

**LANCASTER COUNTY PRISON BOARD AGENDA**  
**MARCH 21<sup>ST</sup>, 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, March 21<sup>st</sup>, 2019 beginning at 8:45 am.
4. APPROVAL OF MINUTES February 21<sup>st</sup>, 2019. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
  - a. Warden's Report – Cheryl Steberger
  - b. Operations and Security Report – Robert Wolfe
  - c. Inmate Services Report – Joseph Shiffer
  - d. Security Reports- William Aberts
  - e. Administrative Report –Tammy Moyer
  - f. Facilities Management Report – Charles Douts
  - g. Suicide Prevent Task Force update- Julie Holtry
  - h. Prison Stat- Scheduled April 22<sup>nd</sup>, 2019 @ 1:30pm  
150 North Queen Street  
Commissioners Conference Room
6. OLD BUSINESS
7. NEW BUSINESS
8. BUSINESS FROM GUESTS
9. ADJOURN

**March 21<sup>st</sup>, 2017 9:15am**  
**625 East King Street**  
**Lancaster PA 17602**  
**Visitation Room**

WARDENS REPORT

WARDEN CHERYL STEBERGER

Prison Board  
Wardens Report  
March 21<sup>st</sup>, 2019

- Population
- Speech at Willow Valley
- Speech at Hour Glass
- Update on Suicide Prevention

OPERATIONS REPORT

DEPUTY WARDEN ROBERT WOLFE

Prison Board  
Operations Report  
21 Mar 2019

- Policy and Procedure meetings
- Institutional Inspections
- Body Scanner
- PREA Investigator Course- 11 Supervisors
- Mandatory Training for all staff- Fraternization / Conflict / Kiosk / Contraband and Supervision of Inmates
- Transport Team- certified in usage of the expandable ASP
- March 15<sup>th</sup> the new class completed classroom training and are now on OJT. Complete 5 Apr 19

INMATE SERVICE REPORT

DEPUTY WARDEN JOSEPH SHIFFER

**Inmate Services Department  
Prison Board Report  
February 2019**

Aramark Correctional Food Services update

Stepping Up tour, Franklin County Ohio

Community Partner Reentry Services Meeting update (Matthew Wagner)

*See attached program statistical section for further information.*

SECURITY REPORT

MAJOR WILLIAM ABERTS



Prison Board

Security

March 2019

Officers of the Month:

**Officer Troy SHIFFLETT: 8am-4pm Shift**

Officer SHIFFLETT is a 6-year veteran of the Lancaster County Prison. He is actively looking to advance himself in his career. He is a valued member of the prison CERT, where he excels in his performance. He works hard daily and strives to help others. He carries himself in a highly professional manner which is greatly appreciated by his Supervisors and peers. We again thank him for all his hard work!!

**Officer Charles HORN: 4am-12am Shift**

Officer Charles Horn, a 10 year veteran on the 1st Shift, consistently demonstrates a "can do" attitude and makes those around him better by virtue of his enthusiasm and the ease with which he performs difficult tasks. Officer Horn has been trainer and a mentor for many Officers and is respected by his peers as one of the finest Officers at Lancaster County Prison. For these reasons, Officer Horn is being recognized as the First Shift Officer of the Month for February 2019.

ADMINISTRATIVE REPORT

DIRECTOR OF ADMINISTRATION TAMMY MOYER

## Administrative Services

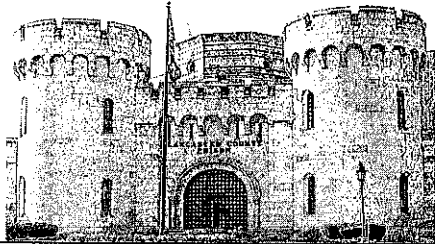
March 2019

On February 27<sup>th</sup>, the Commissioners approved a transfer of funds from the Inmate General Welfare Account to the prison budget to pay outstanding inmate medical expenses. As requested, the Inmate Welfare Policy ( B-4 ) has been revised to include these payments when they exceed the catastrophic limits as described in the Prison's medical services contract that was approved December 19, 2018. The revision to the policy can be found in Section III. L. (attached) In addition, the Store Account Policy (B-5) is due for its annual review. I submit this without changes. (attached) If approved, I will update the header information and obtain signatures. Both policies will be available on the prison's website.

On March 13<sup>th</sup> I had the pleasure of meeting with Jill Deilly, Senior Policy Analyst for the Pennsylvania Department of Corrections. She was interested in our mail room operations and the use of online sending options. She toured our facility and has invited Cody Scheid and I to see the mail operations at the new SCI Phoenix. We have also been invited by Dauphin County to see their new mail scanning equipment which is in the process of being installed. This scanning device can detect the chemical compound of drugs that have been liquified and sprayed on to the paper.

