

**LANCASTER COUNTY PRISON BOARD AGENDA**  
**MAY 17<sup>TH</sup>, 2018**

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, May 17<sup>th</sup>, 2018 beginning at 8:30 am to discuss labor negotiations, litigation, potential litigation, and personnel matters related to the discipline, suspension and termination of employees.
4. APPROVAL OF MINUTES. April 19<sup>th</sup>, 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 – Charles Douts
6. OLD BUSINESS
7. NEW BUSINESS
  - a. Suicide Prevent Task Force update- Larry George
  - b. Prison Stat – Held on April 23<sup>rd</sup>, 2018 at 1:30pm.
  - c. Presentation of Evidence-Based Practices implementation initiative- Mark Wilson and Teri Miller-Landon
8. BUSINESS FROM GUESTS
9. ADJOURN

**May 17<sup>th</sup>, 2018 9:15am**  
**150 North Queen Street**  
**Commissioner's Conference Room**  
**7th Floor**

# WARDEN'S REPORT

Cheryl Steberger  
Warden

PRISON BOARD  
WARDENS REPORT  
MAY 17<sup>TH</sup>, 2018

- Corrections Week
- 2018 NACo Achievement Award Recipient for Prison Stat
- Population

# OPERATIONS REPORT

ROBERT WOLFE  
Deputy Warden

PRISON BOARD  
OPERATIONS REPORT  
MAY 17<sup>TH</sup>, 2018

- Continuing Inspections
- Policy and Procedure reviews
- 4 Chaplains attend "Correctional Chaplains Training" May 1-3 2018
- Corrections Week

# INMATE SERVICES REPORT

Joseph Shiffer  
Deputy Warden for Inmate Services

**Inmate Services Department  
Prison Board Report  
April, 2018**

Chelsea Young, Drug & Alcohol Specialist/Drug Court Representative

*See attached program statistical section for further information.*

**SECURITY REPORT**

**Major**

**William Aberts**



PRISON BOARD  
SECURITY REPORT  
MAY 17<sup>TH</sup>, 2018

- 8-4 Officer of the Month Officer Scott ZERKOWSKI

Officer ZERKOWSKI is a 29-year veteran of the Lancaster County Prison and one of our most knowledgeable and valued staff members. He is currently the 4AM to Noon Work Release officer and handles the outmate traffic with skill and ease. Most recently, he was part of the team who created and delivered the prison's Glock firearms transition and usage training. This training is exceptional and reflects the caliber of the staff who put hours of personal time into its creation. The 8-4 Supervisors are very proud of Scott and his hard work and dedication and thank him for the effort he puts into his job responsibilities.

# ADMINISTRATIVE SERVICES REPORT

Tammy S. Moyer  
Director of Administration

## Administrative Services Report May 2018

In February, the Controller's Bi-annual reports were issued for our Commissary Fund and Inmate General Welfare Funds. All end of year transactions have been completed and the final version of these reports are included in my statistical report.

Another 224 books have been added to the prison library by inmates who wanted to donate them instead of having them sent out or picked up. We are in the process of reviewing our library policy and procedures.

Last week we held interviews for our last mail clerk vacancy and hope to have a selection made and clearances completed by the end of this month.

I will be out of the office next week so Cody Scheid, Fiscal Supervisor, will be attending the budget forum meeting in my place.

~Tammy Moyer, Director of Administration

# FACILITIES MANAGEMENT REPORT

Charles Douts, Jr  
Director

# Facilities Management

## Monthly Prison Activities Report

May, 2018

### Prison:

#### Personnel

- CGL has one vacant position

#### Maintenance Items

- Replacement of Kitchen roof top heating unit scheduled for June.
- Miscellaneous kitchen items repaired such as walk-in cooler and floor drain retrofits
- Outdoor areas mulched/weeded

#### Projects

- P.O. issued for elevator upgrades, waiting on installation schedule from the contractor, components on order
- Building B roof replacement, mid- June start date
- Control Room upgrades, See Attached Schedule

