

LANCASTER COUNTY PRISON BOARD AGENDA
APRIL 18TH, 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, June 15th, beginning at 8:45 am.
4. APPROVAL OF MINUTES. March 21ST, 2019. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
 - a. Warden's Report – Cheryl Steberger
 - b. Operations Report – William Aberts
 - c. Inmate Services Report – Joseph Shiffer
 - d. Security Report- William Aberts
 - e. Administrative Report --Tammy Moyer
 - f. Facilities Management Report – Charles Douts
 - g. Suicide Prevent Task Force update- Julie Houltry
 - h. Prison Stat- Scheduled April 22nd, 2019 @ 1:30pm
150 North Queen Street
Commissioners Conference Room
6. OLD BUSINESS
7. NEW BUSINESS
 - a. Policies for Approval
Inmate General Welfare Fund
Store Account Policy
8. BUSINESS FROM GUESTS
9. ADJOURN

April 18th, 2019 9:15am
150 North Queen Street
Commissioners Conference Room
7th floor

WARDEN'S REPORT

**CHERYL STEBERGER
WARDEN**

PRISON BOARD
WARDENS REPORT
APRIL 18TH, 2019

- Population
- Death
- Body Scanner

OPERATIONS REPORT

**ROBERT WOLFE
DEPUTY WARDEN**

Prison Board
Operations Report
18 Apr 2019

Body Scanner

2 staff certified as AMAC Instructors (brings us up to 4) (Applied Management Applications Course)

2 staff certified as Pepperball Delivery system Instructors and Armorers

3 staff certified as CPR Instructors

1 staff certified as a TST-Train the Staff Instructor

3 staff certified as OC Instructors (Oleoresin Capsicum)

6 staff trained in Drug and Human Trafficking (5 Supervisors / 1 K-9 Handler)

9 staff certified in CIT (Crisis Intervention Training)

Spring Cleaning

INMATE SERVICES REPORT

**JOSEPH SHIFFER
EPUTY WARDEN**

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

Staff Training, Motivational Interviewing

Introduction of New Staff Karaliz Ortiz-Torres and Joe Roschel

Reentry Services update

See attached program statistical section for further information.

SECURITY REPORT

**WILLIAM ABERTS
MAJOR**

Prison Board
Security Report
April 2019

Officer of the Month:

8am-4pm Shift:

Correctional Officer Jonathan CRAWLEY

Officer Crawley is one of our primary Commitment Officers. He takes charge and completes his duties without issue. He shows a great deal of initiative and works hard. His friendly demeanor is appreciated by all who meet him. We thank him for a "job well done".

4pm-12am:

Correctional Officer Bradley GUILDNER

Officer Guildner has not yet completed a year of service but is well beyond what is expected of an Officer with similar service. He is motivated, professional, honest and reliable. Officer Guildner works efficiently wherever he may be posted. His supervisors have total confidence in his abilities, and we look forward to seeing where his career takes him. Congratulations Officer Guildner.

12am-8am:

Officer Samantha LEWIS

Officer Lewis performs her duties at a level which far exceeds normal expectations for a junior Corrections Officer. Officer Lewis was praised by an outside agency for her courtesy and professionalism while acting as a member of the Prison Transport Team and most recently, her courageous and decisive actions were instrumental in preventing a suicide, while on security duty.

Promotion:

Officer Parker Beatty promoted to Sergeant Parker Beatty

Sergeant Beatty has been with the prison since February of 2018 and has a bachelor's degree in criminal justice. Sergeant Beatty was assigned as an officer on the 4pm-12am shift where he was excelling and after the completion of his supervisor training will be assigned as a Sergeant on the 12am-8am shift where the prison administration has high hopes for him.

Control Panel project: 3 staff going to Texas to review and be trained on the new control panels and in turn will train staff at the prison. Vendor currently onsite beginning prep and wiring work.

Conducted prison wide extensive spring cleaning.

Continued inspections and policy and procedure meetings.

ADMINISTRATIVE SERVICES REPORT

**TAMMY MOYER
DIRECTOR**

Administrative Services

April 2019

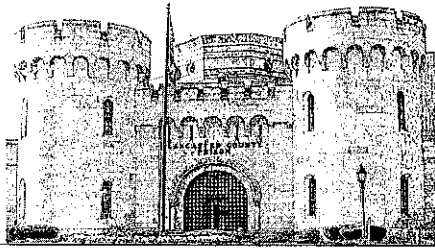
The Policy and Procedure Committee has completed 21 policies so far this year. The first quarter was mostly annual reviews and revisions.

