

# **LEBANON COUNTY PRISON BOARD MEETING AGENDA**

*Location:  
Lebanon County Correctional Facility  
730 E. Walnut St.  
Lebanon, PA 17042*

**Wednesday, December 18, 2024**

**Call To Order**

**Pledge of Allegiance**

**Public Comment**

**Approval Of Minutes From November 20, 2024**

**Report From The Warden**

- \*Acknowledgement of Captain Daniel Waltz retirement
- \*Commendation to staff for an incident that occurred in October
  - \*Attached is a list of the officers involved
- \*Medicated Assisted Treatment (MAT) induction update

**Report From Deputies/Departments**

**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.

## October Incident Staff

Sgt Kris Mehler

Cpl Carlos Falu

PFC Lucas McQuain

Cpl Dustin Gonzalez

Officer Austin Sheaffer

Lcpl Stan Smith

Officer Dominick Hitz

Officer Mark Rychlak

Officer Dustin Couch

Officer Missael Roquez

Officer Imoni Gramby

Officer Bethany Yeagley

Officer Jarrett Spidle

# 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 DECEMBER 1, 2024</b>	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
NUMBER OF INMATES AS OF NOVEMBER 30, 2024	269	233	36
AVERAGE DAILY POPULATION NOVEMBER	277.07	243.23	33.83
NUMBER OF INMATES RECEIVED	101	83	18
NUMBER OF INMATES RELEASED	110	96	14
HIGHEST COUNT	280 19 <sup>th</sup>	247 19 <sup>th</sup>	37 29 <sup>th</sup>
LOWEST COUNT	269 30 <sup>th</sup>	233 29 <sup>th</sup> , 30 <sup>th</sup>	30 4 <sup>th</sup>
NUMBER OF UNSENTENCED INMATES	79	75	4
NUMBER OF INMATES ON WORK RELEASE	10	9	1
NUMBER OF INMATES ON WORK DETAIL	25	20	5
NUMBER OF STATE SENTENCED INMATES	12	12	0
NUMBER TRANSFERRED TO STATE PRISON	11	11	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	5	4	1
NUMBER OF PAROLE/PROBATION VIOLATORS	82	74	8
<b>BREAKDOWN OF COMMITMENTS:</b>			
NEW CHARGES	29	--	--
PROBATION VIOLATION	6	--	--
PAROLE VIOLATION	8	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	10	--	--
OTHER LEBANON BENCH WARRANTS	19	--	--
OUT OF COUNTY BENCH WARRANTS	5	--	--
D.J. SENTENCE	3	--	--
SENTENCED BY COURT OF COMMON PLEAS	9	--	--
WRITS FROM OTHER COUNTIES	10	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	3	--	--
INMATES IN OTHER COUNTIES ON WRITS	7	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	10	10	0
IN LCCF ON WRITS AND RETURNED	7	0	0

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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

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

<b><i>SAVINGS ACCOUNT:</i></b>	<b><i>DESCRIPTION:</i></b>	<b><i>AMOUNT</i></b>	<b><i>TOTAL</i></b>
<b>BEGINNING BALANCE AS OF:</b>	<b><i>November 1, 2024</i></b>		<b>31,591.98</b>
Commissary sales, colored pencils	November 2024	9,477.34	
Securepak Commission	October 2024	6,672.77	
Missed detail worker reimbursement	Alec Laughlin	31.50	
Interest Applied		3.39	
<b>TOTAL DEPOSITS INTO SAVINGS</b>			<b>16,185.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	Beginning Balance + Total Deposits		<b>47,776.98</b>
<b>TOTAL TRANSFER TO CHECKING FROM SAVINGS</b>			<b>37,076.51</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>November 31, 2024</i></b>		<b>10,700.47</b>
<b>ENDING BALANCE ON: 11/30/2023</b>	Comparison of Last Years Ending Balance		<b>44,238.72</b>
<b><i>CHECKING ACCOUNT:</i></b>			
<b>BEGINNING BALANCE AS OF:</b>	<b><i>November 1, 2024</i></b>		<b>200.00</b>
<b>TOTAL DEPOSITS INTO CHECKING</b>			<b>37,076.51</b>
<b>TOTAL FUNDS AVAILABLE</b>			<b>37,276.51</b>
<b>DISBURSMENTS:</b>	<b>NON-STORE</b>		
Myerstown Community Training Center	AHA,HS, CPR/AED, FA	408.00	
Charm-Tex	Inmate whites, games, orange hats, sandals	2,358.30	
Bob Barker	Inmate whites	456.30	
Language Line	Translators	100.00	
Thomson Reuters	Law Library	1,850.31	
Erica Bronik	Inmate haircuts	180.00	
Lancaster-Lebanon IU13	School Program Oct/Nov	5,037.90	
Walmart Capital One	Games, hair trimmers, vacuum	456.16	
Rebekah Bowsman Reimbursement	Gas, ledger books	29.07	
Personal Protection Consultants	Annual Support	55.00	
Choice Communications	Camera replacement	6,975.40	
PA Comptroller Operations	Form DC-198	46.50	
<b>TOTAL NON STORE DISBURSEMENTS</b>			<b>17,952.94</b>
<b>DISBURSMENTS:</b>	<b>STORE</b>		
Commissary Sales, envelopes, indigent/commit packs	October 2024	19,123.57	
<b>TOTAL STORE DISBURSEMENTS</b>			<b>19,123.57</b>
<b>TOTAL OF ALL DISBURSMENTS INTO CHECKING</b>	Non-Store + Store		<b>37,076.51</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>November 30, 2024</i></b>		<b>200.00</b>

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

# Lebanon County Correctional Facility



730 East Walnut Street

Lebanon, PA 17042  
Telephone: 717-274-5451  
Fax: 717-274-1338

*Tina Litz,*  
**Warden**

*Heather Diehl*  
Deputy Warden of Operations  
*Rebecca Davis*  
Deputy Warden of Treatment