Tammy Moyer

Director of Administration



**PRISON POLICY STATEMENT  
COUNTY OF LANCASTER, PENNSYLVANIA**

<b>Policy Subject:</b> <b>Inmate General Welfare Fund</b>		<b>Policy Number:</b> <b>B-4</b>
<b>Date of Issue/Revision:</b> February 21, 2013 June 15, 2017--Approved Expenses added Reviewed /Approved by B. Hurter, Controller March 11, 2019 – Approved Expenses revised, expenditure limit adjusted	<b>Authority:</b>  Cheryl Steberger      Lawrence George Warden                      Chief Clerk	<b>Effective Date:</b> February 21, 2013
<b>Solicitor Approval:</b> February 21, 2013 CC October 21, 2016 CH	<b>Title 37 Reference:</b>  <b>95.239</b>	<b>Distribute by:</b> Email / Website  <small>If block is checked this policy has been updated in the manual and will be distributed after annual review only <input type="checkbox"/></small>

**I. AUTHORITY**

The authority of the Warden to direct the operations of Lancaster County Prison as established in Title 37 Chapter 95 of the Pennsylvania Code as amended. Section 95.239 directly relates to Commissary and other funds. Due to Warden being in control of certain funds, additional policy approval will be made by the Chief Clerk.

**II. POLICY**

It is the policy of the Lancaster County Prison (LCP) to maintain an inmate general welfare fund (hereinafter "IGWF") to be used as described in this policy.

- A. IGWF Revenue --Revenue generated from LCP's telephone contract and other various sources shall be deposited into the IGWF account.
- B. IGWF Cap-- In the event the IGWF account accumulates a balance of \$250,000 or more at year end, any balance over \$250,000 shall be transferred to the County's General Fund to offset LCP's expenditures.
- C. Annual Audit--The IGWF shall be audited annually.
- D. Annual Review--This policy will undergo an annual review.

**III. APPROVED EXPENDITURES**

Funds from the IGWF may be used for approved expenditures at the discretion of the Warden to benefit the inmates at the prison. Expenditures costing more than \$20,599 must be presented to the Chief Clerk for approval.

The following expenditures have been approved by the Lancaster County Prison Board.

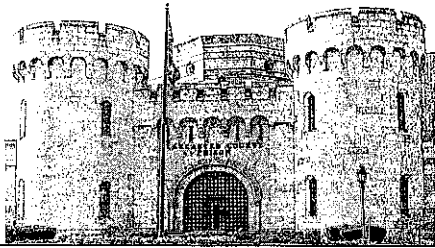
- A. Activities
  - a. Recreation, athletics, and exercise equipment
  - b. Audio Visual
  - c. Entertainment, to include television, movies, live performances, etc.
  - d. Day room expenses
  - e. Decorations and gifts for major holidays
- B. Library
  - a. Recreational reading books, periodicals, tapes or other types of media
  - b. Furnishings (except administrative)
  - c. Computer software and maintenance
  - d. Law Library and access to the courts, including supplies to indigent inmates
- C. Inmate Programs
  - a. Inmate Trustee Workers and Block cleaning stipends
  - b. Education Programs
  - c. Gardening Project
  - d. Prison Ministry Services

#### APPROVED EXPENDITURES (CONTINUED)

- D. Visiting Rooms
- E. Family Resource Programs
- F. Chapel
  - a. Nonspecific religious items
  - b. Items for use in the chapel that are used for various religious or secular activities—for example, sound systems, seating and storage cabinets
- G. Inmate Postage
- H. Checks and deposit slip printing for inmate checking account
- I. Transportation upon release
- J. Commissary items for indigent inmates and admission hygiene kits
- K. Any item that has been approved through the budget request process and assigned a sub-group code by the Controller's office. These include but are not limited to:
  - a. Barber Services and/or supplies
  - b. Inmate forms/documents to include printing expenses
  - c. Inmate ID supplies and equipment
  - d. Fans for housing areas
  - e. Clean out of inmate trash from bar screen
  - f. Drug Tests for inmates and Outmates
- L. Approved medical expenses incurred by inmates that have exceeded catastrophic limit cap as described in the contract between the County of Lancaster and the prison's medical vendor.

#### IV SUPERSEDED POLICY

This policy supersedes all facility policy and procedure on this subject



**PRISON POLICY STATEMENT  
COUNTY OF LANCASTER, PENNSYLVANIA**

<b>Policy Subject:</b> Store Account Policy (Commissary)		<b>Policy Number:</b> B-5
<b>Date of Issue/Revision:</b> June 16, 2017 Reviewed/Approved by B. Hurter, Controller Reviewed: March 2019—No change	<b>Authority:</b>  Cheryl Steberger      Lawrence George Warden                      Chief Clerk	<b>Effective Date:</b> July 1, 2017
<b>Solicitor Approval:</b> October 21, 2016 CH June 29, 2017 CH	<b>Title 37 Reference:</b> 95.239	<b>Distribute by:</b> Email / Website  If block is checked this policy has been updated in the manual and will be distributed after annual review only <input type="checkbox"/>

**I. AUTHORITY**

The authority of the Warden to direct the operations of Lancaster County Prison as established in Title 37 Chapter 95 of the Pennsylvania Code as amended. Section 95.239 directly relates to commissary and other funds.