Respectfully Submitted

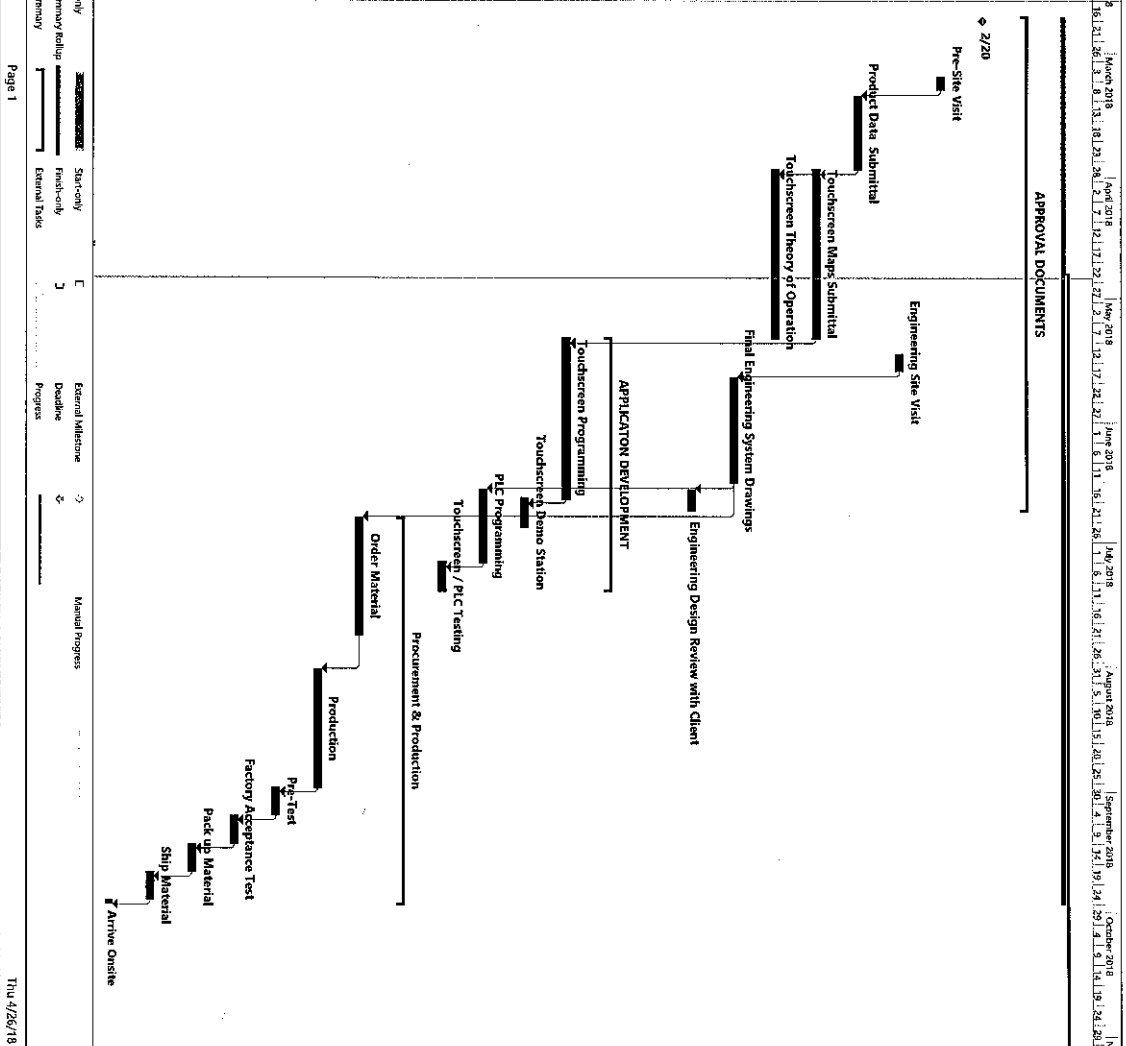
Charles E. Douts, Jr.

Director

County of Lancaster, Facilities Management

# Lancaster County Prison Door Control System Upgrade

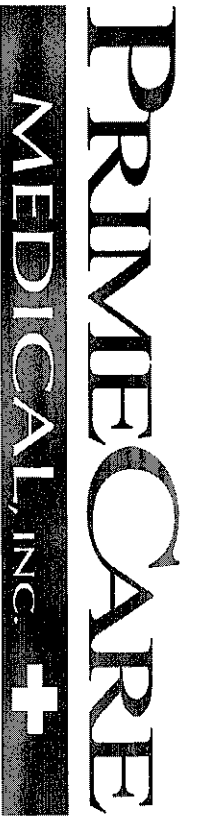
ID	Task Name	Duration	Start	Finish	Predecessors
1	Lancaster Security Electronics Upgrade	229 days	Wed 4/25/18	Mon 7/23/19	
2	APPROVAL DOCUMENTS	89 days	Tue 2/20/18	Fri 6/22/18	
3	Notice to Proceed	1 day	Tue 2/20/18	Tue 2/20/18	
4	Pre-Site Visit	3 days	Wed 3/7/18	Fri 3/9/18	
5	Engineering Site Visit	4 days	Tue 5/15/18	Fri 5/18/18	
6	Product Data Submittal	14 days	Mon 3/12/18	Thu 3/29/18	
7	Touchscreen Maps Submittal	30 days	Fri 3/30/18	Thu 5/10/18	
8	Touchscreen Theory of Operation	30 days	Fri 3/30/18	Thu 5/10/18	
9	Final Engineering System Drawings	20 days	Mon 5/21/18	Fri 6/15/18	
10	Engineering Design Review with Client	5 days	Mon 6/18/18	Fri 6/22/18	
11	Engineering Fabrication Drawings				
12	APPLICATION DEVELOPMENT	45 days	Fri 5/11/18	Thu 7/12/18	
13	Touchscreen Programming	28 days	Fri 5/11/18	Tue 6/19/18	
14	Touchscreen Demo Station	5 days	Wed 6/20/18	Tue 6/26/18	
15	PLC Programming	14 days	Mon 6/18/18	Thu 7/5/18	
16	Touchscreen / PLC Testing	5 days	Fri 7/6/18	Thu 7/12/18	
17	Procurement & Production	70 days?	Mon 6/25/18	Fri 9/28/18	
18	Order Material	21 days	Mon 6/25/18	Mon 7/23/18	
19	Production	21 days	Thu 8/2/18	Thu 8/30/18	
20	Pre-Test	5 days	Fri 8/31/18	Thu 9/6/18	
21	Factory Acceptance Test	5 days	Fri 9/7/18	Thu 9/13/18	
22	Pack up Material	5 days	Fri 9/14/18	Thu 9/20/18	
23	Ship Material	5 days	Fri 9/21/18	Thu 9/27/18	
24	Arrive Onsite	1 day?	Fri 9/28/18	Fri 9/28/18	