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

## COMMISSARY REPORT

### MONTH OF NOVEMBER 2024

	<u>NOV 2024</u>	<u>NOV 2023</u>
<b>OPERATING WEEKS:</b>	<b>3</b>	<b>5</b>
<b>NUMBER OF ORDERS:</b>	<b>272</b>	<b>477</b>
<b>AVERAGE WEEKLY ORDERS:</b>	<b>91</b>	<b>95</b>
<b>SALES:</b>	<b>\$ 10,354.92</b>	<b>\$ 15,882.57</b>
<b>LESS EXPENSES (CREDITS):</b>	<b>\$ -893.33</b>	<b>\$ -946.28</b>
<b>TOTAL SALES:</b>	<b>\$ 9,461.59</b>	<b>\$ 14,936.29</b>
<b>AVERAGE WEEKLY SALES:</b>	<b>\$ 3,451.64</b>	<b>\$ 3,176.51</b>
<b>COMMISSION MONTH OF OCT:</b>	<b>\$ 6,655.08</b>	<b>\$ 4,567.50</b>

Respectfully Submitted,

**Rebekah Bowsman, Fiscal Assistant**

**LEBANON COUNTY  
CORRECTIONAL  
FACILITY**

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

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

**MONTHLY PRISON BOARD REPORT**

**DATE:**

**REPORT FROM: 11/1/24 to 11/30/24**

CURRENT

YEAR TO DATE

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,572.91	\$ 60,558.40
MEATS	\$ 1,259.04	\$ 28,595.47
DAIRY PRODUCTS	\$ 2,888.55	\$ 34,786.80
BAKED PRODUCTS	\$ 4,432.00	\$ 46,992.00
GROCERIES	\$ 15,483.33	\$ 146,257.85
FRESH FRUITS & VEGETABLES	\$ 1,496.00	\$ 20,518.50
TOTAL	\$ 30,131.83	\$ 337,709.02
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ -	\$ 6,505.28

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	2,085	23,475
INMATE POPULATION	24,513	294,753
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	1,728
TOTAL MEALS SERVED	26,754	319,956
COST PER PERSON PER MEAL	\$ 1.13	\$ 1.06
COST PER PERSON PER DAY	\$ 3.38	\$ 3.17

**DATE**

**DONATED BY:**

11/4 Bills produce 100 lbs of potatoes  
11/7 Calvary Chapel 5 skids of assorted product  
11/14 Calvary Chapel 5 skids of assorted product  
11/20 Caring Cupard 2 skids assorted product  
11/20 Caring Cupard 2 skids assorted product  
11/25 Bills Produce 5 cases assortes produce  
11/28 Calvery Chapel 2 skida assorted product

We had a Thanksgiving meal for the inmates we served the following  
Turkey, mashed potatoes, filling, green beans, and dessert  
we received many thank yous from the inmates . We will follow up at Christmas to serve a special lunch

**Respectfully submitted**



**Sgt. Edward Bartashus, Culinary Supervisor**

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

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

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

To: Lebanon County Prison Board

From: Tina M. Litz, Warden

Re: December 2024 Prison Board Report

11-01-24: Completed warden daily tasks, taught the new training cadets fundamentals of security, participated in a zoom regarding the corrections staffing crisis across PA, toured the facility kitchen, met with the CGL supervisors about various maintenance topics.

11-04-24: Completed warden daily tasks, conducted an administrative meeting. Participated in the bi-weekly CGL maintenance meeting to discuss various updates and projects, also met with the detail Sgt. to discuss various projects.

11-05-24: Completed warden daily tasks, conducted office support interviews, toured facility units 1,2,3, SHU and 5, MIU and DORM.

11-06-24: Completed warden daily tasks, budget work and policy reviews. toured block 6 and o/m units, worked on budget and inspection data.

11-07-24: Completed warden daily tasks, inspection preparation continues.

11-08-24: Personal Day

11-11-24: Holiday, inspection preparation, policy review, attended a labor management meeting.

11-12-24: Completed daily warden tasks, attended the bi-annual CPR certification class. participated in a Labor Management.

11-14-24: Completed daily Warden tasks, conducted an administrative meeting to review grievances and administrative segregations, participated in the Lebanon County Commission on Drug and Alcohol zoom meeting.

11-15-24: Completed warden daily tasks, met with various employees this date to discuss operations, participated in the Re-entry teams meeting.

11-18-24: Completed daily warden tasks, presented LCCF 2025 budget, attended the mandatory annual Shot Gun training and met with the maintenance supervisor to discuss various items.

11-19-24: Completed warden daily tasks.

11-20-24: Attended the PA Commission on Crime and Delinquency Recruiting, Hiring, Training and Retention Training in State College PA.



11-21-24: Attended the PA Commission on Crime and Delinquency Recruiting, Hiring, Training and Retention Training in State College PA.

