

# **LEBANON COUNTY PRISON BOARD MEETING AGENDA**

*Location:*

*Lebanon County Municipal Building  
400 S. 8th St.  
Room 207  
Lebanon, PA 17042*

**Wednesday, May 15, 2024**

**Call To Order**

**Pledge of Allegiance**

**Public Comment**

**Approval Of Minutes From April 17, 2024**

**Report From The Warden**

**Report From Deputies/Departments**

\*There is no Deputy Warden of Operations for the month of April.

**Open Business**

**Adjournment**

**NOTE:** *In the interest of mutual respect and order,*

- *Those in attendance are asked to refrain from private conversation.*
  - *Any person in attendance with a question or comment is asked to be recognized by the Chair.*
- Thank you.*

Visit [www.lebcounty.org](http://www.lebcounty.org) to view Commissioners meeting in its entirety.

# Lebanon County Correctional Facility

730 East Walnut Street  
 Lebanon, PA 17042  
 Telephone: 717 274-5451  
 Fax: 717 274-1338



*Tina M. Litz,*  
**Warden**

*Heather Diehl*  
 Deputy Warden of Operations

*Ray Arnold*  
 Director of Work Release

*Rebecca Davis,*  
 Deputy Warden of Treatment

*Dan Waltz,*  
 Captain of Security

<b>PRISON BOARD MAY 1, 2024</b>	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
NUMBER OF INMATES AS OF APRIL 30, 2024	291	250	41
AVERAGE DAILY POPULATION APRIL	300.47	255.77	44.70
NUMBER OF INMATES RECEIVED	122	89	33
NUMBER OF INMATES RELEASED	127	96	31
HIGHEST COUNT	303 1st	260 1st	47 15th
LOWEST COUNT	288 26th	248 18th	40 26 <sup>th</sup>
NUMBER OF UNSENTENCED INMATES	88	80	8
NUMBER OF INMATES ON WORK RELEASE	20	14	6
NUMBER OF INMATES ON DETAIL	21	17	4
NUMBER OF STATE SENTENCED INMATES	7	7	0
NUMBER TRANSFERRED TO STATE PRISON	6	6	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	7	--	--
NUMBER OF PAROLE/PROBATION VIOLATORS	85	66	19
<b>BREAKDOWN OF COMMITMENTS:</b>			
NEW CHARGES	26	--	--
PROBATION VIOLATION	10	--	--
PAROLE VIOLATION	19	--	--
<b><i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i></b>	0	0	0
FINES & COSTS BENCH WARRANT/SENTENCE	8	--	--
OTHER LEBANON BENCH WARRANTS	32	--	--
OUT OF COUNTY BENCH WARRANTS	7	--	--
D.J. SENTENCE	4	--	--
SENTENCED BY COURT OF COMMON PLEAS	5	--	--
WRITS FROM OTHER COUNTIES	3	--	--

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DOMESTIC BENCH WARRANTS/SENTENCE	4	--	--
INMATES IN OTHER COUNTIES ON WRITS	13	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	3	3	0
IN LCCF ON WRITS AND RETURNED	3	3	0

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## CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF APRIL 2024

<b><u>SAVINGS ACCOUNT:</u></b>	<b><u>DESCRIPTION:</u></b>	<b><u>AMOUNT</u></b>	<b><u>TOTAL</u></b>
<b>BEGINNING BALANCE AS OF:</b>	<b><u>April 1, 2024</u></b>		<b>33,109.59</b>
Commissary sales, colored pencils, headphones	April 2024	13,946.31	
Securepak commission	March 2024	5,501.44	
Interest Applied		3.61	
<b>TOTAL DEPOSITS INTO SAVINGS</b>			<b>19,451.36</b>
<b>TOTAL FUNDS AVAILABLE</b>	Beginning Balance + Total Deposits		<b>52,560.95</b>
<b>TOTAL TRANSFER TO CHECKING FROM SAVINGS</b>			<b>29,439.93</b>
<b>ENDING BALANCE AS OF:</b>	<b><u>April 30, 2024</u></b>		<b>23,121.02</b>
<b>ENDING BALANCE ON: 4/30/2023</b>	Comparison of Last Years Ending Balance		<b>36,773.27</b>
<b><u>CHECKING ACCOUNT:</u></b>			
<b>BEGINNING BALANCE AS OF:</b>	<b><u>April 1, 2024</u></b>		<b>200.00</b>
<b>TOTAL DEPOSITS INTO CHECKING</b>			<b>19,451.36</b>
<b>TOTAL FUNDS AVAILABLE</b>			<b>19,651.36</b>
<b><u>DISBURSMENTS:</u></b>	<b><u>NON-STORE</u></b>		
Charm-Tex	Whites	826.60	
Thomson Reuters	Law library	1,785.39	
Lancaster/Lebanon IU13	Educational Services	11,937.50	
Erica Bronik	Inmate Haircuts	300.00	
Lebanon County Police Combat Pistol Club	Range Fees	300.00	
Ed Potter Reimbursement	Binders	42.90	
Language Line	Translation Services	100.00	
Tyler Horst Foundation	Advertising	500.00	
Bob Barker	Razors	688.26	
<b>TOTAL NON STORE DISBURSEMENTS</b>			<b>16,480.65</b>
<b><u>DISBURSMENTS:</u></b>	<b><u>STORE</u></b>		
Keefe Commissary - commissary sales, Commitment and indigent kits, soap, deodorant, effergrip	March 2024	12,959.28	
<b>TOTAL STORE DISBURSEMENTS</b>			<b>12,959.28</b>
<b>TOTAL OF ALL DISBURSMENTS INTO CHECKING</b>	Non-Store + Store		<b>29,439.93</b>
<b>ENDING BALANCE AS OF:</b>	<b><u>April 30, 2024</u></b>		<b>200.00</b>