## STATISTICAL ADDENDUM

# INMATE SERVICE STATISTICS





Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2018

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>FACILITY STATISTICS</b>													
Monthly ADP	826	876	877	877									864
Deaths	0	0	0	0									0
Total # of Patients in the Hospital	4	4	6	5									19
Total # Patient Days	21	9	18	29									77
# of Intake Screenings	439	332	370	376									1517
# of Grievances	2	7	10	19									38
# of Founded Grievances	0	0	0	0									0
# of Adverse Patient Occurrences	18	32	41	31									122
# of Patients Detoxed	105	118	123	107									453
# of Patients on Restraints	0	0	1	2									3
# of Shifts involving Restraints	0	0	1	3									4
# of Medical Transports	39	39	39	48									165
# of Infirmity/Medical Housing Admissions	0	0	0	0									0
In-House Surgeries	0	0	1	0									1
In-House EKG's	30	24	28	9									91
In-House X-Ray's	33	36	45	43									157
<b>OUTSIDE CONSULTATIONS</b>													
Allergy	0	0	0	0									0
Cardiology	3	3	3	3									12
Dermatology	0	0	0	0									0
Dialysis	0	0	0	0									0
ENT	0	0	0	0									0
Emergency Room	8	10	11	6									35
Ambulance Trips	4	5	4	3									16
Gastroenterology	1	0	1	2									4
General Medicine	0	0	0	0									0
General Surgery	0	0	0	0									0
Gynecology	0	0	0	0									0
Hematology	1	0	0	0									1
Methadone	0	0	0	10									10
Neurology	0	1	0	0									1
Neurosurgery	0	0	0	0									0
Obstetrics	12	11	11	6									40

# PRIME CARE MEDICAL, INC. +

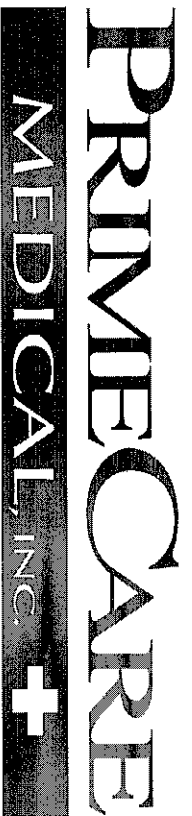
Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2018

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Oncology	0	0	0	0	0								0
Ophthalmology	2	2	2	1									7
Orthopedics	9	10	5	12									36
Physical Therapy	0	0	0	0									0
Plastic Surgery	0	0	0	0									0
Podiatry	0	0	0	0									0
Proctology	0	0	0	0									0
Psychiatry	0	0	0	0									0
Surgery Performed	0	0	0	2									2
Thoracic Surgery	0	0	0	0									0
Urology	0	1	0	0									1
Outside X-Rays (CT, MRI, etc.)	0	2	2	3									7
Wound Clinic	2	2	3	2									9
Diagnostic Test (outside)	0	0	0	0									0
Other Trips / Outside Consults	1	2	1	1									5
<b>Total Outside Consultations</b>	<b>43</b>	<b>49</b>	<b>43</b>	<b>51</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>186</b>
<b>MEDICAL - SICK CALLS</b>													
MD Sick Call	34	28	32	25									119
NP/PA Sick Call	460	439	547	497									1943
MD/PA/CRNP Sick Call	494	467	579	522	0	0	0	0	0	0	0	0	2062
Nurse Sick Call	443	401	426	408									1678
MD Physicals	2	5	5	3									15
NP/PA Physicals	162	102	174	144									582
Nursing Physicals	198	144	202	145									689
Annual Physicals	10	10	8	3									31
<b>MENTAL HEALTH</b>													
Psychiatrist / Groups Seen	0	0	0	0									0
Psychiatrist / Individuals Seen	169	168	205	149									691
Psychologist Groups	0	0	0	0									0
Psychologist / Individuals Seen	480	542	755	633									2410
M.H. Worker Groups	0	0	0	0									0
M.H. Worker / Individuals Seen	675	507	386	320									1888
# of Involuntary M.H. Commitments	7	8	8	7									30
# of Patients Waiting Transfer to State Hospital	2	1	1	2									6



Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2018

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# of Patients on Suicide Watch	103	77	111	66									357
# of Attempted Suicides	1	0	0	0									1
# of Completed Suicides	0	0	0	0									0
# of Patients on MH Scale as Category - A	183	198	183	208									772
% of Patients on MH Scale as Category - A	22.2%	22.6%	20.9%	23.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22.3%
# of Patients on MH Scale as Category - B	214	222	203	226									865
% of Patients on MH Scale as Category - B	25.9%	25.3%	23.1%	25.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%
# of Patients on MH Scale as Category - C	314	314	290	303									1221
% of Patients on MH Scale as Category - C	38.0%	35.8%	33.1%	34.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35.4%
# of Patients on MH Scale as Category - D	43	50	55	53									201
% of Patients on MH Scale as Category - D	5.2%	5.7%	6.3%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.8%
<b>DENTAL</b>													
Extractions	14	20	10	18									62
Fillings	1	0	0	3									4
Exams	78	58	49	89									274
Other	6	0	3	1									10
Total Patients Seen by Dentist	99	78	62	111									350
Patients seen by Oral Surgeon	0	0	0	1									1
# of Annual Dental Exams	12	6	4	3									25
<b>PHARMACY</b>													
# of patients on Psych Meds	279	312	323	315									1229
% ADP on Psych Meds	33.8%	35.6%	36.8%	35.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35.5%
# of patients on Medical Meds	386	352	308	296									1342
% ADP on Medical Meds	46.7%	40.2%	35.1%	33.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38.9%
# of patients on HIV Meds	7	6	8	3									29
% ADP on HIV Meds	0.8%	0.7%	0.9%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%
# of patients on OTC Meds	106	119	102	98									425
% of ADP on OTC Meds	12.8%	13.6%	11.6%	11.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.3%
<b>DISEASE CASES</b>													
HIV Test Done	382	332	303	340									1357
HIV Cases	7	7	9	9									32
AIDS Cases	0	0	0	0									0
Hepatitis Cases	100	84	101	109									394
Syphilis Cases	0	0	0	1									1

# PRIME CARE MEDICAL INC +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

Year 2018

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Gonorrhea Cases	0	0	0	0	0								0
# of Pregnant Females	9	6	7	5									7
# of Miscarriages	0	0	0	0									0
# of Abortions	0	0	0	0									0
# of Deliveries	0	0	1	0									1
# of patients isolated to rule out MRSA	2	1	4	3									10
# of confirmed MRSA cases	0	1	1	1									3
TB Treatment	1	2	1	2									6
PPD Test	385	300	353	350									1388
(+) PPD's	6	4	9	8									27
RPR Test	5	2	4	2									13
<b>CHRONIC CARE</b>													
# of Chronic Care Asthma/COPD/Pulmonary	39	39	43	36									157
# of Chronic Care Diabetes/Endocrine	48	52	50	62									212
# of Chronic Care HIV/AIDS/Hep C	107	91	110	118									426
# of Chronic Care Hypertension/Cardio	110	112	116	104									442
# of Chronic Care OB/GYN/Pregnant	9	6	7	5									27
# of Chronic Care Seizure/Neurology	22	21	19	18									80
<b>PRIMECARE RESPONSIBLE</b>													
Monthly Environmental Checks		2/28/2018											
Staff Meeting Date		2/15/2018	3/28/2018	4/25/2018									
QI Meeting Date			3/15/2018	4/19/2018									
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings	NA	NA	NA	NA									
<b>STAFF IN-SERVICE TOPICS</b>													
Bi-Annual Orientation Review, PPD, TB Treatment and Prevention													
Annual Policy Review, MRSA Recognition and Treatment													
Nursing Protocols, RN Health Assessments													
Triage/Disaster Training, Seizure Training													
Psychiatric/MH Emergencies/ Suicide Prevention													
Sexual Assault/PREA													

# PRIME CARE MEDICAL, INC. +

Facility: LANCASTER COUNTY PRISON

Statistical Summary Report

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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

<u>Average Daily Participants:</u>	<u>April 2018</u>
Community Employed Males:	56
Community Employed Females:	01
Community Service Males:	05
Community Service Females:	00
TARP PROGRAM	08
<u>Inmates in Treatment Programming:</u>	
Males:	02
Females:	00
<u>Inmate Trustees:</u>	
Male:	02
Female:	00
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	05
Females:	00

### WORK RELEASE REPORT -April 2018

	<u>April 2018</u>
New Placements:	Male: 30 Female:03
Pre-incarceration Employment; Employment secured by inmate	Male: 18 Male 0 Female 0
Employment secured by WR	Male 13 Female 02
Removals from program	Males: 01 Female 02
Suspensions	Males 00 Female 00
Releases	Males 14 Female03

### WORK RELEASE FINANCES

	<u>April-2018</u>	<u>TARP</u>
Board and Lodging	12,486.30	Please Note 7 TARP Graduates Started Monday 5-7-18.
Drug Test Fee	378.00	Data Will Be Added on May 2018 Report. Employed At
Fines/Costs	17,843.30	Morgan Truck Body.
Money to Family	22,742.00	