11-22-24: vacation

11-25-24: vacation

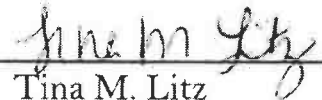
11-26-24: vacation

11-27-24: vacation

11-28-24: holiday

11-29-24: vacation

Respectfully Submitted,



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Tina M. Litz

Warden

# LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden  
Heather Diehl, Deputy Warden-Operations  
Becky Davis, Deputy Warden – Treatment  
Ray Arnold, Director of Work Release  
Daniel J. Waltz Captain of Security  
Edward Potter, Director of Training

730 E. Walnut Street  
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Phone: 717-274-5451  
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To: Lebanon County Prison Board

12/4/2024

CC: Deputy Warden Heather Diehl- Operations

RE: November 2024 Prison Board Report- 11/1/2024 to 11/30/2024

- 11/1/2024- Continued to prepare for DOC inspection
- 11/4/2024- Administrative meetings
- 11/5/2024- Continued to prepare for DOC inspection
- 11/6/2024- Held Inmate Disciplinary Boards, Safety Committee Inspection
- 11/7/2024-Administrative meeting, Continued to prepare for DOC inspection
- 11/8/2024 Administrative meeting, continued to prepare for DOC inspection
- 11/11/2024- Veterans day
- 11/12/2024- Sergeant Interview, Continued to prepare for DOC inspection
- 11/13/2024- Attended “Personnel Workshop” held by CCAP
- 11/14/2024- Administrative meeting, Continued to prepare for DOC inspection
- 11/15/2024- Administrative meeting, Continued to prepare for DOC inspection
- 11/18/2024- Shot gun Qualification, Continued to prepare for DOC inspection
- 11/19/2024- Continued to prepare for DOC inspection
- 11/20/2024- Attended “Recruiting, Hiring and Retention “ Workshop by CCAP
- 11/21/2024- Attended “Recruiting, Hiring and Retention “ Workshop by CCAP
- 11/22/2024- Continued to prepare for DOC inspection
- 11/25/2024- Continued to prepare for DOC inspection
- 11/26/2024- Continued to prepare for DOC inspection
- 11/27/2024- Continued to prepare for DOC inspection, Administrative meetings
- 11/28/2024- Thanksgiving Holiday
- 11/29/2024- Continued to prepare for DOC inspection

Monthly operations: Total Shifts: 90

Full operations- 5 shifts

Modified Operations- 81 shifts

Lock Down- 4 shifts

In addition to the above listed, my routine duties include but are not limited to;  
Review and sign Overtime/ Absence slips  
Review Use of Force Incidents  
Review Misconduct Reports  
Conduct meetings with staff regarding questions/ concerns for operations and security  
Answer request slips

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Assist the Captain with investigating misconduct related to inmates and staff  
Update related departments with information gathered or decisions made from investigations.  
Post notifications of transfer, promotion, and other vacancies- Forward related paperwork to  
Human resources  
Cover the duties of the Captain when he is absent

Thank you,



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Deputy Warden Heather Diehl

# Lebanon County Correctional Facility



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Deputy Warden of Treatment

*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: November 2024 Prison Board**  
**11-1-24 through 11-29-24**

**11-1-24: Vacation Day**  
**11-4-24: Completed daily DW of Treatment tasks**  
**11-5-24: Completed Daily DW of Treatment tasks**  
**11-6-24: Completed Daily DW of Treatment tasks, completed parole recommendation, answered inmate grievances**  
**11-7-24: Completed daily DW of Treatment tasks, answered inmate grievances**  
**11-8-24: Completed daily DW of Treatment tasks**  
**11-11-24: County Holiday**  
**11-12-24: Completed daily DW of Treatment tasks, assisted with Sergeant interview, attended drug court**  
**11-13-24: Attended CCAP Prison Workshop in State College—topics discussed were mental health and prison risk management**  
**11-14-24: Completed daily DW of Treatment tasks, attended administrative meeting**  
**11-15-24: Completed daily DW of Treatment tasks, attended teams meeting with Lebanon County Re-Entry Coordinator**  
**11-18-24: Completed daily DW of Treatment tasks, shot gun qualifications, completed parole recommendations**  
**11-19-24: Completed daily DW of Treatment tasks, completed parole recommendations**  
**11-20-24: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care Medical, attended Prison Board**  
**11-21-24: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates**  
**11-22-24: Completed daily DW of Treatment tasks, completed parole recommendations**  
**11-25-24: Completed daily DW of Treatment tasks, conducted interviews for the work release assistant counselor position, completed parole recommendations**  
**11-26-24: Attended Trauma Informed Care training in Berks County**  
**11-27-24: Completed daily DW of Treatment tasks, attended administrative meeting, conducted an interview for the Work Release Assistant Counselor position, handed out hats to the entire inmate population**  
**11-28-24: County Holiday**

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Deputy Warden of Treatment

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

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**11-29-24: Completed daily DW of Treatment tasks, answered inmate grievances, completed parole recommendation**

**November 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. This month the counselors were able to participate in trainings focused on Re-Entry and Trauma Informed Care**

**Number of DNA's done for the month: 2**

**Number of grievances for the month: 16**

**Approximate number of request slips completed: 1200, Intakes of new commitments: 37, Public Defender applications: 22**

Respectfully,

**Rebecca Davis**  
Deputy Warden of Treatment

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Heather Diehl  
Deputy Warden of Operations  
Rebecca Davis  
Deputy Warden of Treatment

Tina Litz,  
Warden

Ray H. Arnold,  
Director of Work Release  
Daniel Waltz,  
Captain of Security

December 18, 2024

To: Lebanon County Prison Board  
From: Ray H. Arnold, Director of Work Release  
Subject: Monthly Prion Board Report.  
Re: 11/01/2024 – 11/30/2024

## BOARD MEMBERS:

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

## PARTICIPANTS

	November 2024	November 2023
Inmates Employed in the Community:	10	09
Inmates added to the Program:	03	03
Inmates removed from the Program:	05	06
Removed for a Major Misconduct:	03	02

## REQUEST SLIPS / COUNSELING

	November 2024	November 2023
Request Slips:	90	82
Intakes:	0	0

## WORK RELEASE AVAILABILITY / TRAVEL PASSES

	November 2024	November 2023
Inmates Seeking Employment:	05	06
Total Number of Travel Passes (TP):	19	11
Travel Passes for Employment:	17	10
Travel Passes for Work Related Items:	02	01
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

## FINANCIAL STATUS

	Month of November 2024	Year to date 2024
AMOUNT RECEIVED	\$25,960.70	\$309,408.82
ROOM AND BOARD	\$5,500.61	\$71,056.25
FINES AND COSTS	\$5,865.00	\$57,522.22
DISTRICT JUSTICES	\$10.00	\$923.14
PROCESSING FEE	\$150.00	\$1,575.00
DRUG TESTING	\$470.00	\$5,910.00
SUPERVISION FEE	\$940.00	\$11,820.00
MONEY DEDUCTED	\$12,935.61	\$148,806.61
INMATE BALANCE	\$13,025.09	\$160,602.21
COST RECOVERY - Room & Board RB	\$168.65	\$3,792.96

### OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 11/10/2024 and 11/24/2024.

### Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 11/05/2024.