**Respectfully Submitted,**  
**Rebekah Bowsman, Fiscal Assistant**

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*Rebecca Davis*  
Deputy Warden of Treatment

*Ray Arnold,*  
Director of Work Release  
*Daniel Waltz*  
Captain of Security

## **COMMISSARY REPORT**

### **MONTH OF April 2024**

	<b><u>APR 2024</u></b>	<b><u>APR 2023</u></b>
<b>OPERATING WEEKS:</b>	<b>4</b>	<b>5</b>
<b>NUMBER OF ORDERS:</b>	<b>411</b>	<b>465</b>
<b>AVERAGE WEEKLY ORDERS:</b>	<b>103</b>	<b>93</b>
<b>SALES:</b>	<b>\$ 14,451.05</b>	<b>\$ 15,525.59</b>
<b>LESS EXPENSES (CREDITS):</b>	<b>\$ -515.04</b>	<b>\$ -1,143.45</b>
<b>TOTAL SALES:</b>	<b>\$ 13936.01</b>	<b>\$ 14,382.14</b>
<b>AVERAGE WEEKLY SALES:</b>	<b>\$ 3,612.76</b>	<b>\$ 3,105.12</b>
<b>COMMISSION MONTH OF MAR:</b>	<b>\$ 5,887.11</b>	<b>\$ 3,967.13</b>

**Respectfully Submitted,**

**Rebekah Bowsman, Fiscal Assistant**

**LEBANON COUNTY  
CORRECTIONAL  
FACILITY**

Tina M. Litz, Warden  
Deputy Warden - Operations  
Rebecca A. Davis, Deputy Warden - Treatment  
Ray H. Arnold, Director of Work Release  
Daniel J Waltz, Capitan of Security

730 E. Wanut  
Lebanon, Pa.  
Phone: 717-2  
FAX: 717-274

**MONTHLY PRISON BOARD REPORT**

DATE:

REPORT FROM: 4/1/24 to 4/30/24

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,988.02	\$ 25,443.45
MEATS	\$ 3,121.84	\$ 10,226.15
DAIRY PRODUCTS	\$ 3,414.15	\$ 12,457.05
BAKED PRODUCTS	\$ 3,680.00	\$ 16,608.00
GROCERIES	\$ 12,985.46	\$ 50,316.21
FRESH FRUITS & VEGETABLES	\$ 2,152.00	\$ 6,540.50
TOTAL	\$ 30,341.47	\$ 121,591.36
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ -	\$ 275.18

**BREAK DOWN OF COSTS**

**MEALS SERVED**

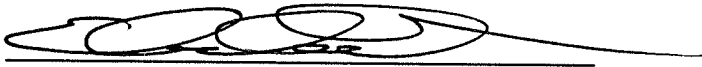
STAFF	2,120	8,490
INMATE POPULATION	26,019	105,708
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	624
TOTAL MEALS SERVED	28,295	114,822
COST PER PERSON PER MEAL	\$ 1.07	\$ 1.06
COST PER PERSON PER DAY	\$ 3.22	\$ 3.18

**DATE**

**DONATED BY:**

4/5/23 Calvery Chapel 3 skids of assorted product  
4/8/23 Bills produce 1/2 skid of assorted produce  
4/12/23 Calvery Chapel 4 skids of assorted product  
4/19/23 Calvery Chapel 4 skids assorted product  
4/20/23 Gemmas Angles 10 cases of assorted produce and bread  
4/25/23 Calvery Chapel 3 skids assorted product  
4/29/23 Bills produce 1/2 skid assorted produce

**Respectfully submitted**



**Sgt. Edward Bartashus, Culinary Supervisor**

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**Warden**

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**Deputy Warden of Operations**  
*Rebecca Davis,*  
**Deputy Warden of Treatment**

---

*Ray Arnold*  
**Director of Work Release**  
*Daniel Waltz,*  
**Captain of Security**

To: Lebanon County Prison Board  
From: Tina M. Litz, Warden  
Re: May, 2024 Prison Board  
4-1-24 through 4-30-24  
04-01-24: Completed warden daily tasks.  
04-02-24: Completed warden daily tasks.  
04-03-24: Completed warden daily tasks, conducted Deputy Warden of Operations interviews. Toured facility.  
04-04-24: Completed warden daily tasks, completed security training.  
04-07-23- 4-10-24: Attended the Pennsylvania Prison Wardens Association conference and attended various training and meetings.  
04-11-24: Completed daily warden tasks, conducted an administrative meeting this date, introduction to new academy cadets.  
04-12-24: Completed daily warden tasks.  
04-15-24: Completed daily Warden tasks, participated in various operational meetings.  
04-16-24: Completed warden daily tasks, attended the monthly Chief's association meeting, participated in a CGL meeting as well as a labor management meeting.  
04-17-24: Completed warden daily tasks, attended the monthly Prime care and prison board meetings, and participated in a IU 13 TEAMS meeting.  
04-18-24: Completed daily warden tasks and operational tasks, conducted an administrative meeting.  
04-19-24: Completed warden daily tasks,  
04-22-24: Completed daily warden tasks, attended the monthly Chiefs meeting and conducted a CGL maintenance meeting.  
04-23-24: Completed daily warden tasks, attended monthly CQI and Prison Board meeting, participated in zoom operational meetings.  
04-24-24: Completed daily warden tasks, and conducted and administrative meeting.