The Store Fund Policy and the Inmate General Welfare policy are on the agenda to review and discuss for approval.



Tammy Moyer

Director of Administration



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

Policy Subject: Inmate General Welfare Fund		Policy Number: B-4
Date of Issue/Revision: February 21, 2013; June 15, 2017--Approved Expenses added-Reviewed /Approved by B. Hurter, Controller; April 18, 2019 – medical costs added to Sec. III & Cap increased so funds remain available	Authority: DRAFT Cheryl Steberger Lawrence George Warden Chief Clerk	Effective Date: February 21, 2013 April 18, 2019
Solicitor Approval: February 21, 2013 CC October 21, 2016 CH	Title 37 Reference: 95.239	Distribute by: Email / Website

- 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 \$500,000 or more at year end, any balance over \$500,000 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. An expenditure that is above the 3rd Class County Purchasing Guidelines(published annually) 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

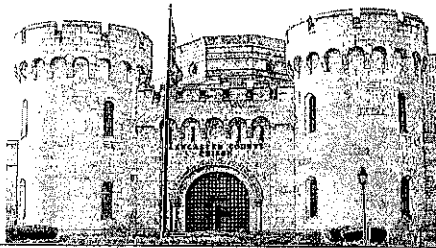
- c. Gardening Project
- d. Prison Ministry Services

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/Narcan doses
- 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**

Policy Subject: Store Account Policy (Commissary)		Policy Number: B-5
Date of Issue/Revision: June 16, 2017 Reviewed/Approved by B. Hurter, Controller Reviewed: March 2019—No change	Authority: Cheryl Steberger Lawrence George Warden Chief Clerk	Effective Date: July 1, 2017
Solicitor Approval: October 21, 2016 CH June 29, 2017 CH	Title 37 Reference: 95.239	Distribute by: 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.

FACILITIES MANAGEMENT REPORT

CHARLES DOUTS, JR
DIRECTOR

Facilities Management

Monthly Prison Activities Report,

April, 2019

Prison:

Personnel

- CGL has filled Supervisor position, one vacant maintenance position exists

Maintenance

- New ovens and serving counter for the kitchen delivered on April 12
- Outdoor mulching and maintenance completed
- Facilities supporting “as needed” the installation of the body scanner

Projects

- First elevator 75% complete, final completion expected in early May, second elevator completion expected in July
- Control Room upgrades, vendor is completing the development of the system, testing scheduled in late April

Respectfully Submitted

Charles E. Douts, Jr.

Director

County of Lancaster, Facilities Management

STATISTICS

INMATE SERVICES



Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2019
Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly ADP	839	842	810										839
Deaths	0	0	1										1
Total # of Patients in the Hospital	1	3	5										9
Total # Patient Days	4	17	28										49
# of Intake Screenings	414	410	426										1250
# of Grievances	19	7	12										38
# of Founded Grievances	0	0	0										0
# of Adverse Patient Occurrences	38	33	64										135
# of Patients Detoxed	122	113	112										347
# of Patients Detoxed Opiate (Clonidine / Vistaril)	45	71	60										176
# of Patients on Subutex / Suboxone	4	3	1										8
# of Patients Receiving Methadone	0	0	0										0
# of Patients Given Vivitrol	4	0	2										6
# of Patients Detoxed ETOH	53	46	48										147
# of Patients Detoxed Benzodiazepines	40	48	46										134
# of Patients on Restraints	1	0	1										2
# of Shifts Involving Restraints	2	0	2										4
# of Medical Transports	43	37	49										129
# of Infirmary/Medical Housing Admissions	0	0	0										0
In-House Surgeries	0	0	1										1
In-House EKG's	25	21	22										68
In-House X-Ray's	43	41	40										124
Allergy	0	0	0										0
Cardiology	0	0	3										3
Dermatology	0	0	0										0
Dialysis	0	0	0										0
ENT	0	0	1										1
Emergency Room	9	10	22										41
Ambulance Trips	4	1	11										16
Gastroenterology	1	0	0										1
General Medicine	0	0	0										0
General Surgery	0	1	0										1