Served as Co-Chair for Disciplinary Boards.

### Training

Annual Shot Gun Requalified.

Attended Roll Call Training on Operations of the Facility.

### MEETINGS

Attended Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations

### Prison Operations

Assisted with Prison Operations throughout the month.

Worked with the Lebanon County IT Department for computer issues.

### On Call Warden

Worked as on call Warden this month.

### Work Release

Work Release Classification held this month, 10 approved.

Assisted Inmates with employment placement.

Picked up pay checks for work release participants.

Conducted job site checks.

Intern Jason Lipshaw shadowed me this month.

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

Kudalov, Alexander  
Ditzler, Damien  
Barroso, Carlos

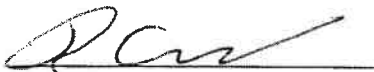
Weaber Lumber  
Wendy's  
Uni-temp

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

Velez, Gabriel  
Brodbeck-Coover, Cory  
Kudalov, Alexander  
Ditzler, Damien  
Auman, Thomas

Misconduct  
Domestic Maximum  
New Charges  
Major Misconduct  
Major Misconduct

Respectfully submitted,



Ray H. Arnold  
Director of Work Release



# LEBANON COUNTY CORRECTIONAL FACILITY

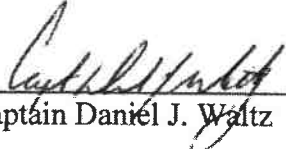
Tina M. Litz, Warden  
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Daniel J. Waltz Captain of Security  
Edward Potter, Director of Training

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December 3, 2024

## Prison Board Report for November 2024

11-1-2024 Vacation Day.  
11-4-2024 Completed and filed paperwork.  
11-5-2024 Compiled items for the upcoming State DOC Inspection.  
11-6-2024 Safety Inspection conducted by the County of Lebanon. All in order.  
11-7-2024 Compiled items for the upcoming State DOC Inspection.  
11-8-2024 Vacation Day.  
11-11-2024 Holiday  
11-12-2024 Conducted an interview for the vacant position of Sergeant.  
11-14-2024 Attended an administrative meeting. Various topics were discussed.  
11-15-2024 Vacation Day.  
11-18-2024 Vacation Day.  
11-19-2024 Vacation Day.  
11-20-2024 Vacation Day.  
11-21-2024 Vacation Day.  
11-22-2024 Vacation Day.  
11-25-2024 Assisted Director Potter with range duties for annual qualifications.  
11-26-2024 Completed and filed paperwork.  
11-27-2024 Sick Day.  
11-28-2024 Holiday  
11-29-2024 Vacation Day.

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

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

**November 2024**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	1 Basic Correctional Officer Academy	2	3
4 Basic Correctional Officer Academy	5 Basic Correctional Officer Academy	6 Basic Correctional Officer Academy	7 Basic Correctional Officer Academy	8 Basic Correctional Officer Academy	9	10
11 Holiday	12 Basic Correctional Officer Academy	13 Basic Correctional Officer Academy	14 Basic Correctional Officer Academy	15 Basic Correctional Officer Academy	16	17
18 Basic Correctional Officer Academy	19 Basic Correctional Officer Academy	20 Completed inmate Disciplinary Board Hearings	21 Shotgun qualification and Armed Escort training for staff	22 Shotgun qualification and Armed Escort training for staff	23	24
25 Shotgun qualification and Armed Escort training for staff	26 Attend Trauma-Informed Care training	27 Created notification for upcoming Mental Health and Suicide Prevention Training	28 Holiday	29 Off-PTO	30	