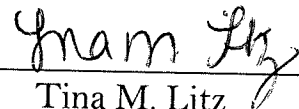
04-25-24: Completed daily warden tasks, participated in an American Woman Executives in Corrections zoom, signed a Memorandum of Understanding with PROBE to expand their services within the facility as space and time permits.

04-26-24: Completed daily warden tasks, security / maintenance meetings conducted, Toured units, participated in a Human Resources/Solicitor calls.

04-29-24: Completed daily warden tasks, various meetings this date, toured areas of the facility.

04-30-24: Completed daily warden tasks, labor management meeting and meeting with vendor conducted this date.

Respectfully Submitted,



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Tina M. Litz  
Warden

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Deputy Warden of Operations  
*Rebecca Davis,*  
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*Ray Arnold,*  
Director of Work Release  
*Daniel Waltz*  
Captain of Security

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**To: Lebanon County Prison Board**  
**From: Rebecca Davis, Deputy Warden of Treatment**  
**Re: April 2024 Prison Board**  
**4-1-24 through 4-30-24**

- 4-1-24: Completed daily DW of Treatment tasks, posted haircut memo to inmate population**
- 4-2-24: Completed daily DW of Treatment tasks**
- 4-3-24: Completed Daily DW of Treatment tasks, assisted with Deputy Warden of Operation interviews**
- 4-4-24: Completed Daily DW of Treatment tasks, attended administration meeting**
- 4-5-24: Completed Daily DW of Treatment tasks**
- 4-8-24: Attended PA County Corrections Warden's conference**
- 4-9-24: Completed daily DW of Treatment tasks**
- 4-10-24: Completed daily DW of Treatment tasks, attended Medical Assisted Treatment teams call hosted by PA DOC, held disciplinary boards**
- 4-11-24: Completed daily DW of Treatment tasks, attended administrative meeting, handed out white clothing to indigent inmates**
- 4-12-24: Completed daily DW of Treatment tasks, completed parole recommendations, handed out white clothing to indigent inmates**
- 4-15-24: Completed daily DW of Treatment tasks, completed parole recommendations, completed housing unit rounds in blocks 1 and 2**
- 4-16-24: Completed daily DW of Treatment tasks**
- 4-17-24: Completed daily DW of Treatment tasks, attended continuous quality improvement (CQI) meeting with Prime Care, attended prison board, teams meeting with IU-13**
- 4-18-24: Completed daily DW of Treatment tasks, attended administration meeting**
- 4-19-24: Completed daily DW of Treatment tasks, held disciplinary boards**
- 4-22-24: Completed daily DW of Treatment Tasks**
- 4-23-24: Completed daily DW of Treatment Tasks**
- 4-24-24: Completed daily DW of Treatment tasks**
- 4-25-24: Completed daily DW of Treatment tasks, visited York County Jail to look at their MAT program**
- 4-26-24: Completed daily DW of Treatment tasks, completed parole recommendations**
- 4-29-24: Completed daily DW of Treatment tasks**
- 4-30-24: Personal Day**

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**April 2024: The counselors continue to meet with inmates to work through any questions or concerns they have during their incarceration. They also connect inmates with attorneys, probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs.**

**Number of DNA's done for the month: 24**

**Number of grievances for the month: 14**

**Approximate number of request slips completed: 1000, Intakes of new commitments: 48, Public Defender applications: 25**

**Respectfully,**

**Rebecca Davis**  
**Deputy Warden of Treatment**



## FINANCIAL STATUS

	Month of March 2024	Year to date 2024
AMOUNT RECEIVED	\$26,024.19	\$61,893.08
ROOM AND BOARD	\$6,743.84	\$15,724.24
FINES AND COSTS	\$4,777.01	\$12,353.51
DISTRICT JUSTICES	\$40.00	\$80.00
PROCESSING FEE	\$125.00	\$435.00
DRUG TESTING	\$450.00	\$1,230.00
SUPERVISION FEE	\$900.00	\$2,460.00
MONEY DEDUCTED	\$13,035.85	\$32,272.75
INMATE BALANCE	\$12,988.34	\$29,620.33
COST RECOVERY - Room & Board RB	\$716.65	\$1,504.17

### OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 03/10/2024.

### Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 03/10/2024.

Served as Co-Chair for Disciplinary Boards for the week of 03/17/2024.

### Staff Incidents

Assigned to investigate staff for policy violations. Assisted Deputy Warden Davis and Captain of Security Waltz.

### MEETINGS

Attended the Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations

Typed admin minutes for the facility.