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	0	0	0	0	0	0	0	0	0	0
Hematology	0	0	0	0	0	0	0	0	0	0	0	0	0
Methadone	0	0	0	0	0	0	0	0	0	0	0	0	0
Neurology	0	0	1	0	0	0	0	0	0	0	0	0	1
Neurosurgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Obstetrics	11	11	5	0	0	0	0	0	0	0	0	0	27
Oncology	0	0	0	0	0	0	0	0	0	0	0	0	0
Ophthalmology	3	2	0	0	0	0	0	0	0	0	0	0	5
Orthopedics	11	11	12	0	0	0	0	0	0	0	0	0	34
Physical Therapy	1	0	1	0	0	0	0	0	0	0	0	0	2
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	0	0	0	0	0	0	0	0	0	0
Thoracic Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Urology	0	0	1	0	0	0	0	0	0	0	0	0	1
Outside X-Rays (CT, MRI, etc.)	3	0	1	0	0	0	0	0	0	0	0	0	4
Wound Clinic	0	0	0	0	0	0	0	0	0	0	0	0	0
Diagnostic Test (outside)	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Trips / Outside Consults	4	2	2	0	0	0	0	0	0	0	0	0	8
# of Missed Appointments (in-house)	19	20	0	0	0	0	0	0	0	0	0	0	39
# of Missed Appointments (outside facility)	6	7	0	0	0	0	0	0	0	0	0	0	13
Total Outside Consultations	47	38	60	0	0	0	0	0	0	0	0	0	145
MEDICAL SICK CALLS													
MD Sick Call	21	69	97	0	0	0	0	0	0	0	0	0	187
NP/PA Sick Call	631	525	543	0	0	0	0	0	0	0	0	0	1699
MD/PACRNP Sick Call	652	594	640	0	0	0	0	0	0	0	0	0	1886
Nurse Sick Call	365	359	335	0	0	0	0	0	0	0	0	0	1059
MD Physicals	3	7	21	0	0	0	0	0	0	0	0	0	31
NP/PA Physicals	198	142	124	0	0	0	0	0	0	0	0	0	464
Nursing Physicals	151	120	99	0	0	0	0	0	0	0	0	0	370
Annual Physicals	10	10	14	0	0	0	0	0	0	0	0	0	34
MENTAL HEALTH													



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	0	0	0	0	0	0	0	0	0	0
Psychiatrist / Individuals Seen	226	180	144	0	0	0	0	0	0	0	0	0	550
Psychologist Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychologist / Individuals Seen	557	500	484	0	0	0	0	0	0	0	0	0	1521
M.H. Worker Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
M.H. Worker / Individuals Seen	751	555	688	0	0	0	0	0	0	0	0	0	1994
# of Involuntary M.H. Commitments	7	10	12	0	0	0	0	0	0	0	0	0	29
# of Patients Waiting Transfer to State Hospital	5	4	0	0	0	0	0	0	0	0	0	0	9
# of Patients w/Involuntary Med/Tx Orders	4	1	1	0	0	0	0	0	0	0	0	0	6
# of Patients on Suicide Watch	96	84	78	0	0	0	0	0	0	0	0	0	258
# of Attempted Suicides	0	0	2	0	0	0	0	0	0	0	0	0	2
# of Completed Suicides	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Patients on MH Scale as Category - A	245	249	274	0	0	0	0	0	0	0	0	0	768
% of Patients on MH Scale as Category - A	29.2%	29.6%	33.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.9%
# of Patients on MH Scale as Category - B	189	171	159	0	0	0	0	0	0	0	0	0	519
% of Patients on MH Scale as Category - B	22.5%	20.3%	19.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.8%
# of Patients on MH Scale as Category - C	278	288	272	0	0	0	0	0	0	0	0	0	838
% of Patients on MH Scale as Category - C	33.1%	34.2%	33.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.0%
# of Patients on MH Scale as Category - D	45	41	40	0	0	0	0	0	0	0	0	0	126
% of Patients on MH Scale as Category - D	5.4%	4.9%	4.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.1%
Extractions	14	9	21	0	0	0	0	0	0	0	0	0	44
Fillings	0	0	1	0	0	0	0	0	0	0	0	0	1
Exams	47	63	58	0	0	0	0	0	0	0	0	0	168
Other	0	2	10	0	0	0	0	0	0	0	0	0	12
Total Patients Seen by Dentist	61	75	87	0	0	0	0	0	0	0	0	0	223
Patients seen by Oral Surgeon	1	1	0	0	0	0	0	0	0	0	0	0	2
# of Annual Dental Exams	10	15	9	0	0	0	0	0	0	0	0	0	34
# of patients on Psych Meds	279	286	258	0	0	0	0	0	0	0	0	0	824
% ADP on Psych Meds	33.3%	34.0%	32.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.1%
# of patients on Medical Meds	288	306	289	0	0	0	0	0	0	0	0	0	883
% ADP on Medical Meds	35.5%	36.3%	35.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35.8%
# of patients on HIV Meds	15	16	13	0	0	0	0	0	0	0	0	0	44