PCMA Portal - Generate Stat Summary Report

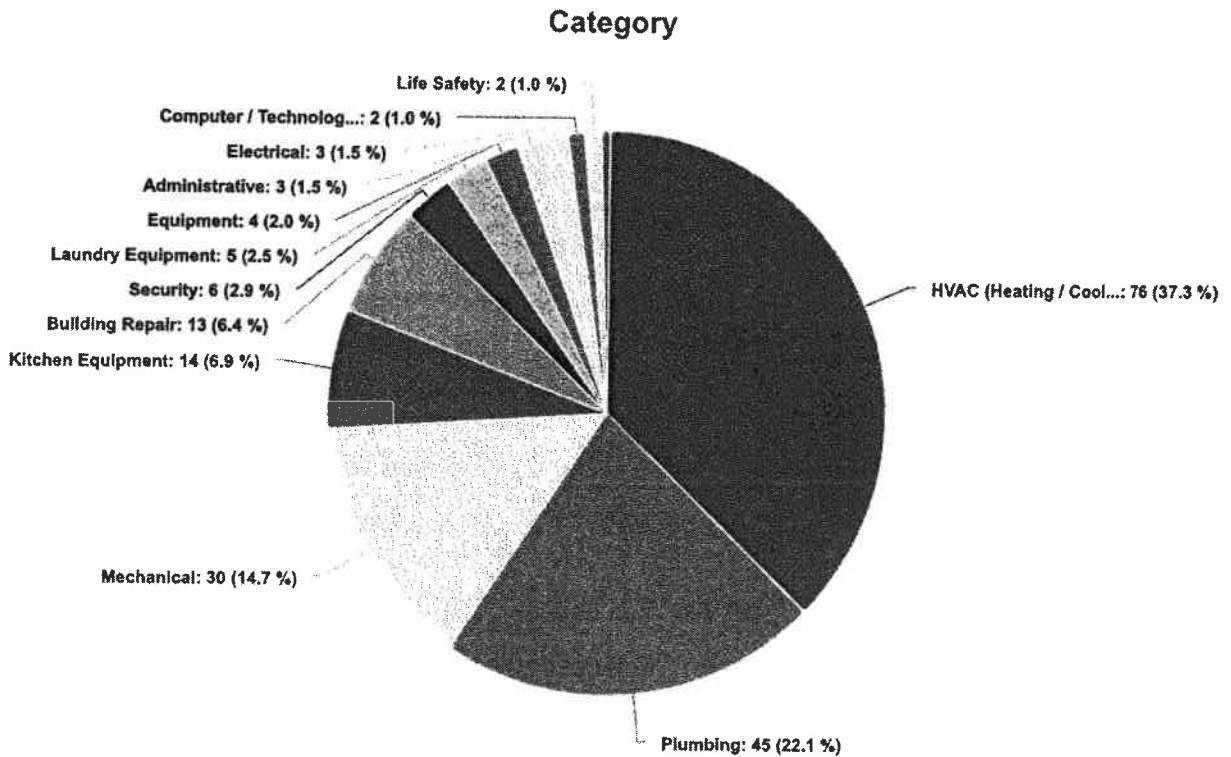
Facility Summary Report	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	July-24	Aug-24	Sept-24	Oct-24	Nov-24	Dec-24	Total
Monthly ADP	278	302	296	296	288	304	294	297	292	286	272		
Monthly ADP Female	50	45	43	43	44	43	43	32	31	34	33		
Monthly ADP Identify as Other	0	0	0	0	0	0	0	0	0	0	0		
Total # of Intake Screenings	120	125	111	115	137	116	128	105	113	118	102		1350
Substance Use / MAT	30	29	37	29	35	28	26	38	40	29	37		
# of Patients Detained Outside	16	12	16	11	20	14	11	10	13	11	8		142
# of Patients Detained ETOH	3	4	3	2	8	8	3	8	4	5	7		84
# of Patients Detained Benzodiazepines	34	13	16	19	23	18	20	16	17	13	12		50
# of Patients Detained Methamphetamine	28	26	27	35	36	40	48	42	45	39	35		160
Total # of Patients on MAT	28	27	5	12	11	14	14	10	10	10	8		
# of Intakes on Continuation of MAT	1	1	0	0	0	0	0	0	0	0	0		
# of New Patients MAT Initiations	22	10	9	17	14	16	14	10	10	9	11		
# of Patients on Methadone	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Suboxone	35	18	18	22	26	34	32	35	30	24			
# of Patients on Suboxone	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Oral Naltrexone	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Vivitrol	0	0	0	0	0	0	0	0	0	0	0		
Administrative	3	2	3	2	4	6	4	5	3	6	2		40
Total # of Grievances	1	0	1	1	1	3	1	0	0	2	0		10
# of Patient Deaths	0	0	0	0	0	0	0	0	0	0	0		0
Total # of Adverse Clinical Events	19	13	13	6	13	8	13	8	10	11	12		135
# of Patients Placed in Restraints	0	4	2	2	3	0	1	0	0	1	0		12
# of Intake Refusals	0	0	2	0	5	3	1	3	2	3	1		20
Total # of Medical Housing Admissions	5	5	4	3	6	4	4	5	3	3	1		41
Medical Transfers	2	2	1	2	2	4	3	0	4	6	1		27
Total # of Patients in the Hospital	13	11	4	6	10	12	7	0	15	34	30		143
Total # of Patient Hospital Days	5	5	4	4	3	1	3	1	4	5	6		41
Total # of ER Transports via Ambulance	37	34	35	10	28	32	28	29	28	37	26		358
Total # of Transports	5	1	1	5	4	3	0	4	2	5	1		32
Candidacy	0	0	1	1	0	0	1	0	0	1	0		4
Dermatology	0	0	0	0	0	0	0	0	0	0	0		0
Dialysis	0	0	0	0	0	0	0	0	0	0	0		0
ERT	0	0	0	0	0	0	0	0	0	0	0		0
Emergency Room	14	10	9	5	6	4	1	6	1	6	5		65
Gastroenterology	1	0	0	3	1	1	2	1	0	2	0		11
General Surgery	2	0	3	0	0	0	0	0	0	0	1		7