### Prison Operations

Assisted with Prison Operations throughout the month.

### On Call Warden

Worked as on call Warden this month.

### Work Release

Work Release Classification held this month, 07 approved.

Assisted Inmates with employment placement.

Prepared Prison Board Report.

Employment site checks - 2 employers.

### Training

Trained the Work Release Assistant Counselor in Work Release Operations. This will be on going.

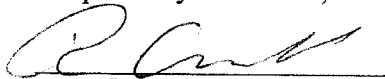
**Inmates Added to the Work Release Program for the month of March 2024.**

Hostetter, Rebecah	Adcock Brothers
Auman, Thomas	Subway
Ortiz, Hector	Uni-temp
Lopez – Mercado, Jeavel	Hearth Restaurant
Boltz, David	TE Connectivity
Lawrence, Derek	GAF Inc.
Melendez, Michael	Wendy's
Ortiz – Candelario, Ricardo	Matel
Hernandez, Miguel	Uni-temp
Schaeffer, Adam	MGD Tractors
Kresge, Casey	Hearth Restaurant

**Inmates removed/released from the Work Release Program for the Month of March 2024.**

Morris, Kaji	Domestic Relations Max
Jones, Nancy	County Parole
Sheehan, Jonathon	County Parole
Whitman, David	County Parole Max
Feliciano, Jose	County Parole
Huber, Shane	County Parole
Rodriguez – Ruiz, Ricardo	Misconduct – Violation of Work Release Rules and Regulations

Respectfully submitted,



Ray H. Arnold  
Director of Work Release

CC: TML  
Prison Board

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*Daniel Waltz,*

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May 22, 2024

To: Lebanon County Prison Board  
From: Ray H. Arnold, Director of Work Release  
Subject: Monthly Prion Board Report.  
Re: 04/01/2024 – 04/30/2024

## BOARD MEMBERS:

Please be advised that the following has transpired since the last meeting of the prison board.

## PARTICIPANTS

	April 2024	April 2023
Inmates Employed in the Community:	20	12
Inmates added to the Program:	08	05
Inmates removed from the Program:	08	05
Removed for a Major Misconduct:	01	02

## REQUEST SLIPS / COUNSELING

	April 2024	April 2023
Request Slips:	105	46
Intakes:	0	0

## WORK RELEASE AVAILABILITY / TRAVEL PASSES

	April 2024	April 2023
Inmates Seeking Employment:	2	03
Total Number of Travel Passes (TP):	19	06
Travel Passes for Employment:	18	05
Travel Passes for Work Related Items:	01	00
Travel Passes for Medical Apps.:	0	01
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

## FINANCIAL STATUS

	Month of April 2024	Year to date 2024
AMOUNT RECEIVED	\$36,354.27	\$98,247.35
ROOM AND BOARD	\$8,939.66	\$24,663.90
FINES AND COSTS	\$5,400.25	\$17,753.76
DISTRICT JUSTICES	\$260.00	\$340.00
PROCESSING FEE	\$300.00	\$725.00
DRUG TESTING	\$790.00	\$2,020.00
SUPERVISION FEE	\$1,580.00	\$4,040.00
MONEY DEDUCTED	\$17,269.91	\$49,542.66
INMATE BALANCE	\$19,084.36	\$48,704.69
COST RECOVERY - Room & Board RB	\$204.04	\$1,708.21

### OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 04/21/2024 and 04/28/2024.

### Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 04/21/2024.

Served as Co-Chair for Disciplinary Boards.

### Staff Incidents

Assigned to investigate staff for policy violations. Assisted Captain of Security Daniel Waltz.

### Training

Attended a Training Class.

Trained new hires on operation of the Mattress Scanner.

### MEETINGS

Attended Administration Meetings – Discussion Prison Operations

### Prison Operations

Assisted with Prison Operations throughout the month.

Updated current Policies.

### On Call Warden

Served as on call Warden this month.

### Work Release

Work Release Classification was held this month. 18 approved.

Assisted Inmates with employment placement.

Conducted onsite Job Checks.

Met with Conestoga Log Cabins about hiring work release participants. They will consider hiring Inmates.

Continue to train the Assistant Work Release Counselor on Work Release Operations.



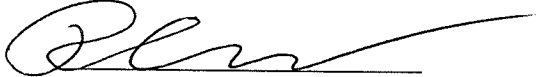
**Inmates Added to the Work Release Program for the month of April.**

Gonzalez, Heather	Uni-temp
McGowan, Shandelle	Wendy's
Southhall, Lauren	Front Hair Studio
Taylor, William	Uni-temp
Batista, Edward	Marks Pizza
Doney, Austin	Conestoga Log Cabins
Perez, Irwin	Weabers Inc.
Smith, Malcom	Weabers Inc.