Facility: LANCASTER COUNTY PRISON

Statistical Summary Report
Year 2019
Rev A

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% ADP on HIV Meds	1.8%	1.9%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%
# of patients on OTC Meds	105	111	101										317
% of ADP on OTC Meds	12.5%	13.2%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.7%
DISEASE CASES													
HIV Test Done	252	341	345										938
HIV Cases	15	16	12										43
AIDS Cases	0	2	2										4
Hepatitis Cases	72	111	112										295
Syphilis Cases	0	0	0										0
Gonorrhea Cases	0	1	0										1
# of Pregnant Females	9	7	8										8
# of Miscarriages	0	0	0										0
# of Abortions	0	0	0										0
# of Deliveries	0	1	1										2
# of patients isolated to rule out MRSA	7	1	6										14
# of confirmed MRSA cases	4	0	3										7
TB Treatment	0	0	0										0
PPD Test	388	368	374										1140
(+) PPD's	2	1	1										4
RPR Test	2	2	4										8
CHRONIC CARE													
# of Chronic Care Asthma/COPD/Pulmonary	41	69	52										162
# of Chronic Care Diabetes/Endocrine	31	49	54										134
# of Chronic Care HIV/AIDS/Hep.C	87	129	126										342
# of Chronic Care Hypertension/Cardio	60	97	102										259
# of Chronic Care OB/GYN/Pregnant	9	7	8										24
# of Chronic Care Seizure/Neurology	11	19	18										48
PRIMECARE RESPONSIBLE													
Monthly Environmental Checks													
Staff Meeting Date													
QI Meeting Date													
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings													



Statistical Summary Report
Year 2019
Rev A

Facility: LANCASTER COUNTY PRISON

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
% ADP on HIV Meds	1.8%	1.9%	1.6%	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	101										317
% of ADP on OTC Meds	12.5%	13.2%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.7%
DISEASE CASES													
HIV Test Done	252	341	345										938
HIV Cases	15	16	12										43
AIDS Cases	0	2	2										4
Hepatitis Cases	72	111	112										295
Syphilis Cases	0	0	0										0
Gonorrhea Cases	0	1	0										1
# of Pregnant Females	9	7	8										8
# of Miscarriages	0	0	0										0
# of Abortions	0	0	0										0
# of Deliveries	0	1	1										2
# of patients isolated to rule out MRSA	7	1	6										14
# of confirmed MRSA cases	4	0	3										7
TB Treatment	0	0	0										0
PPD Test	398	368	374										1140
(+) PPD's	2	1	1										4
RPR Test	2	2	4										8
CHRONIC CARE													
# of Chronic Care Asthma/COPD/Pulmonary	41	69	52										162
# of Chronic Care Diabetes/Endocrine	31	49	54										134
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PRIMECARE RESPONSIBLE													
Monthly Environmental Checks													
Staff Meeting Date													
QI Meeting Date													
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings													

Signature: [Handwritten Signature] HSA 9/8/19

AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>March 2019</u>
Community Employed Males:	47
Community Employed Females:	08
Community Service Males:	03
Community Service Females:	00
TARP PROGRAM	00
<u>Inmates in Treatment Programming:</u>	
Males:	01
Females:	01
<u>Inmate Trustees:</u>	
Male:	02
Female:	00
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	11
Females:	00

WORK RELEASE REPORT –March 2019

	<u>March 2019</u>
New Placements:	Male: 14 Female:02
Pre-incarceration Employment;	Male: 14
Employment secured by inmate	Male 0 Female 0
Employment secured by WR	Male 00 Female 00
Removals from program	Males: 02 Female 00
Suspensions	Males 02 Female 00
Releases	Males 14 Female02