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June 24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Total
Hematology/Oncology	0	0	0	0	0	1	1	0	1	0	0	1	3
Methadone	3	2	2	2	6	1	7	5	3	1	2	2	34
Neurology/Neurosurgery	0	0	0	0	2	1	3	0	0	2	1	0	9
OB/GYN	4	3	3	3	3	5	0	2	0	1	3	2	26
Ophthalmology	2	2	0	2	2	1	2	2	2	2	1	0	18
Otolaryngology	0	0	0	0	0	0	0	0	0	0	2	1	3
Orthopedics	0	3	7	10	6	5	3	6	6	3	4	3	53
Physical Therapy	0	0	0	0	0	0	0	1	0	0	0	0	1
Plastic Surgery	0	1	0	0	0	0	0	0	0	0	0	0	1
Pediatrics	0	0	1	0	0	0	0	0	1	0	2	0	4
Urology	0	1	0	0	0	0	2	1	2	1	1	1	9
Wound Clinic	4	4	1	0	0	0	0	0	0	0	0	0	9
Surgery Performed	0	0	0	0	0	1	1	0	0	0	2	0	4
Imaging (CT, MRI, etc.)	1	4	2	4	1	0	0	2	0	2	6	2	22
Diagnostic Test (outside)	0	0	0	0	0	2	0	0	3	0	1	1	7
Other Trips / Outside Consults	0	0	0	0	0	0	0	2	2	4	4	3	15
Total # of Missed Outside Appointments	0	0	2	0	2	1	0	0	2	1	0	0	8
Medical	330	242	267	301	265	331	334	329	287	232	228	228	3136
Total # Nurse Sick Call	250	268	250	267	220	192	203	203	196	215	227	179	2468
Total # of Provider Sick Calls	43	2	2	2	7	19	24	13	19	4	7	7	147
# of NP/PA Sick Calls	207	267	248	260	201	168	190	177	211	220	172	187	2321
Total # of Patients in Medical Chronic Care	121	136	133	183	147	144	165	177	195	194	187	187	2321
# in CCC - Asthma (COPD/Pulmonary)	12	15	17	48	43	44	45	54	55	54	54	52	52
# in CCC - Cardiac (Hypertension)	43	45	44	57	55	58	79	79	79	81	81	77	77
# in CCC - Diabetes	12	15	17	14	16	15	21	23	23	22	22	25	25
# in CCC - HIV	6	8	9	16	10	13	13	15	19	22	18	18	18
# in CCC - HIV/AIDS	5	5	5	5	5	4	5	4	3	4	3	4	5
# in CCC - Juvenile/Elderly	24	23	23	16	15	18	21	23	28	24	24	22	22
# in CCC - Neuro	3	4	3	10	10	8	9	15	20	18	15	15	15
# in CCC - Pregnancy	2	3	2	2	2	2	2	3	3	3	2	2	2
# in CCC - Seckle Cell Disease	1	1	1	1	2	1	1	1	1	1	1	1	1
# in CCC - TB	0	0	0	0	0	0	0	0	0	0	0	0	0
# in CCC - Thyroid	2	3	3	4	4	6	5	8	9	8	9	9	9
# in CCC - Medical/Misc (Other)	30	33	32	65	20	16	24	24	39	32	32	22	22
Total # of Pregnant Females	2	3	2	2	1	2	3	1	2	2	1	1	1
# of Miscarriages	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Abortions	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Deliveries	0	0	0	0	0	1	0	0	0	0	0	0	1
Total # of Patients on Medical Meds	182	190	185	192	199	196	185	185	185	188	185	175	175
% AOP on Medical Meds	65%	63%	62%	62%	67%	65%	63%	62%	62%	64%	62%	64%	64%
Total # 14-Day Physicals	94	105	71	69	91	74	83	69	87	81	52	52	876
Total # Annual Physicals	6	4	9	3	3	6	5	3	4	4	2	8	50

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	July-24	Aug-24	Sept-24	Oct-24	Nov-24	Dec-24	Total
Total # of In-House EKG's	27	20	18	26	23	21	17	62	25	31	20	31	302
Total # of In-House X-Ray's	75	17	16	24	16	26	30	24	25	23	20	20	246
Infectious Diseases	100	115	111	112	110	109	121	121	101	105	92	92	1197
Total # of HIV Tests Performed	0	1	0	0	0	0	0	0	0	0	0	0	2
# of HIV Positive Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
# Receiving HIV Medication or ART	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # HIV Tests Performed	6	5	5	4	4	4	4	4	4	3	3	2	45
# of HIV Positive Detected at Facility	3	3	1	4	3	4	3	1	2	4	1	1	29
# Receiving HIV Medication or ART	1	0	1	1	1	0	0	0	0	0	0	0	3
# of HIV Positive Detected at Facility	3	0	1	2	2	1	1	1	0	0	0	0	4
Total # of Other Hepatitis Tests Performed	0	1	3	2	2	5	0	0	0	2	1	1	17
# of Hepatitis A Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Hepatitis B Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of RPR Tests Performed	1	4	1	2	1	2	0	0	1	1	3	3	17
# of Syphilis Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of GC/CT Tests Performed	6	4	3	1	3	1	2	5	2	0	4	4	31
# of Gonorrhea Cases Detected at Facility	0	0	0	0	0	0	0	0	2	2	0	0	5
# of Chlamydia Cases Detected at Facility	0	0	0	0	0	0	0	0	2	2	0	0	2
Total # COVID-19 Tests Performed	65	9	16	13	8	3	2	7	28	20	3	3	174
# of COVID-19 Cases Detected at Facility	3	0	0	0	0	0	1	1	11	1	0	0	17
# of COVID-19 Vaccines Administered	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Patients Isolated for MRSA	5	4	5	2	2	3	0	0	2	3	1	5	33
# of MRSA Cases Detected at Facility	4	3	2	1	2	0	0	1	3	0	4	4	20
Total # of TB Tests Performed	106	122	107	101	115	113	112	93	85	105	84	84	1144
# of TB Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
# Receiving TB Treatment	0	0	0	0	0	0	0	0	0	0	0	0	0
Behavioral Health	149	147	124	125	172	154	158	157	140	158	130	130	1614
Total # of Psychiatric/Psych Sick Calls	320	370	326	358	395	379	386	315	338	375	265	265	3827
Total # of Behavioral Health Sick Calls	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Behavioral Health Groups	49	30	45	48	109	101	108	104	105	100	102	102	102
# CCC - Bipolar & Related Disorders	28	18	20	23	68	61	63	59	58	58	60	60	60
# CCC - Depressive Disorder	16	13	16	14	29	30	34	34	33	27	29	29	29
# CCC - Schizophrenia Spectrum & Other	5	8	9	10	15	13	14	16	18	17	15	15	155
Total # of Patients on Psych Meds	143	147	138	137	149	144	151	150	154	160	155	155	155
% ADM on Psych Meds	51%	48%	46%	45%	50%	47%	51%	51%	53%	54%	57%	57%	57%
Total # of Patients on MHISR-A	40	39	46	45	47	35	41	42	40	44	41	41	41
% of Patients on MHISR-A	14%	13%	15%	15%	14%	14%	14%	14%	13%	14%	15%	15%	15%
Total # of Patients on MHISR-B	22	28	30	25	24	25	24	23	24	21	19	19	19
% of Patients on MHISR-B	8%	10%	10%	8%	8%	8%	8%	7%	8%	7%	7%	7%	7%
Total # of Patients on MHISR-C	130	116	176	177	187	192	191	192	187	178	175	175	175
% of Patients on MHISR-C	65%	62%	59%	63%	63%	65%	64%	65%	64%	60%	64%	64%	64%
Total # of Patients on MHISR-D	34	17	17	18	20	17	20	19	18	17	15	15	15
% of Patients on MHISR-D	5%	6%	6%	6%	6%	6%	7%	6%	6%	5%	5%	5%	5%