**COMMUNITY SERVICE MONTHLY STATISTICS**

**APRIL 2018**

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
21	CITY STREETS	4	672	\$4872.00
1	BOOK PICK UP	2	11	\$79.75
25	IN PACT MINISTRYS	5	1000	\$7250.00
01	FACILITIES	2	16	\$116.00
06	PRISON DETAILS	5	90	\$652.50
Apr 2017 5		18	1789	\$12970.25
YEAR TO DATE 2017 19		82	4561	\$22169.00
Apr 2016 TOTALS 6		16	1051	\$7685.00
YEAR TO DATE 2016 20		80	3778	\$26883.75

**COMMUNITY SERVICE MONTHLY REPORT & STATISTICS  
APRIL 2018**

submitted by: Dave Leeper

date: MAY.10,2018

During the month of Apr. There was a total of (5) project the prison community service detail took part in. The duties preformed were helping the Library with their book storage. Also, the city streets department was helped with the cleaning of city streets. Also, In pact ministries and facilities. Also, a total of 67 background checks were done.

**COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR APR 2018**

**DATE: May.10 ,2018**

**SUBMITTED BY : DAVE LEEPER**

	APR 17	17TOTALS	APR 18	TOTALS 18
# Inmates on program	13	43	09	39
Average age	33	34	35	35
Skilled Labor	01	02	01	02
Un Skilled Labor	12	41	08	36
White	08	30	07	19
Black	00	05	00	05
Hispanic	05	09	02	06
Asian	00	00	00	00
#inmates used	16	80	18	82
#projects	06	20	05	19
# man hours	1051	3778	1789	4561
Total dollar amount	7685.00	26883.75	12970.25	22169.00
#inmates removed	01	01	00	01
past participant	02	04	01	05

## LANCASTER COUNTY PRISON

### Inmate Services Department

#### April 2018 Monthly Report

DEPARTMENT	TOTAL
COUNSELORS	953
CLASSIFICATION	103
CHAPLAINS	837
PROBATION/PAROLE	652
PUBLIC DEFENDER	608
MH/MR	14
VOC. EVAL.	491
RECREATION	13
WORK RELEASE	138
DRUG & ALCOHOL	383
EDUCATION	86
MEDICAL	46
BAIL ADMINISTRATION	69
DEPUTY WARDEN OF IS	154
DOMESTIC RELATIONS	22
TOTAL	4,569

#### 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.

### **S. Coleman – Classification Specialist**

Classification Specialist Coleman did complete classification duties to include entering info into UCM and Classification spreadsheets. In addition, requests were answered over a month period all were copied and placed in inmate's behavioral files. He did answer phone calls for blocks Class and Ad-Seg and all information was documented in UCM. In addition, counselor Coleman did work on getting inmates signed up for various treatment facilities by completing application, referrals, and phone interviews. Counselor did train with the Transport team but did not train with CERT and NHT due to manning issues. He did visit Ad-Seg on different occasions and did not this in the POB. He also is updating the classification policy with ISS Warfel and Classification Specialist Garcia, Loida. He did meet with the E-Prep Committee at the training center on 4/20/18 to go over all the emergency plan policies.

### **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 are 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 is also the inmate services specialist for 3-1. Garcia, L. assists inmates by responding to inmate requests, facilitating phone calls/conferences, contacting attorneys, and providing general information to the inmates on 3-1. Garcia, L. provides applications, referrals, and phone interviews to inmates that need it. Garcia, L. also completes PREA

reviews of inmates that have been incarcerated for approximately 30 days housed on 3-1. 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**

Inmate Services Specialist Marisol Garcia, works as the 2-5 female Block Counselor at the Lancaster County Prison. She did see inmates throughout the month of March, 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. ISS Garcia provided applications to Inmates who requested assistance with the following: Welfare benefits, Mental Health Drug court, and Veteran Court applications. ISS 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 March. She also completes PREA reviews every week; and Intakes as needed. She also aids the other ISS when they need the assistance. She has attended Mental Health meetings held here at the facility. 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. ISS 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. ISS Garcia has also assisted our Spanish speaking population as needed throughout the month of March. She also attended mandatory trainings for the month. ISS Garcia is now the new Reentry Case Manager. She started her role in early March. She has toured some facilities where we can release our Inmate to. She has taken over the New Beginnings program, and will continue to tour facilities.

#### **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 April, there was one allegation of staff on inmate sexual assault and two allegations of inmate on inmate 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 "Reading for your Children" program on Thursday nights that 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. This month 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 visited the local book store for book donations and sorted them for the prison's library. During this month, Counselor Nunemaker began the process of working with a local bookstore to begin organizing the prison library.