**Inmates removed/released from the Work Release Program.**

Hoffer, Nicole	Misconduct
Melendez, Michael	Expiration of Maximum Sentence.
Lawrence, Derek	County Parole
Nevedo, Juan	County Parole
Fisher, Jason	County Parole
Gonzalez, Heather	County Parole
Boltz, David	County Parole
Kresge, Kasey	County Parole

Respectfully submitted,



Ray H. Arnold  
Director of Work Release

# LEBANON COUNTY CORRECTIONAL FACILITY

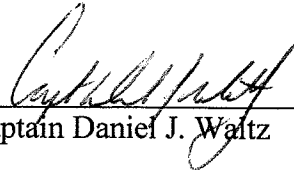
Tina M. Litz, Warden  
Deputy Warden – Operations  
Becky Davis, Deputy Warden – Treatment  
Raymond Arnold, Director of Work Release  
Daniel J. Waltz Captain of Security

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April 1, 2024

## Prison Board Report for April 2024

4-1-2024 Completed and filed paperwork.  
4-2-2024 Begin an investigation of staff member concerning a violation of Code of Ethics and prison policy.  
4-3-2024 Toured areas of the facility.  
4-4-2024 Attended an Administration Meeting. Various topics were discussed.  
4-5-2024 Continued an investigation of a violation of Code of Ethics and prison policy.  
4-8-2024 Conducted a Loudermill Hearing for staff member that violated Code of Ethics and prison policy.  
4-10-2024 Reviewed and revised policy for the facility.  
4-11-2024 Attended an Administration Meeting. Various topics were discussed.  
4-12-2024 Reviewed and revised policy for the facility.  
4-15-2024 Completed and filed paperwork.  
4-16-2024 Attended a Labor management meeting. Various topics were discussed.  
4-17-2024 Assisted Director Potter with Basic Correctional Officer Training Class.  
4-18-2024 Assisted Director Potter with Basic Correctional Officer Training Class.  
Attended an Administration Meeting. Various topics were discussed.  
4-19-2024 ½ Day Vacation  
4-22-2024 Completed and filed paperwork.  
4-23-2024 Submitted the Annual Staff Uniform order.  
4-24-2024 Attended an Administration Meeting. Various topics were discussed.  
4-25-2024 Attended a meeting at York County Prison. Various topics were discussed.  
4-26-2024 Vacation Day.  
4-29-2024 Assisted Director Potter with Basic Correctional Officer Training Class.  
4-30-2024 Assisted Director Potter with Basic Correctional Officer Training Class.

  
\_\_\_\_\_  
Captain Daniel J. Waltz

# LEBANON COUNTY CORRECTIONAL FACILITY

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Deputy Warden – Operations  
Rebecca Davis, Deputy Warden – Treatment  
Ray Arnold, Director of Work Release  
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Edward Potter, Director of Training

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**To: Prison Board**  
**From: Director of Training, Edward Potter Jr.**  
**RE: April Report**

# April 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Run make-up training class for current staff	2 Created certificates and updated training files	3 Met with printing vendor	4 Prepared for Academy	5 Prepared for Academy	6	7
8 Day 1 Basic Correctional Officer Academy	9 Day 2 Basic Correctional Officer Academy	10 Day 3 Basic Correctional Officer Academy	11 Day 4 Basic Correctional Officer Academy	12 Day 5 Basic Correctional Officer Academy	13	14
15 Day 6 Basic Correctional Officer Academy	16 Day 7 Basic Correctional Officer Academy	17 Day 8 Basic Correctional Officer Academy	18 Day 9 Basic Correctional Officer Academy	19 Day 10 Basic Correctional Officer Academy	20	21
22 Day 11 Basic Correctional Officer Academy	23 Day 12 Basic Correctional Officer Academy	24 Day 13 Basic Correctional Officer Academy	25 Day 14 Basic Correctional Officer Academy	26 Day 15 Basic Correctional Officer Academy	27	28
29 Day 16 Basic Correctional Officer Academy	30 Day 17 Basic Correctional Officer Academy					