WORK RELEASE FINANCES

	<u>March-2019</u>	<u>TARP</u>
Board and Lodging	16,794.81	
Drug Test Fee	501.00	
Fines/Costs	19,816.53	
Money to Family	14,760.00	

Lancaster County Prison
Community Service March 2019 Totals

PARTICIPANTS:

Male:5

Female:0

COMMUNITY SERVICE DETAILS:

- 1) City Streets: 320 Total Hours Worked
- 2) Impact Missions: 768 Hours Worked
- 3) Library: 8 Total Hours Worked

Total Hours Worth: \$7,946.00(Minimum Wage) YTD:\$20,242.00

PLACEMENTS:

Male:0

Female:0

RELEASES:

Male:1

Female:0

SUSPENSIONS:

Male:0

Female:0

REMOVALS:

Male:0

Female:0

LANCASTER COUNTY PRISON

Inmate Services Department

March 2019 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.

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 February, 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.

Q. Shaffer – Inmate Services Specialist

Throughout the course of this month Counselor Quinn Shaffer as part of his duties is on the Mental Health Court Team has attended several meetings to review the current participants as well as discuss future participants. Quinn has also attended Prime Cares weekly meetings. 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, 3-1 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 the mornings. During the month Counselor Shaffer did also work on behavior plans with inmates as deemed appropriate by mental health. Throughout the month Quinn has been involved in scheduling meetings to review inmates and their behaviors.

R. Forbes – Drug and Alcohol Specialist

During the course of the month Drug & Alcohol Specialist Forbes, Ryan served on the Lancaster County Drug Court Team on a weekly basis assisting in morning meetings, and afternoon court sessions. ISS Forbes sent out weekly emails highlighting sanctions and any medications being brought into the facility through those sanctions. ISS Forbes worked on Drug Court computer training, and started the SMART Recovery training for LCP. ISS Forbes did assist in the classification process of inmates by doing intakes, PREA reviews, and filling in 2-3 times weekly doing institutional moves. ISS Forbes began answering general inmate requests through the inmate request system for blocks 3-1 and 3-5. ISS Forbes participated in general counseling sessions meeting the emotional needs of the inmates as they revealed themselves.

D. Valenzuela – Classification Specialist

Classification Specialist Valenzuela did complete classification duties, such as, entering incidents and any other important information into UCM. In addition, Valenzuela did review and updated the Classification spreadsheets, and Misconduct Grid daily. Valenzuela have been answering and assisting with any requests or needs for the Female Restricted Housing Unit. Classification Specialist-Valenzuela assisted in a couple of occasions translating the intake questionnaire for the commitment, MHMR and Classification Unit.

Warfel, Toni

From: Taltoan, Robert
Sent: Monday, April 08, 2019 12:34 PM
To: Warfel, Toni
Subject: MONEY

Some time ago 2 inmates you had working down here , MICHAEL T. FALCON HE WORKED 4 DAYS & JERRY PERNSLEY WORKED 3 DAYS, COULD YOU CHECK THIS THEY BOTH SAID THEY DID'NT GET PAY.

WOMEN DRUG AND ALCOHOL GROUP

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

March, 2019

NUMBER OF PROGRAM PARTICIPANTS : 12

AVERAGE AGE: 28.0

RACE:

CAUCASIAN: 11
AFRICAN AMERICAN: 1
HISPANIC: 0
ASIAN:
OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 11.4th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1

MARITAL STATUS:

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

SUBSTANCE ABUSE USE:

DRUGS ONLY: 6
ALCOHOL ONLY: 1
BOTH: 05

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 09 Total d/a experiences including both inpatient and outpatient for each participant: 4.1x

AVERAGE NUMBER OF INCARCERATIONS: 6.2 x per each inmate

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 2.4
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 on D/A Waiting List increased to: 04x.

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

Norbert Sotomayor, BA CADDC

Month: March, 2019

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests:	??
Number of Inmates Seen: 70	210
Number of Inmates moved to 2-1 for d/a: 07	30
Number of Inmates who completed 2-1: 2	06
Number of Inmates who failed to finish 2-1: 10	39
02- released	09
00- did not do assignments	06
05- disciplinary problems	18
01- asked to move	01
00- went to work release	00
01- went to MHU	02
00-moved by classification	00
00- protective custody	0
00 -went to ITP	02
Number of AA/NA Meetings: 4	13
Number of Substance Abuse Groups: 20	56
Number of Evaluations done for court/legal system: 4x	09
Number of outpatient counseling appointments set up: 2x	07
Number of Referrals to Teen Challenge, Potter's House: 0x	02
Salvation Army, RMO, recovery houses etc.	
Number of Treatment Court applications: 1	08
Number of Vivitrol applications: 06	24

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 10. 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.