**II. POLICY**

It is the policy of the Lancaster County Prison (LCP) to maintain a Store Account to be used as described in this policy.

- A. Store account revenue is generated from LCP’s Commissary contract and shall be deposited into the Store Account
- B. Funds are permitted to be used for prison improvements, equipment/supplies or other prison related expenses. Funds may be used for inmate service provider contracts. These services include, but are not limited to, mental health programs, child services, sexual victimization support, re-entry services, etc.
- C. This account will have an annual audit and report prepared by an independent party using generally accepted accounting principles.
- D. This policy will undergo an annual review.

**III. REQUESTED USE OF FUNDS**

- A. Prison Management (Warden, Deputy Warden or Director of Administration) will review the need for all store fund requests.
- B. The Chief Clerk, acting on behalf of the County Commissioners, must approve funds being spent from the Store Account.
- C. The approval will be forwarded to Budget Services and the Controller’s office to initiate the transfer of funds from the Store Account into LCP’s budget.
- D. The Controller’s office will assign a Sub-group account number to track expenditures for each approved project.
- E. When the approved project is complete, and all invoices are paid, any funds remaining in the project account will be transferred back into the Store Account. LCP staff should initiate this action by a request to the Controller’s office.
- F. Outside agencies that request use of store funds must submit their proposal in writing to the Warden. The request must include the proposed scope of services to be delivered to the inmate population, the cost of services and must include a list of measurable results that will be submitted for review of the Prison Board monthly.

**IV. SUPERSEDED POLICY**

This policy supersedes all facility policy or procedure on this subject.

FACILITY MANAGMENT REPORT

CHARLIE DOUBTS

# Facilities Management

## Monthly Prison Activities Report,

March, 2019

### Prison:

#### Personnel

- CGL has a vacant Supervisor position

#### Maintenance

- Delivery of new ovens and serving counter for the kitchen expected by the end of March
- Shower stall painting is underway

#### Projects

- First elevator 50% complete, final completion expected in early May, second elevator expected completion in July
- Control Room upgrades, vendor is working on the final development of the system

Respectfully Submitted

Charles E. Douts, Jr.

Director

County of Lancaster, Facilities Management



STATISTICS

INMATE SERVICES

# PRIME CARE MEDICAL, INC.

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report  
Year 2019  
Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	FACILITY STATISTICS												
Monthly ADP	839	842											841
Deaths	0	0											0
Total # of Patients in the Hospital	1	3											4
Total # Patient Days	4	17											21
# of Intake Screenings	414	410											824
# of Grievances	19	7											26
# of Founded Grievances	0	0											0
# of Adverse Patient Occurrences	38	33											71
# of Patients Detoxed	122	113											235
# of Patients Detoxed Opiate (Clonidine / Vistaril)	45	71											116
# of Patients on Subutex / Suboxone	4	3											7
# of Patients Receiving Methadone	0	0											0
# of Patients Given Vivitrol	4	0											4
# of Patients Detoxed ETOH	53	46											99
# of Patients Detoxed Benzodiazepines	40	48											88
# of Patients on Restraints	1	0											1
# of Shifts involving Restraints	2	0											2
# of Medical Transports	43	37											80
# of Infirmary/Medical Housing Admissions	0	0											0
In-House Surgeries	0	0											0
In-House EKG's	25	21											46
In-House X-Ray's	43	41											84
<b>OUTSIDE CONSULTATIONS</b>													
Allergy	0	0											0
Cardiology	0	0											0
Dermatology	0	0											0
Dialysis	0	0											0
ENT	0	0											0
Emergency Room	0	0											0
Ambulance Trips	9	10											19
Gastroenterology	4	1											5
General Medicine	1	0											1
General Surgery	0	0											0
General Surgery	0	1											1

# PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2019

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Gynecology	0	0											0
Hematology	0	0											0
Methadone	0	0											0
Neurology	0	0											0
Neurosurgery	0	0											0
Obstetrics	11	11											22
Oncology	0	0											0
Ophthalmology	3	2											5
Orthopedics	11	11											22
Physical Therapy	1	0											1
Plastic Surgery	0	0											0
Podiatry	0	0											0
Proctology	0	0											0
Psychiatry	0	0											0
Surgery Performed	0	0											0
Thoracic Surgery	0	0											0
Urology	0	0											0
Outside X-Rays (CT, MRI, etc.)	3	0											3
Wound Clinic	0	0											0
Diagnostic Test (outside)	0	0											0
Other Trips / Outside Consults	4	2											6
# of Missed Appointments (in-house)	19	20											39
# of Missed Appointments (outside facility)	6	7											13
<b>Total Outside Consultations</b>	<b>47</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>
<b>MEDICAL - SICK CALLS</b>													
MD Sick Call	21	69											90
NP/PA Sick Call	631	525											1156
MD/PA/CRNP Sick Call	652	594	0	0	0	0	0	0	0	0	0	0	1246
Nurse Sick Call	365	359											724
MD Physicals	3	7											10
NP/PA Physicals	198	142											340
Nursing Physicals	151	120											271
Annual Physicals	10	10											20
<b>MENTAL HEALTH</b>													

# PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2019

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Psychiatrist / Groups Seen	0	0											0
Psychiatrist / Individuals Seen	226	180											406
Psychologist Groups	0	0											0
Psychologist / Individuals Seen	557	500											1057
M.H. Worker Groups	0	0											0
M.H. Worker / Individuals Seen	751	555											1306
# of Involuntary M.H. Commitments	7	10											17
# of Patients Waiting Transfer to State Hospital	5	4											9
# of Patients w/Involuntary Med/Tx Orders	4	1											5
# of Patients on Suicide Watch	96	84											180
# of Attempted Suicides	0	0											0
# of Completed Suicides	0	0											0
# of Patients on MH Scale as Category - A	245	249											494
% of Patients on MH Scale as Category - A	29.2%	29.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29.4%
# of Patients on MH Scale as Category - B	189	171											360
% of Patients on MH Scale as Category - B	22.5%	20.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	21.4%
# of Patients on MH Scale as Category - C	278	288											566
% of Patients on MH Scale as Category - C	33.1%	34.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.7%
# of Patients on MH Scale as Category - D	45	41											86
% of Patients on MH Scale as Category - D	5.4%	4.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.1%
<b>DENTAL</b>													
Extractions	14	9											23
Fillings	0	0											0
Exams	47	63											110
Other	0	2											2
Total Patients Seen by Dentist	61	75											136
Patients seen by Oral Surgeon	1	1											2
# of Annual Dental Exams	10	15											25
<b>PHARMACY</b>													
# of patients on Psych Meds	279	286											565
% ADP on Psych Meds	33.3%	34.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.6%
# of patients on Medical Meds	298	306											604
% ADP on Medical Meds	35.5%	36.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35.9%
# of patients on HIV Meds	15	16											31

# PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2019

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
% ADP on HIV Meds	1.8%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%
# of patients on OTC Meds	105	111											216
% of ADP on OTC Meds	12.5%	13.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.8%
<b>DISEASE CASES</b>													
HIV Test Done	252	341											593
HIV Cases	15	16											31
AIDS Cases	0	2											2
Hepatitis Cases	72	111											183
Syphilis Cases	0	0											0
Gonorrhea Cases	0	1											1
# of Pregnant Females	9	7											8
# of Miscarriages	0	0											0
# of Abortions	0	0											0
# of Deliveries	0	1											1
# of patients isolated to rule out MRSA	7	1											8
# of confirmed MRSA cases	4	0											4
TB Treatment	0	0											0
PPD Test	398	368											766
(+) PPDs	2	1											3
RPR Test	2	2											4
<b>CHRONIC CARE</b>													
# of Chronic Care Asthma/COPD/Pulmonary	41	69											110
# of Chronic Care Diabetes/Endocrine	31	49											80
# of Chronic Care HIV/AIDS/Hep. C	87	129											216
# of Chronic Care Hypertension/Cardio	60	97											157
# of Chronic Care OB/GYN/Pregnant	9	7											16
# of Chronic Care Seizure/Neurology	11	19											30
<b>PRIMECARE RESPONSIBLE</b>													
Monthly Environmental Checks													
Staff Meeting Date													
QI Meeting Date													
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings													

# PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2019

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
STAFF IN SERVICE TOPICS Over and Above Relias													

  
3/8/19

### AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>February 2019</u>
Community Employed Males:	49
Community Employed Females:	07
Community Service Males:	06
Community Service Females:	00
<u>Inmates in Treatment Programming:</u>	
Males:	01
Females:	02
<u>Inmate Trustees:</u>	
Male:	03
Female:	0
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	08
Females:	03

### WORK RELEASE REPORT –February 2019

#### FEBRUARY 2019

New Placements:	Male: 14
	Female: 01
Pre-incarceration Employment;	Male: 13
	Female: 01
Employment secured by inmate	Male 0
	Female 0
Employment secured by WR	Male 01
	Female 00
Removals from program	Males 00
	Female 00
Suspensions	Males 03
	Female 00
Releases	Males 13
	Female 03

