854	927	905	823	845
17	799	853	873	873	898	967	868	866	922	909	832	822
18	816	863	872	872	887	945	864	870	938	897	842	820
19	823	864	864	863	888	956	863	874	918	904	835	812
20	833	862	857	861	891	949	854	880	892	913	847	803
21	838	860	858	866	885	938	869	884	892	922	837	778
22	843	857	836	867	890	930	864	888	905	918	846	781
23	846	858	836	867	887	940	857	892	911	913	847	794
24	836	861	843	854	881	951	845	889	900	906	856	785
25	823	867	848	859	878	936	849	900	903	892	861	788
26	833	857	843	865	887	923	845	905	901	885	850	791
27	841	855	847	872	894	916	860	911	903	896	834	781
28	844	847	846	881	894	903	871	920	913	902	844	790
29	839	858	839	883	890	890	880	919	919	883	838	797
30	844	858	846	882	904	897	870	923	923	886	834	806
31	838	853	853	854	911	860	860	894	882	882	875	790
Average	808	857	853	854	892	936	866	878	913	913	857	824
YTD Average	808	832	839	847	857	867	842	868	873	877	875	871

2019 Per Diem Costs

Month	Date	In-House Population	Daily Operating Expense	Per Diem Rate	Y-T-D Average
January	1/11/2019	834	\$78,527.68	\$94.15	\$94.15
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Per Diem Rate is calculated by dividing the Prison's annual operating cost (\$27,030,717.00) to a daily amount then using the in-house population to find the cost per inmate.

2019 Average Length of Stay

Average Length of Stay	December	January
Median Length of Stay	114 Days	116 days
	76 Days	78 days

2018 Inmate Finances

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Commissary Purchases	\$62,062.23	\$70,452.59	\$94,956.05	\$76,125.34	\$72,989.80	\$72,499.28	\$62,561.82	\$79,174.26	\$69,598.45	\$70,058.57	\$79,561.57	\$62,329.25	\$872,369.21
Phone Calls	\$73,046.56	\$75,985.72	\$84,703.81	\$79,749.65	\$80,750.12	\$79,879.95	\$79,883.80	\$75,630.48	\$74,399.59	\$77,926.39	\$71,404.71	PENDING	\$853,360.78
Processing Fees Charged	\$14,315.00	\$15,504.00	\$22,158.58	\$17,785.00	\$14,385.00	\$16,971.31	\$15,890.00	\$16,835.00	\$15,587.25	\$17,080.00	\$12,065.00	\$11,270.00	\$189,846.14
Processing Fees Collected	\$11,431.98	\$13,223.77	\$17,632.33	\$14,671.87	\$11,157.02	\$14,211.90	\$12,982.11	\$13,551.51	\$12,475.12	\$13,328.77	\$10,293.77	\$10,161.73	\$155,121.88
Percentage Collected	80%	85%	80%	82%	78%	84%	82%	80%	80%	78%	85%	90%	82%

Deposits	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Cash on person when Committed	\$9,601.33	\$14,341.13	\$11,930.00	\$21,303.44	\$13,495.90	\$12,109.23	\$23,233.24	\$11,457.00	\$22,239.22	\$28,236.26	\$19,828.39	\$9,124.48	\$196,899.62
Money Order's deposited during stay	\$20,905.14	\$15,001.98	\$12,986.41	\$10,980.02	\$13,351.91	\$15,356.94	\$17,127.97	\$11,199.78	\$8,272.01	\$9,434.98	\$10,919.85	\$8,826.35	\$154,363.34
Lobby Kiosk Deposits	\$67,953.00	\$76,059.00	\$85,226.00	\$69,217.00	\$81,632.00	\$76,869.00	\$67,582.00	\$73,359.00	\$62,773.00	\$67,391.00	\$59,918.00	\$63,716.00	\$851,695.00
Online Deposits to Inmate Account	\$43,779.15	\$49,044.85	\$59,707.95	\$58,224.09	\$58,368.65	\$56,345.42	\$47,571.43	\$50,831.44	\$54,916.11	\$60,117.34	\$54,541.64	\$56,714.65	\$650,162.72
Total	\$142,238.62	\$154,446.96	\$169,850.36	\$159,724.55	\$166,848.46	\$160,680.59	\$155,514.64	\$146,847.22	\$148,200.34	\$165,179.58	\$145,207.88	\$138,381.48	\$1,853,120.68