#### **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. 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 and 3-5. Along with the in house Mental Health Meetings Counselor Shaffer also attended a Mental Illness Substance Abuse Team (MISA) Preparation Meeting as well as a MISA Meeting at BHDS Main office 150 North Queen Street. Also on Tuesdays Counselor Shaffer participated in Prime Care's Mental Health meetings which are held every Tuesday. Counselor Shaffer also allows the opportunity for inmate to keep journals, and provides them with topics and ideas on what would be positive for them in an effort to reduce recidivism for example setting realistic and achievable goals over the span of 1, 3, and 5 years. 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.

#### **C. Young – Drug and Alcohol Specialist**

Drug and Alcohol Counselor Chelsea Young is the block counselor for D-Block and D-Block Annex. Her housing units include ITP females and work release females. She does assist inmates by obtaining release dates and case information, assisting inmates with Birth Certificate/Social Security/Medical Assistance applications, contacting attorneys, facilitating treatment/rehabilitation options for inmates, and responding to inmate requests. Counselor Young completes 30 day PREA reviews as well as male and female intakes when necessary. Young has also completed classification training, and she will cover these responsibilities when needed. She is currently working closely with Work Release, AA and NA programs for the women, and will be assisting with the upcoming AA meetings for Work Release men. She has been independently conducting AA and NA groups for women on Tuesday and Wednesday evenings. Young has spent many hours observing other Drug and Alcohol counselors within the prison, expanding her knowledge in completing Vivitrol applications, conducting D&A meetings, and the general activities and procedures of the 2-1 block. Counselor Young has also been assisting with the 2-5 counselor responsibilities such as answering inmate requests, obtaining case information and court dates for inmates, and providing them with resources necessary for their release. Young has been facilitating phone calls to inmates from their lawyers, family members, insurance companies, etc. on the 2-5 block. Most recently, Drug and Alcohol Counselor Young has taken on the role of Drug Court Representative for the prison. She has participated in the Drug Court treatment team meeting and has attended two court sessions where each participant must report every Tuesday afternoon. To better understand the treatment court process and proceedings, Counselor Young did attend Mental Health Court with Counselor Shaffer

and Veterans' Court with Counselor Chambers. Lastly, Counselor Young has been avidly searching for new Drug and Alcohol training opportunities to further her knowledge in this field.

## **WOMEN'S DRUG AND ALCOHOL GROUP**

**Compiled by: Mary Clary / BS CADC / Substance Abuse Counselor Lancaster County Prison**

**April 2018**

**NUMBER OF PROGRAM PARTICIPANTS : 13**

**AVERAGE AGE: 30**

**RACE:**

**CAUCASIAN: 10**

**AFRICAN AMERICAN: 3**

**HISPANIC:**

**ASIAN:**

**OTHER:**

**AVERAGE SCHOOL GRADE COMPLETED: 11th**

**NUMBER OF INMATES WHO FURTHERED EDUCATION: 3**

**MARITAL STATUS:**

**MARRIED**

**WIDOWED:**

**DIVORCED:**

**REMARRIED:**

**SEPARATED:**

**NEVER MARRIED: 13**

**SUBSTANCE ABUSE USE:**

**DRUGS ONLY: 6**

**ALCOHOL ONLY: 2**

**BOTH: 5**

**HAD PRIOR SUBSTANCE ABUSE TREATMENT: 11 12 Total experiences-both inpatient and outpatient**

**AVERAGE NUMBER OF INCARCERATIONS: 22**

**TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 12**

**NARRATIVE: THREE WOMEN COMPLETED THE GROUP THIS MONTH**

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

Mary Clary, BS CADC  
Norbert Sotomayor , BA CADC

**Month, April, 2018**

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 390	1367
Number of Inmates Seen: 130	709
Number of Inmates moved to 2-1: 58	197
Number of Inmates who completed 2-1: 09	37
Number of Inmates who failed to finish 2-1: 33	117
12- released	57
05- did not do assignments	16
09- disciplinary problems	26
02- asked to move	2
01- went to work release	2
01- went to MHU	1
00-moved by classification	02
00- protective custody	0
03 -went to ITP	11
Number of AA/NA Meetings: 12	48
Number of Substance Abuse Groups: 32	128
Number of Evaluations done for court/legal system:3	20
Number of outpatient counseling appointments set up: 0	0
Number of Referrals to Teen Challenge, Potter's House: 5	22
Salvation Army, RMO, recovery houses etc.	
Number of Treatment Court applications: 5	21
Number of Vivitrol applications: 7	43

Norbert attended a day long, CADC Training about Ethics and Gambling on 4/16/18 at Compass Mark.