### WORK RELEASE FINANCES

	<u>02/2019</u>	<u>TARP</u>
Board and Lodging	14,896.00	
Fines and Costs	14,059.00	00
Drug Test Fee	435.00	00
Family	20,570.32	00

**Lancaster County Prison**  
**Community Service February 2019 Totals**

**PARTICIPANTS:**

Male:6

Female:0

**COMMUNITY SERVICE DETAILS:**

1) City Streets: 336 Total Hours Worked

2) Impact Missions: 480 Hours Worked

3) Library: 32 Total Hours Worked

**Total Hours Worth: \$6,148.00(Minimum Wage) YTD:\$12,296.00**

**PLACEMENTS:**

Male:1

Female:0

**RELEASES:**

Male:1

Female:0

**SUSPENSIONS:**

Male:0

Female:0

**REMOVALS:**

Male:0

Female:0



# WOMEN'S DRUG AND ALCOHOL GROUP

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

February, 2019

**NUMBER OF PROGRAM PARTICIPANTS : 13**

**AVERAGE AGE: 28.5**

**RACE:**

CAUCASIAN: 12  
AFRICAN AMERICAN: 0  
HISPANIC: 1  
ASIAN:  
OTHER:

**AVERAGE SCHOOL GRADE COMPLETED: 11.0th**

**NUMBER OF INMATES WHO FURTHERED EDUCATION: 1**

**MARITAL STATUS:**

MARRIED: 1  
WIDOWED:  
DIVORCED: 2  
REMARRIED:  
SEPARATED: 0  
NEVER MARRIED: 10

**SUBSTANCE ABUSE USE:**

DRUGS ONLY: 7  
ALCOHOL ONLY: 0  
BOTH: 06

**HAD PRIOR SUBSTANCE ABUSE TREATMENT: 11** Total d/a experiences including both inpatient and outpatient for each participant: 3.8x

**AVERAGE NUMBER OF INCARCERATIONS: 6.5 x per each inmate**

**TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 2.2**  
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 2/12/19 D/A Counselor attending a Drug Court hearing.

Number of Women's on D/A Waiting List decreased to: 02x.

D/A Specialist N. Sotomayor Re-Certified his CADC License for another 2 years.

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

Norbert Sotomayor, BA CADC

**Month: January, 2019**

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests: (January and February requests not counted)	??
Number of Inmates Seen: 74	152
Number of Inmates moved to 2-1 for d/a: 08	23
Number of Inmates who completed 2-1: 2	04
Number of Inmates who failed to finish 2-1: 18	29
04- released	07
06- did not do assignments	06
05- disciplinary problems	13
00- asked to move	00
00- went to work release	00
01- went to MHU	01
00-moved by classification	00
00- protective custody	0
02 -went to ITP	02
Number of AA/NA Meetings: 4	09
Number of Substance Abuse Groups: 16	36
Number of Evaluations done for court/legal system: 2x	05
Number of outpatient counseling appointments set up: 2x	05
Number of Referrals to Teen Challenge, Potter's House: 1x	02
Salvation Army, RMO, recovery houses etc.	
Number of Treatment Court applications: 4	07
Number of Vivitrol applications: 08	18

D/A classes max capacity is 15. D/A classes run every day. Inmates are handed written activities to complete. Some inmates keep not showing off for the d/a track once they know they could stay at 2-1 if they do not remain at the d/a classes. Actual d/a case load is about 08. Classification department is in charge of the non d/a aspect of 2-1. Amount of inmates asking for d/a have been at about 10 a month or less.

**FEBRUARY, 2019**  
**SUBSTANCE ABUSE EDUCATION UNIT**  
**PARTICIPANT PROFILE**

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

**SUBSTANCE ABUSE EDUCATION UNIT**

**INMATE PROFILE**

**FEBRUARY, 2019**

	Month 2018	YTD 2018	Month 2019	YTD 2019	Comments
Number of inmates placed on pod 2-1	08	370	08	21	
Number of inmates previously on pod 2-1	04	144	05	10	
Number of inmates that did not complete 2-1	06	267	18	29	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	04	57	05	13	
Released	02	118	04	07	
Did not complete assignments	00	35	06	06	
Asked to move off	00	05	00	00	
Went to work release	00	02	00	00	
Went to MHU	00	04	01	01	
Placed on P.C.	00	00	00	00	
Moved by classification	00	06	00	00	
Moved to ITP	00	31	02	02	
Average Age	27.4	27.23	27.7	27.2	
Race	-----	-----			
Black	01	77	1	3	
White	05	197	4	11	
Asian	00	02	00	00	
Hispanic	02	111	3	7	
Other	0	00			
Average school grade completed	11.4	11.22	11.1	11.2	
Number of inmates that furthered education	00	24	02	02	