Staff from BWR, a residential d/a program came here to speak to staff about their program.

MARCH, 2019
SUBSTANCE ABUSE EDUCATION UNIT
PARTICIPANT PROFILE

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

SUBSTANCE ABUSE EDUCATION UNIT

INMATE PROFILE

MARCH, 2019

	Month 2018	YTD 2018	Month 2019	YTD 2019	Comments
Number of inmates placed on pod 2-1	08	370	08	29	
Number of inmates previously on pod 2-1	04	144	04	14	
Number of inmates that did not complete 2-1	06	267	10	39	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	04	57	05	18	
Released	02	118	03	10	
Did not complete assignments	00	35	00	06	
Asked to move off	00	05	01	01	
Went to work release	00	02	00	00	
Went to MHU	00	04	01	02	
Placed on P.C.	00	00	00	00	
Moved by classification	00	06	00	00	
Moved to ITP	00	31	00	02	
Average Age	27.4	27.23	27.9	27.2	
Race	-----	-----			
Black	01	77	2	5	
White	05	197	10	21	
Asian	00	02	00	00	
Hispanic	02	111	3	10	
Other	0	00			
Average school grade completed	11.4	11.22	11.6	11.2	
Number of inmates that furthered education	00	24	02	04	

Number with prior substance abuse treatment	06	233	07	11	
Average # of substance abuse placements	4.2	3.44	4.2	4.2	
Marital status	-----	-----			
Married	0	47	0	2	
Widowed	0	00	0	00	
Divorced	01	36	2	04	
Remarried	00	03	0	00	
Separated	02	16	0	00	
Never Married	07	292	08	25	
Substance abuse use	-----	-----			
Drugs only	04	190	05	16	
Alcohol only	0	4	00	00	
Both drugs and alcohol	04	182	05	15	
Neither	0	01	00	00	
Number of inmates incarcerated for a drug and/or alcohol related offense	07	218	05	21	
Number of inmates involved in other prison programs	03	171	03	16	
Chaplains	03	139	04	13	
Management	Anger	00	49	00	00
	Thresholds	n/a	n/a	00	00
Programing	Fatherhood	00	00	03	12
	Education	00	08	01	01
	ESL	00	00	00	00
Number of inmates previously incarcerated	07	328	07	26	
Number of inmates on 2-1 waiting list	00	77	00	03	
Type of aftercare upon release from prison	-----	-----			
meetings	12 step	02	86	03	09
	Obtain a	00	44	01	04

sponsor					
Nothing	02	53	02	09	
treatment Inpatient	02	81	01	06	
treatment Outpatient	01	56	01	02	
Counseling Religious	00	44	01	02	
Other	01	55	01	04	

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

March - 2019

NUMBER OF PROGRAM PARTICIPANTS: No Anger Management meetings were run the Month of March 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) Any potential anger issues are address es at the d/a classes, which are run daily.

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

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 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

March, 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. Air hockey was assembled, and placed in the 3rd floor gym, there is a very high interest with the air hockey game.
2. Approximately 656 inmates attended recreational activities during the month of March, and 54 recreation periods were held during the month. Approximately 72 female inmates attended Yoga in the month of March.
3. Inmate cleaners were used from Pod 3-1 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 D-block, 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

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

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

**Total Students This Month/
Carry Over**

4/4

Year Total Served

34

Class Requests This Month

17

Total Students Transferred to Other Institutions

1

Year Total Transfer

1

Total Released from Prison

0

Year Total Release

9

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

13/11:1

Year Total

45/39:4

Racial Breakdown of Students

Afro – Americans 1

Caucasians 3

Hispanics 0

Others 0

Year to Date

6

24

1

0

Wyman Fowler - Instructor

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

Monthly Report for March 2019

Total Students This Month		Year to Date
12		50
Carry over Students from Last Month		Class Requests This Month
12		17
Total Attendance Per Month (% of)		Year to Date
99%		91%
Total Students Transferred to Other Institutions		Year to Date
1		2
Total Released from Prison		Year to Date
2		9
Total Received GED/HSE This Month		Year to Date
2		16
Total GED/HSE Subtests Passed This Month		Year to Date
19		83
Racial Breakdown of Students	This Month	Year to Date
African-American	1	8
Caucasians	8	23
Latino	3	19
Others	0	0