**APRIL, 2018**  
**SUBSTANCE ABUSE EDUCATION UNIT**  
**PARTICIPANT PROFILE**

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

## SUBSTANCE ABUSE EDUCATION UNIT

### INMATE PROFILE

**APRIL, 2018**

	Month 2017	YTD 2017	Month 2018	YTD 2018	Comments
Number of inmates placed on pod 2-1	31	440	58	197	
Number of inmates previously on pod 2-1	10	171	22	68	
Number of inmates that did not complete 2-1	20	257	33	117	
Why they did not complete 2-1	-----	-----			
problems					
Disciplinary	00	38	09	26	
Released	12	119	12	47	
assignments					
Did not complete	03	40	05	16	
Asked to move off	01	17	02	02	
Went to work release	01	06	02	02	
Went to MHU	00	08	01	01	
Placed on P.C.	00	02	00	00	
classification					
Moved by	00	08	00	02	
Moved to ITP	03	33	03	11	
Average Age	27.9	26.8	27.2	27.3	
Race	-----	-----			
Black	05	88	12	39	
White	16	216	29	100	
Asian	00	00	01	01	
Hispanic	10	123	16	57	
Other	0	00	00	00	
Average school grade completed	11.7	11.2	11.3	11.24	
Number of inmates that furthered education	03	41	06	18	
Number with prior substance abuse treatment	21	249	40	116	



Average # of substance abuse placements	3.8	3.5	4.1	3.5	
Marital status	-----	-----			
Married	03	47	5	18	
Widowed	0	00	0	0	
Divorced	02	35	5	18	
Remarried	00	00	3	3	
Separated	02	16	3	7	
Never Married	24	332	42	149	
Substance abuse use	-----	-----			
Drugs only	16	195	32	101	
Alcohol only	2	3	0	1	
Both drugs and alcohol	13	225	26	94	
Neither	0	01	00	00	
Number of inmates incarcerated for a drug and/or alcohol related offense	24	163	28	101	
Number of inmates involved in other prison programs	15	177	24	95	
Chaplains programs	15	163	20	75	
Anger Management	07	46	05	24	
Thresholds	n/a	n/a	00	00	
Fatherhood	00	00	00	00	
Programing					
Education	00	11	01	02	
ESL	00	00	00	00	
Number of inmates previously incarcerated	28	364	48	163	
Number of inmates on 2-1 waiting list	12	68	16	63	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	08	115	11	45	
Obtain a sponsor	04	65	08	26	
Nothing	05	77	06	21	
Inpatient treatment	06	79	14	41	

	Outpatient treatment	05	76	09	29	
Counseling	Religious	03	65	07	20	
	Other	05	74	08	22	

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

Compiled by: Norbert Sotomayor BA, BA, CADC.

### **April - 2018**

NUMBER OF PROGRAM PARTICIPANTS: Group – 7x (Counting rollovers from February and March 2018).

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: Four – 4x.

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: None

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: Five, 5x.

Disciplinary: N/A

Released: 2x

No paperwork/No Participation: 1x

Asked to move off: n/a

Went to Work release: n/a

MHU:

PC:

Classification:

ITP:

Moved off 2-1 block: 2x

AVERAGE AGE: 28.4 yrs

### RACE:

CAUCASIAN: 3x

AFRICAN AMERICAN: 1x

HISPANIC: 0x

ASIAN: n/a

OTHER: n/a

AVERAGE SCHOOL GRADE COMPLETED: 11.1 grade

NUMBER OF INMATES WHO FURTHERED EDUCATION: None

### MARITAL STATUS:

MARRIED: 1x

WIDOWED: n/a

DIVORCED: 1x

REMARRIED: n/a

SEPARATED: One

NEVER MARRIED: 2x

SUBSTANCE ABUSE USE:            DRUGS ONLY:        2x  
ALCOHOL ONLY: 0 x  
BOTH: 2x

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 4x

TOTAL NUMBER WHO HAD PRIOR ANGER MANAGEMENT TX: One

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

NUMBER OF INMATES IN ANGER MANAGEMENT WAITING LIST: 3x.

NARRATIVE: Anger Management Track has been running as usual: 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. There was no lapses or interruptions to the weekly A/M classes during this month.

# **Recreation Monthly Report**

***April, 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 has been an increased interest in ping-pong, and handball. The female inmates continue to have interest in volleyball, and exercise videos. Yoga is still being conducted in D-block, D-block annex, and 2-5, there is still a high interest in the Yoga programming. The insanity video work-out series was implemented for the C-main, ITP housing area. There is a strong interest in this exercise programming. This programming is being conducted on Thursday mornings at 9:45am. I have now increased this program to 3 days a week from 9:45am to 11:00am.
- 2.** Approximately 320 inmates attended recreational activities during the month of April, and 29 recreation periods were held during the month.
- 3.** Inmate cleaners were used from C-main ITP to clean the 3<sup>rd</sup> floor gym, this is being conducted on a daily basis.
- 4.** Weekly inspections of the housing area board games were conducted, and accounted for. New games were exchanged out in Pod 3-2, and 3-1 because of the condition of the games. The exercise equipment that was placed in work-release, pod 2-1, and the 3<sup>rd</sup> floor gym is being used on a daily basis. Exercise equipment was placed, and mounted in pods 3-1, 3-2, 3-5, and 2-5. Exercise equipment that was ordered was placed, and Mounted in ad-seg.