Number with prior substance abuse treatment	06	233	04	04	
Average # of substance abuse placements	4.2	3.44	4.1	4.2	
Marital status	-----	-----			
Married	0	47	1	2	
Widowed	0	00	0	00	
Divorced	01	36	1	02	
Remarried	00	03	0	00	
Separated	02	16	0	00	
Never Married	07	292	06	17	
Substance abuse use	-----	-----			
Drugs only	04	190	04	11	
Alcohol only	0	4	00	00	
Both drugs and alcohol	04	182	04	10	
Neither	0	01	00	00	
Number of inmates incarcerated for a drug and/or alcohol related offense	07	218	06	16	
Number of inmates involved in other prison programs	03	171	05	13	
Chaplains	03	139	04	09	
Anger Management	00	49	00	00	
Thresholds	n/a	n/a	00	00	
Fatherhood Programing	00	00	03	09	
Education	00	08	01	01	
ESL	00	00	00	00	
Number of inmates previously incarcerated	07	328	07	19	
Number of inmates on 2-1 waiting list	00	77	00	03	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	02	86	02	06	
Obtain a	00	44	01	03	

sponsor					
	Nothing	02	53	02	07
treatment	Inpatient	02	81	02	05
treatment	Outpatient	01	56	01	01
Counseling	Religious	00	44	01	01
	Other	01	55	01	03

## ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

**February - 2019**

NUMBER OF PROGRAM PARTICIPANTS: No Anger Management meetings were run the Month of February 2019 due to the following reasons:

- 1) 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 and he has been filling in for 2x Treatment staff who are out on Medical).

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: 0x

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

REARRIED: 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 running as usual once a case load is developed. Class runs 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**

***February, 2019***

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 Wednesday afternoons at 1:30PM.
2. Approximately 435 inmates attended recreational activities during the month of February, and 44 recreation periods were held during the month. Approximately 34 female inmates attended Yoga in the month of February.
3. Inmate cleaners were used from Pod 3-1 to clean the 3<sup>rd</sup> 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 3-1, and C-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 3<sup>rd</sup> floor gym is being used on a daily basis.

***Mark Rockafellow***

***Recreation Coordinator***

**Lancaster-Lebanon IU #13  
GED/HSE Education Program - Males  
Lancaster County Prison**

**Monthly Report for February 2019**

<b>Total Students This Month</b>		<b>Year to Date</b>
11		50
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
4		19
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
93%		90%
<b>Total Students Transferred to Other Institutions</b>		<b>Year to Date</b>
0		1
<b>Total Released from Prison</b>		<b>Year to Date</b>
1		8
<b>Total Received GED/HSE This Month</b>		<b>Year to Date</b>
0		14
<b>Total GED/HSE Subtests Passed This Month</b>		<b>Year to Date</b>
0		64
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
African-American	1	8
Caucasians	7	22
Latino	3	19
Others	0	0

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**Wyman Fowler - Instructor**

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

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

<b>Total Students This Month/ Carry Over</b>	<b>Year Total Served</b>
10/6	28
<b>Class Requests This Month</b>	
11	
<b>Total Students Transferred to Other Institutions</b>	<b>Year Total Transfer</b>
0	0
<b>Total Released from Prison</b>	<b>Year Total Release</b>
2	9
<b>Total GED Sections Attempted/Passed: Graduated This Month</b>	<b>Year Total</b>
0/0:0	32/28:3
<b>Racial Breakdown of Students</b>	<b>Year to Date</b>
Afro – Americans 2	5
Caucasians 8	22
Hispanics 0	1
Others 0	0

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Wyman Fowler - Instructor

School District of Lancaster Educational Program & Lancaster County Prison

School Year	2018-2019		Month	February		
<b>Total Students (Month)</b>	<b>Total Students (Year)</b>		<b>Special Education Students (Month)</b>		<b>Special Education Students (Year)</b>	
Males	4	Males	15	Males	1	Males
Females	1	Females	2	Females	0	Females
<b>Students Under 18 (Month)</b>	<b>Students Under 18 (Year)</b>		<b>Students 18+ (Month)</b>		<b>Students 18+ (Year)</b>	
Males	0	Males	0	Males	4	Males
Females	0	Females	0	Females	0	Females
<b>(Month)</b>	<b>(Year)</b>		<b>Graduated (Month)</b>		<b>Graduated (Year)</b>	
Males	13	Males	98	Males	0	Males
Females	4	Females	10	Females	0	Females
<b>Racial Breakdown (Current)</b>	<b>Racial Breakdown (Year)</b>		<b>Monthly Attendance Average</b>		<b>Attendance Average</b>	
White (Non-Hispanic)	1	White (Non-Hispanic)	4	86%		82%
Black (Non-Hispanic)	0	Black (Non-Hispanic)	4			
American Indian/Alaskan Native	0	Native	0	<b>Credits Earned (Month)</b>		<b>Credits Earned (Year)</b>
Hispanic	3	Hispanic	7	1		34.5
Asian/Pacific Islander		Asian/Pacific Islander	0			
Other/ Mixed	0		0			