Wyman Fowler - Instructor

School District of Lancaster Educational Program & Lancaster County Prison						
School Year	2018-2019		Month	March		
Total Students (Month)						
Males	4		16	1	4	
Females	1		2	0	0	
Students Under 18 (Month)						
Males	0		0	5	16	
Females	0		0	0	2	
(Month)						
Males	10		108	0	1	
Females	1		11	0	0	
Racial Breakdown (Current)			#####			
White (Non-Hispanic)	1		4	36%	86%	
Black (Non-Hispanic)	0		4			
American Indian/Alaskan Native	0		0	Credits Earned (Month)	Credits Earned (Year)	
Hispanic	4		8	3	37.5	
Asian/Pacific Islander			0			
Other/ Mixed	0		0			

Chaplain's Office Monthly Report

March 2019

CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF FEBRUARY 2019: **STAFF** – 560.25 **VOLUNTEERS** – unavailable at this time

CHAPLAINCY VISITS

69 ONE TIME VISITS - MALE
26 MULTIPLE VISITS – MALE

45 ONE TIME VISITS - FEMALE
28 MULTIPLE VISITS – FEMALE

INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **710** 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 - 5	COMPLETED - 12
	ACTIVE STUDENTS - 4	NEW STUDENTS - 0
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 13	COMPLETED - 19
ROMANS BIBLE STUDY	DISTRIBUTED - 33	COMPLETED - 21
GOSPEL ECHOES STUDY	DISTRIBUTED - 11	COMPLETED – 8
SPANISH GOSPEL ECHOES	DISTRIBUTED - 0	COMPLETED - 0

CLERGY VISITATION

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

GROUP SESSIONS

NUMBER OF GROUPS	74	TOTAL ATTENDANCE	704
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CHURCH SERVICES

NUMBER OF SERVICES	44	TOTAL ATTENDANCE	1002
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MARCH 2019

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	13	19	284	22
Sunday G-1	5	5	22	108	21.6
Sunday WR	3	8	17	127	16
Sunday Women	5	13	38	508	39
Wednesday MHU	3	11	10	109	10
Wednesday 3rd	4	12	29	335	28
Wednesday 3rd	8	23	24	619	27
Saturday 2-2	5	13	7	352	27
Saturday ITP	5	12	31	100	8
Catholic Services Bilingual					
Mass 2nd floor Men	1	1	6	6	6
Mass 3rd floor Men	0	4	ERR	23	6
Bible Study 2nd, M & grd	1	8	4	92	12
Bible Study 3rd	5	20	6	137	7
Study Group - Women					
Meditation	3	10	10	69	7
Study Group	4	11	19	158	14
Catholic Studies	1	4	7	21	5
Study Group - Men					
2-1	6	20	2	105	5
Celebrate Recovery	4	12	22	198	17
2-2, M & grd	4	9	21	160	18
3rd	10	34	10	282	8
Work release	4	12	12	124	10
Spanish 3rd	13	29	6	166	6
Spanish 2nd, M & grd	4	9	11	93	10
Work Release - Thurs	4	11	4	58	5
D & A Programming					
Inside Out 2-1	3	10	6	90	9
Women	2	10	19	183	18
Muslim Services					
Friday - Juma 3rd	3	9	6	59	7
Friday - Juma 2nd, main & Ground	1	3	4	12	4
Friday - Juma Women	1	3	5	10	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	4/3/2019	789	\$78,527.68	\$99.52	\$96.13
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

	March	April
Average Length of Stay	116 Days	117 days
Median Length of Stay	72 Days	70 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	\$57,276.88	\$13,685.00	\$12,171.07	88%	\$12,906.41	\$132,314.48
March	\$80,655.67	PENDING	\$14,770.00	\$13,159.35	89%	\$16,216.81	\$130,229.39
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	\$213,898.38	\$131,058.02	\$44,660.00	\$39,203.18	88%	\$40,441.36	\$388,436.50