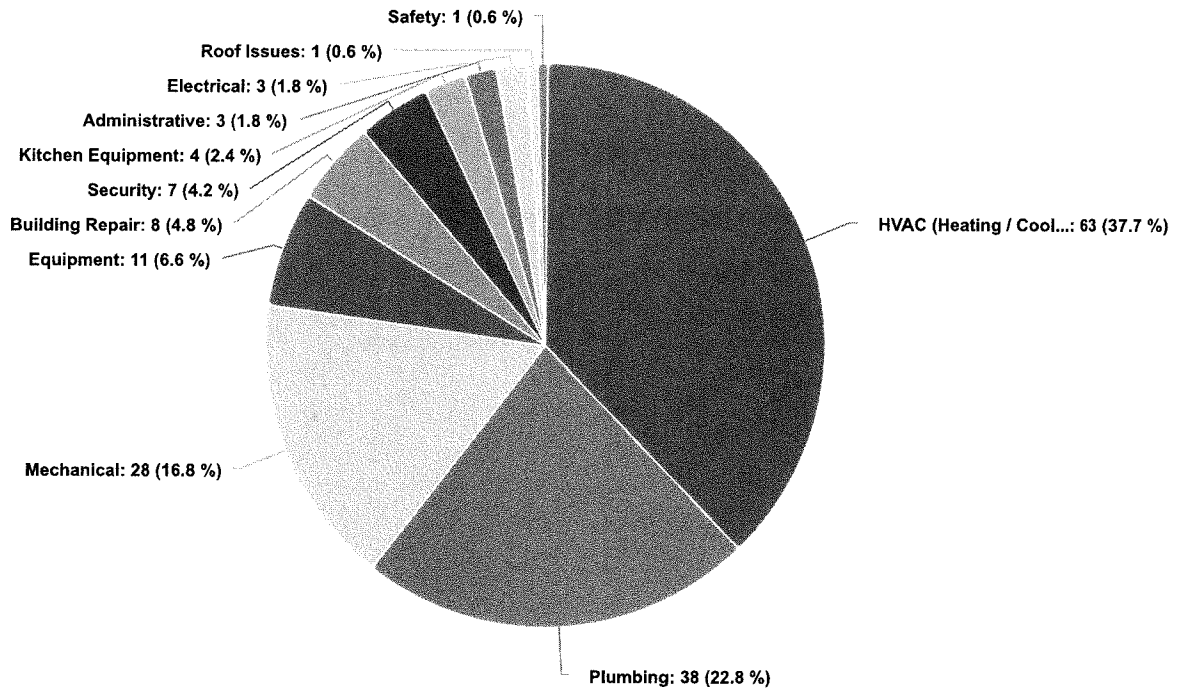


Lebanon County Correctional Facility

Lebanon County - Prison Board Report

Printed: 5/13/2024 1:48 PM

Category



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '4/1/2024' AND '4/30/2024'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
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Administrative

Administrative	LCCF-6147	MIHR Training on Preventing and treating heat related illnesses.	Training	Trained
Administrative	LCCF-5619	Administrative Duties	Administrative	Meetings / Documenting / Ordering
Administrative	LCCF-6199	escort cyprium around facility for panel upgrade	Escort Contractor	Escorted Contractor

Administrative - 3 Total:

Building Repair

Building Repair	LCCF-6167	faucet handle is loose	Constant Use	Repaired
Building Repair	LCCF-5948	Lobby needs new ceiling tiles installed.	New Install	Replaced
Building Repair	LCCF-6145	replace arm rest on centrals chair	Defective Part	Replaced
Building Repair	LCCF-6146	Escort Witmer to inspect SCBA Gear.	Escort Contractor	Escorted Contractor
Building Repair	LCCF-5905	the bathroom sink faucet will not turn off completely	Constant Use	Repaired
Building Repair	LCCF-5950	CELLING VENT COVER OPEN AND BROKEN IN ROOM 5	Defective Part	Adjusted
Building Repair	LCCF-6118	inmate needs shoes repaired	Constant Use	Repaired
Building Repair	LCCF-5073	detail officer heater broken	Defective Part	Reset

Building Repair - 8 Total:

Electrical

Electrical	LCCF-5978	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
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Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-5979	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-5644	Needs new disconnect box	Electrical Failure	Replaced
<b>Electrical - 3 Total:</b>				

**Equipment**

Equipment	LCCF-6140	Once the wash cycle is complete, the machine still tries to fill and discharges the water. The machine is turned off at the electrical throw switch.	Constant Use	Unclogged
Equipment	LCCF-5961	Equipment Broken- Block 6 Room 5 vent is broken	Defective Part	Duplicate Request
Equipment	LCCF-5920	sgt control phone cord at panel	Defective Part	Replaced
Equipment	LCCF-5943	The safety mechanism, that locks the door, on the elevator is broken. When the elevator is down in the law library, the door can be opened next to the counselor's office.	Constant Use	Found to be OK
Equipment	LCCF-5310	Garbage disposal out of service	Constant Use	Deferred
Equipment	LCCF-6113	Equipment Broken-block 4 cell 61 bunk broken	Defective Part	Duplicate Request
Equipment	LCCF-3467	Exhaust Fan (004339) belt order	Preventive / Inspection	PM Completed
Equipment	LCCF-3463	Janitor Closet exhaust fan	Defective Part	Repaired
Equipment	LCCF-3427	Dryer 2 will not turn on.	Defective Part	Repaired
Equipment	LCCF-1907	Outmate intercom not working	Electrical Failure	Repaired
Equipment	LCCF-5378	The door to the janitor's closet is rotted out. The bottom of the door has fallen away from the door. There is a piece of metal just barely attached to the door.	Dirt or Foreign Matter	Cleaned

**Equipment - 11 Total:**

**HVAC (Heating / Cooling)**

HVAC (Heating / Cooling)	LCCF-5759	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5246	The Walkin in Freezer in the kitchen area is reading 20 degrees. Does not seem to be working right.	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-6081	Monthly, Air Dryer	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6035	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6022	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6037	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6038	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6039	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6036	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6044	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6017	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3343	Inspect issue with heating loop in Boiler Room. Pipes are clanging again.	Defective Part	Repaired
HVAC (Heating / Cooling)	LCCF-3341	Inspect Ventilation ductwork and record findings. Clean vent covers and replace when cleaned.	Constant Use	Completed
HVAC (Heating / Cooling)	LCCF-6043	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6033	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6071	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5380	Condensing Unit (Freezer-Kitchen) (004059)	Constant Use	Duplicate Request
HVAC (Heating / Cooling)	LCCF-5121	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-5406	Block 5 station is too hot. There is no relief of the temperature in the station along with the fans running.	Constant Use	Adjusted
HVAC (Heating / Cooling)	LCCF-6179	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6182	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6180	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6183	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5962	Monthly, Wall/Window A/C Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6152	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6156	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6155	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6153	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6013	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6008	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6009	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6010	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6021	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6019	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6020	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6041	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6042	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6015	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6014	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6031	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6032	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6029	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6027	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6030	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6028	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6026	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6018	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6025	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5959	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5956	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5955	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5958	Weekly, Filter Change	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-6126	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6129	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6127	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6130	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6141	temps on the dishwasher were 130/150 front end should read 150 back end should read 180. by the time i filled up the sanitizer bottle the back end dropped to 130/130.	Constant Use	Reset
HVAC (Heating / Cooling)	LCCF-6016	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6040	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6011	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6012	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6024	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6023	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
<b>HVAC (Heating / Cooling) - 63 Total:</b>				