# Chaplain's Office Monthly Report

## February 2019

### CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF JANUARY 2019: **STAFF** – \*Unavailable                      **VOLUNTEERS** – \*Unavailable

\*Will provide Monday 3-11-19

### CHAPLAINCY VISITS

**55** ONE TIME VISITS - MALE

**41** ONE TIME VISITS - FEMALE

**37** MULTIPLE VISITS – MALE

**37** MULTIPLE VISITS – FEMALE

### INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **657** INMATE REQUESTS.

### DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH **6** DEATH AND **6** MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY

DISTRIBUTED - **12**

COMPLETED - **23**

ACTIVE STUDENTS - **8**

NEW STUDENTS - **2**

SPANISH EMMAUS BIBLE STUDY

DISTRIBUTED - **13**

COMPLETED - **46**

ROMANS BIBLE STUDY

DISTRIBUTED - **27**

COMPLETED - **14**

GOSPEL ECHOES STUDY

DISTRIBUTED - **9**

COMPLETED – **7**

SPANISH GOSPEL ECHOES

DISTRIBUTED - **0**

COMPLETED - **0**

### CLERGY VISITATION

**128** CLERGY VISITATIONS WERE SCHEDULED THROUGH THE CHAPLAIN'S OFFICE.

### GROUP SESSIONS

NUMBER OF GROUPS                      **81**

TOTAL ATTENDANCE                      **738**

### CHURCH SERVICES

NUMBER OF SERVICES                      **38**

TOTAL ATTENDANCE                      **870**

**FEBRUARY 2019**

**Chaplain's Office**

**Activity Sheet Monthly Report**

	services conducted	services year to date	average attendance	attendance year to date	attendance per service
<b>Protestant Worship Services</b>					
Sunday 2-1	4	8	27	187	23
Sunday G-1	4	4	24	97	24.25
Sunday WR	4	5	16	77	15
Sunday Women	4	8	41	316	40
Wednesday MHU	4	8	10	79	10
Wednesday 3rd	3	8	29	221	28
Wednesday 3rd	6	15	29	430	29
Saturday 2-2	4	8	7	196	25
Saturday ITP	4	7	26	63	9
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	0	0	ERR	0	ERR
Mass 3rd floor Men	1	4	8	23	6
Bible Study 2nd, M & grd	2	7	17	88	13
Bible Study 3rd	8	15	7	109	7
<b>Study Group - Women</b>					
Meditation	4	7	6	39	6
Study Group	3	7	13	81	12
Catholic Studies	3	3	5	14	5
<b>Study Group - Men</b>					
2-1	7	14	6	91	7
Celebrate Recovery	4	8	16	109	14
2-2, M & grd	3	5	17	78	16
3rd	12	24	10	186	8
Work release	4	8	10	77	10
Spanish 3rd	10	16	4	91	6
Spanish 2nd, M & grd	3	5	10	51	10
Work Release - Thurs	4	7	5	42	6
<b>D &amp; A Programming</b>					
Inside Out 2-1	3	7	10	72	10
Women	4	8	20	145	18
<b>Muslim Services</b>					
Friday - Juma 3rd	3	6	6	40	7
Friday - Juma 2nd, main & Ground	1	2	4	8	4
Friday - Juma Women	1	2	2	5	3

STATISTICS

ADMINISTRATIVE







## 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	2/7/2019	838	\$78,527.68	\$93.70	\$93.92
March	3/10/2019	808	\$78,527.68	\$97.18	\$95.01
April			\$78,527.68		
May			\$78,527.68		
June			\$78,527.68		
July			\$78,527.68		
August			\$78,527.68		
September			\$78,527.68		
October			\$78,527.68		
November			\$78,527.68		
December			\$78,527.68		

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

	February	March
Average Length of Stay	113 Days	116 days
Median Length of Stay	67 Days	72 days

## Inmate Monthly Financials 2019

Month	Commissary Purchases	Phone Calls	Processing Fees Charged	Processing Fees Collected	Percentage Fees Collected	Cash on Person at Commitment	Funds Deposited by Friends and Family
January	\$64,972.61	\$73,781.14	\$16,205.00	\$13,872.76	86%	\$11,318.14	\$125,892.63
February	\$68,270.10	PENDING	\$13,685.00	\$12,171.07	88%	\$12,906.41	\$132,314.48
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	\$133,242.71	\$73,781.14	\$29,890.00	\$26,043.83	87%	\$24,224.55	\$258,207.11