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

**April Report:  
7/1/17-6/30/18 Program Year**

<b>Total Students This Month/ Carry Over</b>	<b>Average Students Per Month</b>	<b>Year Total Served</b>
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15/15	15.4	54
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**Class Requests This Month**

8

<b>Total Students Transferred to Other Institutions</b>	<b>Year Total Transfer</b>
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1	5
---	---

<b>Total Released from Prison</b>	<b>Year Total Release</b>
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6	20
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<b>Total GED Sections Attempted/Passed: Graduated This Month</b>	<b>Year Total</b>
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0/0:0	68/55:14
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<b>Racial Breakdown of Students</b>	<b>Year to Date</b>
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Afro – Americans 2	6
Caucasians 13	41
Hispanics 0	7
Others 0	0

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**Mary Edith Leichliter - Instructor**

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

**Monthly Report for April 2018**

<b>Total Students This Month</b>		<b>Year to Date</b>
10		50
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
10		30
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
87%		85%
<b>Total Students Transferred to Other Institutions</b>		<b>Year to Date</b>
1		4
<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**		8
<b>Total GED/HSE Subtests Passed This Month</b>		<b>Year to Date</b>
0**		62
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
African-American	3	15
Caucasians	5	22
Latino	2	14
Others	0	0

**Wyman Fowler - Instructor**

**\*\* HiSET test was given on April 23<sup>rd</sup> & 24<sup>th</sup>; all scores have not yet been received so will be reported in May monthly report**





# Chaplain's Office Monthly Report

## April 2018

### CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF MARCH: **STAFF – 541 HOURS**                      **VOLUNTEERS – 400.25 HOURS**

### CHAPLAINCY VISITS

**80 ONE TIME VISITS - MALE**  
**50 MULTIPLE VISITS – MALE**

**47 ONE TIME VISITS - FEMALE**  
**30 MULTIPLE VISITS – FEMALE**

### INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **864** INMATE REQUESTS.

### DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH **9** DEATH AND **9** MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - <b>29</b>	COMPLETED - <b>23</b>
	ACTIVE STUDENTS - <b>9</b>	NEW STUDENTS - <b>3</b>
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - <b>1</b>	COMPLETED - <b>1</b>
ROMANS BIBLE STUDY	DISTRIBUTED - <b>35</b>	COMPLETED - <b>21</b>
GOSPEL ECHOES STUDY	DISTRIBUTED - <b>16</b>	COMPLETED – <b>10</b>
SPANISH GOSPEL ECHOES	DISTRIBUTED - <b>0</b>	COMPLETED - <b>0</b>

### CLERGY VISITATION

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

### GROUP SESSIONS

NUMBER OF GROUPS	<b>86</b>	TOTAL ATTENDANCE	<b>763</b>
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### CHURCH SERVICES

NUMBER OF SERVICES	<b>42</b>	TOTAL ATTENDANCE	<b>999</b>
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APRIL 2018

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	5	17	42	683	40
Sunday G-1	5	5	27	135	27
Sunday WR	4	15	19	251	17
Sunday Women	5	17	42	693	41
Wednesday MHU	4	15	10	209	14
Wednesday 3rd	4	15	19	235	16
Wednesday 3rd	8	29	19	488	17
Saturday 2-2	3	15	10	338	23
Saturday ITP	3	14	24	132	9
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	0	3	ERR	25	8
Mass 3rd floor Men	1	5	5	22	4
Bible Study 2nd, M & grd	3	12	9	103	9
Bible Study 3rd	9	33	5	144	4
<b>Study Group - Women</b>					
Meditation	3	11	5	83	8
Study Group	4	16	11	279	17
Catholic Studies	4	10	7	57	6
<b>Study Group - Men</b>					
2-1	7	29	14	367	13
Celebrate Recovery	3	14	16	148	11
2-2, M & grd	4	17	20	282	17
3rd	10	41	4	150	4
Work release	4	14	10	225	16
Spanish 3rd	12	40	5	154	4
Spanish 2nd, M & grd	4	13	12	166	13
Work Release - Thurs	4	13	7	114	9
<b>D &amp; A Programming</b>					
Inside Out 2-1	4	16	20	317	20
Women	5	16	13	216	14
<b>Muslim Services</b>					
Friday - Juma 3rd	3	17	4	69	4
Friday - Juma 2nd, main & Ground	1	5	3	10	2
Friday - Juma Women	0	0	ERR	0	ERR

# ADMINISTRATIVE SERVICE STATISTICS





## 2018 Per Diem Costs

Month	Date	In-House Population	Daily Operating Expense	Per Diem Rate	Y-T-D Average
January	1/9/2018	770	\$74,056.76	\$96.18	\$96.18
February	2/5/2018	829	\$74,056.76	\$89.34	\$92.76
March	3/12/2018	856	\$74,056.76	\$86.51	\$90.68
April	4/13/2018	865	\$74,056.76	\$85.62	\$89.41
May	5/13/2018	900	\$74,056.76	\$82.29	\$87.99
June			\$74,056.76		
July			\$74,056.76		
August			\$74,056.76		
September			\$74,056.76		
October			\$74,056.76		
November			\$74,056.76		
December			\$74,056.76		

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.

## 2018 Average Length of Stay

	April	May
Average Length of Stay	113 Days	107 days
Median Length of Stay	70 Days	60 days