**Kitchen Equipment**

Kitchen Equipment	LCCF-5947	all the tray carts need maintenance on the wheels they are hard to push or turn	Constant Use	Replaced
Kitchen Equipment	LCCF-5880	shelving in front cooler is falling apart. and the clock on the wall will need changed because of daylight savings.	Constant Use	Completed
Kitchen Equipment	LCCF-5248	There is a dish rag caught inside the garbage disposal unit preventing the garbage disposal unit from operating.	Dirt or Foreign Matter	Unclogged
Kitchen Equipment	LCCF-3401	the large kettle is not heating up as it should. it is taking excessively long to do so.	Constant Use	Found to be OK
<b>Kitchen Equipment - 4 Total:</b>				

**Mechanical**

Mechanical	LCCF-5964	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5965	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6079	Monthly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5289	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6149	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6148	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6160	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6159	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6176	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6175	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6185	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6186	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6188	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6162	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6131	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6132	Weekly, Boiler	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-6087	Monthly, Door, Roll-Up	Preventive / Inspection	PM Completed
Mechanical	LCCF-6086	Monthly, Air Curtain	Preventive / Inspection	PM Completed
Mechanical	LCCF-5967	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5966	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5952	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5951	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6080	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5968	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6123	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6122	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5969	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6134	Weekly, Air Compressor	Preventive / Inspection	PM Completed
<b>Mechanical - 28 Total:</b>				

**Plumbing**

Plumbing	LCCF-6139	Toilet Clogged	Abuse	Unclogged
Plumbing	LCCF-5949	Toilet Clogged	Abuse	Unclogged
Plumbing	LCCF-5944	Toilet Clogged-Blk#1- Cell#4	Constant Use	Unclogged
Plumbing	LCCF-6125	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5954	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6119	Female Work Release toilet clogged.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5960	Toilet Broken-block 5 cell 75	Abuse	Unclogged
Plumbing	LCCF-6120	Toilet Clogged block 5 cell 78	Abuse	Unclogged
Plumbing	LCCF-6121	Toilet Clogged Medical cell 87	Constant Use	Unclogged
Plumbing	LCCF-6088	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6089	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5945	Toilet Clogged-Blk#4Cell#57	Constant Use	Unclogged
Plumbing	LCCF-6112	Toilet Clogged	Constant Use	Unclogged
Plumbing	LCCF-6115	toilet seat is loose	Constant Use	Repaired
Plumbing	LCCF-6078	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6133	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6135	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6136	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6163	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6164	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6165	Toilet in bathroom is not flushing properly.	Defective Part	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-6157	cell 78 toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-6151	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6170	Plumbing Issue	Constant Use	Repaired
Plumbing	LCCF-6169	The drain in the back storage room is blocked. Water from the drain has backed out of the drain and covered the floor.	Preventive / Inspection	PM Completed
Plumbing	LCCF-6189	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6190	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6187	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6178	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6161	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6174	Floor drain in Dry Storage backing up when gym toilet is flushed.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6083	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-5774	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6077	Monthly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6143	Toilet Clogged	Constant Use	Unclogged
Plumbing	LCCF-6193	Drain in dry storage room backing up	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6196	Inmate Showers drain line clogged.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6197	Inmate Restrooms sink clogged.	Dirt or Foreign Matter	Unclogged

**Plumbing - 38 Total:**

**Roof Issues**

Roof Issues	LCCF-5301	Escort WTI to roof for measurements	Escort Contractor	Escorted Contractor
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**Roof Issues - 1 Total:**

**Safety**

Safety	LCCF-6114	Alarm co detector in block 3	Defective Part	Replaced
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**Safety - 1 Total:**

**Security**

Security	LCCF-6158	Gate Not Opening/Shutting Intake gate Outside is opening and closing very slow and takes a while to open	Constant Use	Found to be OK
Security	LCCF-6144	Gate Not Opening/Shutting	Defective Part	Replaced
Security	LCCF-6137	Door Problem from lobby to block 5.	Fuse Blown	Replaced
Security	LCCF-6142	Emergency call back South Gate is not opening and securing properly.	Constant Use	Deferred
Security	LCCF-4966	Door Problem. Control station door issue. Door fails to open, takes multiple attempts	Constant Use	Found to be OK
Security	LCCF-6166	green mesh has been reported to be ripped and tangled in the barb wire along the perimeter and it appears to be slowly pulling down the barb wire	Remove / Relocate	Adjusted
Security	LCCF-5335	DOOR CHIME DOESNT WORK	Constant Use	Found to be OK