Lancaster County Prison --Inmate General Welfare Fund

As of December 31, 2018

	January	February	March	April	May	June	July	August	September	October	November	December	Year-End Adj	Total
Beginning Monthly Balance	\$250,000	\$184,240	\$157,033	\$203,618	\$240,090	\$300,375	\$328,092	\$375,289	\$416,532	\$477,270	\$601,626	\$557,959	\$604,933	\$605,099
IGWF Revenue:														
Phone Contract Revenue	\$61,127	\$0	\$58,725	\$61,331	\$68,667	\$63,774	\$65,605	\$65,448	\$65,376	\$124,114	\$0	\$63,819	\$0	\$667,936
Inmate Phone Charges/Misc	\$40,536	\$44,629	\$62,110	\$51,018	\$65,507	\$51,467	\$53,021	\$44,092	\$56,256	\$61,654	\$30,046	\$45,318	\$0	\$605,654
Total IGWF Revenue	\$101,663	\$44,629	\$120,835	\$112,349	\$134,174	\$115,241	\$118,625	\$109,541	\$121,582	\$185,768	\$30,046	\$109,138	\$0	\$1,303,591
Inmate Expenses:														
Admission/Indigent Kits	(\$1,200)	(\$12,293)	\$0	\$0	(\$94)	(\$10,975)	(\$26)	(\$29)	\$0	(\$1,043)	(\$11,700)	(\$4,319)	\$0	(\$41,663)
Bar Screen Cleanout	(\$2,775)	(\$1,850)	(\$1,850)	(\$2,775)	(\$1,850)	(\$1,850)	(\$1,850)	(\$1,850)	(\$1,850)	(\$1,850)	(\$2,775)	(\$925)	\$0	(\$24,050)
Barber Supplies	(\$10,000)	\$0	\$0	\$0	\$0	(\$20)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$10,020)
Black Cleaner Stipends	(\$80,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$84,000)
Chaplaincy Services	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	\$0	(\$82,265)
Education Programs	(\$3,972)	\$0	(\$4,134)	(\$8,844)	(\$8,646)	(\$162)	(\$468)	(\$774)	\$0	\$0	\$0	\$0	\$0	(\$27,001)
Inmate Activities/Supplies	(\$3,186)	(\$1,170)	(\$5,380)	\$0	(\$535)	(\$1,218)	(\$538)	(\$121)	(\$97)	(\$585)	(\$172)	(\$645)	\$0	(\$13,640)
Law Library	(\$3,348)	(\$3,583)	(\$6,931)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	(\$3,583)	\$0	(\$46,106)
Miscellaneous	(\$10,289)	(\$578)	(\$1,070)	(\$5)	(\$70)	(\$1,319)	(\$102)	(\$2,817)	(\$954)	(\$43)	(\$619)	(\$131)	\$0	(\$17,998)
Postage	(\$86)	(\$104)	\$0	(\$209)	(\$128)	(\$100)	(\$82)	(\$79)	(\$48)	\$0	(\$104)	(\$216)	\$0	(\$5,156)
Drug Tests	\$0	\$0	(\$63)	(\$118)	\$0	(\$1,680)	(\$2,800)	\$0	(\$146)	(\$246)	(\$125)	\$0	\$0	(\$5,177)
Television/Video Expenses	(\$447)	(\$119)	(\$361)	(\$455)	(\$287)	(\$168)	(\$499)	(\$287)	(\$149)	(\$459)	(\$434)	(\$282)	\$0	(\$3,755)
Duplication/Inmate Forms	(\$590)	(\$83)	(\$453)	(\$546)	(\$146)	(\$3,006)	(\$63)	(\$1,057)	\$0	(\$952)	\$0	(\$869)	\$0	(\$7,717)
Garden Project	\$0	\$0	\$0	\$0	\$0	(\$299)	(\$32)	\$0	\$0	\$0	\$0	\$0	\$0	(\$331)
Inmate ID Badges-Supplies	\$0	(\$3,022)	\$0	\$0	\$0	(\$70)	(\$163)	\$0	(\$255)	\$0	\$0	\$0	\$0	(\$4,209)
Inmate Phone Service Invoice	(\$44,674)	(\$42,179)	(\$47,153)	(\$52,487)	(\$51,695)	(\$55,518)	(\$53,215)	(\$50,845)	(\$46,937)	(\$45,817)	(\$47,346)	(\$40,345)	\$0	(\$578,252)
Fans for Housing Areas	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,152)	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,152)
Total Monthly Expenses	(\$167,423)	(\$71,836)	(\$74,250)	(\$75,877)	(\$73,889)	(\$87,524)	(\$71,428)	(\$68,298)	(\$60,844)	(\$81,412)	(\$73,713)	(\$62,164)	\$0	(\$948,491)
Transfer to Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Monthly Balance	\$184,240	\$157,033	\$203,618	\$240,090	\$300,375	\$328,092	\$375,289	\$416,532	\$477,270	\$601,626	\$557,959	\$604,933	\$605,099	