**Security - 7 Total:**

<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	Tina M. Litz, Warden , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release Daniel J Waltz Director of Security, Edward Potter. Director of Training	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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**May 15 , 2024,**  
**MAY. PRISON BOARD MEETING**  
**DETAIL SECTION**

This Report Covers April 1, 2024, to April. 30, 2024

The Detail Section consists of the following persons:

**INSIDE:** Inside detail consisted of (12) different male inmates.

**OUTSIDE:** Outside detail consisted of (05) different male inmates.

**FEMALE:** Consists of (04) different female inmates.

**0** : Pretrial Detainee (non-sentenced inmates) inmates working on Outside Detail crew.

**0** : Pretrial Detainee inmates working on Inside Detail crew.

**222** Request slips were handled by Detail section.

**The following transpired since the last prison board meeting:**

**On a Daily Basis:**

1. Cleaned the inside of LCCF.
2. Performed various duties and work assignments within LCCF.

**On a Weekly Basis:**

3. Maintained the exterior grounds of LCCF.
4. Maintained the exterior grounds of all county property's

**PRISON BOARD CON'T  
DETAIL SECTION**

**ON A PERIODIC BASIS:**

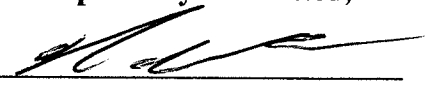
1. Supervised Detail inmates while they cleaned the inmate dayrooms, showers and Individual cells in all general population housing units.
2. The following areas were washed, scrubbed and disinfected:
  - Medical isolation cells #86 and #87.
  - Medical Dorm
  - Medical Exam room and offices
  - SHU/RHU cells
3. Foam scrubbed shower in all blocks, housing areas and medical infirmary.
4. Cleaned all vents in the facility.
5. Picked up sticks, cleaned up and or checked for debris and cut grass at the Lebanon Count Correctional Facility
6. Disinfectant showers and bathroom on blk 6 upper and lower
7. Painted kitchen and hallway
8. Disinfectant showers in blk 1/2/3/4
9. Disinfectant showers in blk 5
10. Topped scrubbed and pressure washed showers in male housing units 1/2/3/4
11. Topped scrubbed and pressure washed showers in female housing units 5
12. Topped scrubbed and pressured washed showers in male housing units 6 and male work release

**PRISON BOARD CON'T  
DETAIL SECTION.**

**Total Detail hours worked from April . 1, 2024 through April . 30, 2024**

**Inside:**        1150  
**Outside:**     350  
**Total:**       1500

**Respectfully Submitted,**

  
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**Detail SGT Gibson**





Worship, Pastors, Prisoners

235 S 12th St, Lebanon PA 17042 • Tel: 717-274-7528 • Fax: 717-274-0149 • www.jub.org

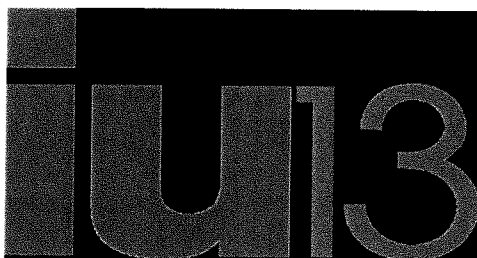
## Prison Board Report

April, 2024

Worship Services (English Male)	12	10
Worship Services (Spanish Male)	9	8
Worship Services (English Female)	5	8
12 Step Classes (English Male)	20	3
12 Step Classes (English Female)	4	10
Bible Study Classes (English Male)	21	4
Bible Study Classes (Spanish Male)	12	3
Bible Study Classes (English Female)	11	7
Individual Counseling Sessions	56	
Request Slips Answered	310	
Housing Area Visits	16	

Respectfully Submitted

Rev Marilyn A. Nolte  
LCCF Chaplain Manager



**Lancaster – Lebanon Intermediate Unit #13  
High School Age Education Program**

**Monthly Report for April 2024**

**E.S. (Emotional Support) Program:**

The student must meet criteria under Chapter 14 of the Special Education Regulations for the state of Pennsylvania. The student has a disability, and the education program is delivered through and Individual Education Plan (IEP). The student works towards the IEP goals and objectives to meet graduation requirements. IEP grade reports are issued quarterly. Upon completion a diploma is issued.

Requirements:

- Age 21 or under.
- Student has a disability as per the Individuals with Disabilities Education Act/Chapter 14.
- Has not completed High School and has an IEP.

**0 - Total Students**

**Alternative Education Program:**

The student is regular education in an alternative education program. All students will work on all academic skills to meet graduation requirements. Upon completion of cumulative credit hours, they will receive an Alternative Education High School Diploma.

Requirements:

- Age 21 or under
- Previously enrolled in Regular Education
- Have not completed High School or G.E.D.

**4 - Total Students**

**4 - Total Students for month of April**

**0 – Total Requests/Interviews conducted this month**

Respectfully Submitted,

Stephanie M. Warner  
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Community Education Program

Monthly Report for: **April, 2024**

**H.S.E. High School Equivalency**

HiSET Exams passed, by LCCF Students, in April	<u>6</u>
Students who earned their High School Equivalency in April (all exams passed)	<u>1</u>
Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>30</u>
Request Slips Received:	<u>15</u>

Respectfully Submitted,

Ken Travis  
HSE Instructor,  
LL IU13 Community Education