	17	22	23	17	24	22	15	17	18	17	20	195	
Total # of Patients on Suicide Watch	0	0	0	0	1	0	1	0	0	1	0		
Total # of Involuntary M.H. Commitments	0	0	1	2	0	1	0	1	1	0	0		
# of Patients waiting Transfer to State Hospital	0	0	1	0	0	0	0	0	0	0	0		
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0	0	0	0	0	0	0		
Dental													
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June 24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Total
Total # of Dentist Sick Calls	35	53	34	52	50	41	46	49	58	32	34	484	
# of Fillings	0	0	0	0	0	0	0	0	0	0	0	0	
# of Exams	23	30	18	40	25	21	30	37	39	16	18	289	
# of Extractions	10	18	11	8	16	15	14	9	19	8	12	140	
# of Other	0	0	0	0	0	0	0	0	0	0	0	0	
# of Annual Dental Exams	4	5	5	4	9	5	2	3	6	8	4	55	





**Report Criteria**

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '11/1/2024' AND '11/30/2024'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>Administrative</b>				
Administrative	LCCF-8894	MIHR Training back safety and injury prevention	Training	Trained
Administrative	LCCF-8905	Training: Confined Spaces.	Training	Trained
Administrative	LCCF-8906	Training: Back safety and injury prevention	Training	Trained
<b>Administrative - 3 Total:</b>				
<b>Building Repair</b>				
Building Repair	LCCF-8899	ceiling tiles	Defective Part	Replaced
Building Repair	LCCF-8896	ceiling tile	Defective Part	Replaced
Building Repair	LCCF-8898	Ceiling tile	Defective Part	Replaced
Building Repair	LCCF-8900	threshold repair	Defective Part	Repaired
Building Repair	LCCF-8901	cleaned shop and boiler room	Dirt or Foreign Matter	Cleaned
Building Repair	LCCF-8902	requesting a pad lock for the front walk in cooler.	Constant Use	Completed
Building Repair	LCCF-8731	escort cyprium.	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-8733	escort avron	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-8732	Escorted Choice	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-8964	Escort Choice	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-8965	repair kitchen inmate worker shoes	Defective Part	Repaired
Building Repair	LCCF-8997	inmate glasses	Constant Use	Repaired
Building Repair	LCCF-8998	Kitchen inmate shoes	Defective Part	Repaired
<b>Building Repair - 13 Total:</b>				
<b>Computer / Technology</b>				
Computer / Technology	LCCF-8683	Medical Dormitory TV	Constant Use	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Computer / Technology	LCCF-8958	Medical Room phone not working	IT / Computer	Adjusted
<b>Computer / Technology - 2 Total:</b>				
<b>Electrical</b>				
Electrical	LCCF-8746	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-8747	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-8968	Callback: [ECB-Power Outage]	Electrical Failure	Reset
<b>Electrical - 3 Total:</b>				
<b>Equipment</b>				
Equipment	LCCF-8989	there is a spork stuck in the drain. you need a long slender object to be able to remove it as it appears they pushed it down the hole and it is stuck in the bend.	Dirt or Foreign Matter	Unclogged
Equipment	LCCF-8650	Medical Corridor camera loosing connection/color	Constant Use	Found to be OK
Equipment	LCCF-8903	Fixed clocks.	Misalignment	Adjusted
Equipment	LCCF-8904	Fixed Glasses	Constant Use	Repaired
<b>Equipment - 4 Total:</b>				
<b>HVAC (Heating / Cooling)</b>				
HVAC (Heating / Cooling)	LCCF-8665	The air vent screws are loose. and the metal plate is unattached on the one side.	Abuse	Repaired
HVAC (Heating / Cooling)	LCCF-8680	BLOCK 3&4 VENTS ARE OPEN BLOWING COLD AIR (NEAR SHOWER & NEAR CELL 40)	Constant Use	Found to be OK
HVAC (Heating / Cooling)	LCCF-8779	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8809	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8357	Replace Gas Valve Solenoid on Boiler 1	Constant Use	Repaired
HVAC (Heating / Cooling)	LCCF-8791	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8790	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8792	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8793	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8794	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8778	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8786	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8788	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8789	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8785	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8783	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8784	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8810	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8811	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8916	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8917	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8918	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8919	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed



Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-8713	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8714	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8715	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8716	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8883	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8884	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8885	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8886	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8735	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8849	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8841	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8772	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8773	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8755	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8756	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8945	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8946	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8947	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8948	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8795	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8781	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8782	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8805	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8813	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8780	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8931	officers report a hot temperature in that housing unit	Constant Use	Completed
HVAC (Heating / Cooling)	LCCF-8935	HVAC Temperature Hot/Cold	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-8777	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8787	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8802	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8801	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8798	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8796	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8803	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-8797	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8762	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8763	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8749	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8764	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8765	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8771	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8770	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8736	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8767	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8751	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8766	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8977	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8978	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8979	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8980	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8846	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8774	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9003	a/c reported not working in outmate upper/lower - condensation	Electrical Failure	Reset
<b>HVAC (Heating / Cooling) - 76 Total:</b>				
<b>Kitchen Equipment</b>				
Kitchen Equipment	LCCF-8872	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8864	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8867	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8868	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8856	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8861	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8863	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8869	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8745	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8870	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8871	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8744	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8858	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8876	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>Kitchen Equipment - 14 Total:</b>				
<b>Laundry Equipment</b>				
Laundry Equipment	LCCF-8963	washer right inside the door will not open	Constant Use	Completed
Laundry Equipment	LCCF-8824	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-8825	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-8826	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9000	dryer vent needs cleaned	Dirt or Foreign Matter	Cleaned
<b>Laundry Equipment - 5 Total:</b>				
<b>Life Safety</b>				
Life Safety	LCCF-8830	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety	LCCF-8908	Escorted Johnson control	Defective Part	Escorted Contractor
<b>Life Safety - 2 Total:</b>				
<b>Mechanical</b>				
Mechanical	LCCF-8855	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8923	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8912	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8920	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8921	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8911	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8742	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8709	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8887	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8888	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8878	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8879	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8890	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8723	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8708	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8848	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8741	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8738	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8737	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8949	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8950	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8940	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8941	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8952	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-8982	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8981	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8854	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8984	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8972	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-8973	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
<b>Mechanical - 30 Total:</b>				
<b>Pest Control</b>				
Pest Control	LCCF-8933	drain fly's coming from shower drain	Dirt or Foreign Matter	Completed
<b>Pest Control - 1 Total:</b>				
<b>Plumbing</b>				
Plumbing	LCCF-8939	Vandalism: [Clogged toilet.]	Vandalism	Unclogged
Plumbing	LCCF-8953	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8954	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8943	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8942	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8951	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8961	Holding Cell 1-toilet clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-8962	Intake #1 toilet clogged	Dirt or Foreign Matter	Duplicate Request
Plumbing	LCCF-8832	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8833	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8893	Vandalism: [Toilet clog]	Vandalism	Unclogged
Plumbing	LCCF-8838	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8840	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8684	Vandalism: [Clogged toilet.]	Vandalism	Unclogged
Plumbing	LCCF-8685	Vandalism: [Clogged Toilet.]	Vandalism	Unclogged
Plumbing	LCCF-8839	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8880	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8889	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8891	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8892	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8705	Water Temperature	Constant Use	Adjusted
Plumbing	LCCF-8387	SINK DOESNT WORK	Constant Use	Duplicate Request
Plumbing	LCCF-8881	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8914	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8913	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8922	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8924	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-8925	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8930	Shower clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-8936	Roof Drains	Dirt or Foreign Matter	Cleaned
Plumbing	LCCF-8927	toilet in blk 5 o/m leaking	Defective Part	Repaired
Plumbing	LCCF-8926	Emergency Call Back - Shower drains clogged in Block 5 Alpha and Gen Pop	Vandalism	Unclogged
Plumbing	LCCF-8378	toilet clogged, doesnt flush	Constant Use	Found to be OK
Plumbing	LCCF-8909	Replace Water Heater	Constant Use	Replaced
Plumbing	LCCF-8967	Vandalism: [drain in one shower has a clog-water will build up and not drain]	Vandalism	Unclogged
Plumbing	LCCF-8994	Vandalism: [Drain Line Clogged-water backs up when showering]	Vandalism	Duplicate Request
Plumbing	LCCF-8996	Inmate Showers clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-8991	Sink continues to run	Defective Part	Repaired
Plumbing	LCCF-8850	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8851	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8983	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8985	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8986	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8975	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8974	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
<b>Plumbing - 45 Total:</b>				
<b>Security</b>				
Security	LCCF-8966	block 6 upper block door handle inoperable.	Constant Use	Found to be OK
Security	LCCF-8995	Gate Not Opening/Shutting 1-13 gate is having issues	Constant Use	Repaired
Security	LCCF-8895	Magnant for the o/m upper door is not working. the door will not lock.	Constant Use	Repaired
Security	LCCF-8679	blk 1 cell A gate is not working properly. problems opening and closing.	Constant Use	Found to be OK
Security	LCCF-8938	block 1 cell 8 not closing	Constant Use	Found to be OK
Security	LCCF-8932	Rear school room door - inside does not open, it just spins. cannot open from the inside at all	Constant Use	Adjusted
<b>Security - 6 Total:</b>				

<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	Tina M. Litz, Warden Heather Diehl , 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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**DECEMBER 18 , 2024,**  
**DECEMBER . PRISON BOARD MEETING**  
**DETAIL SECTION**

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

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (19) different male inmates.

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

FEMALE: Consists of (05) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

238 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 doors in lobby
8. Disinfectant showers in blk 1/2/3/4
9. Disinfectant showers in blk 5
- 10 Pressure washed showers in male housing units 1/2/3/4


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

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

**Inside:        1250**

**Outside: 400**  
**Total: 1650**

**Respectfully Submitted,**



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**Detail SGT Gibson**





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## Prison Board Report

November, 2024

Worship Services (English Male)	10	7
Worship Services (Spanish Male)	3	2
Worship Services (English Female)	4	11
12 Step Classes (English Male)		
12 Step Classes (English Female)		
Bible Study Classes (English Male)		
Bible Study Classes (Spanish Male)		
Bible Study Classes (English Female)		
Individual Counseling Sessions	32	
Request Slips Answered	195	
Housing Area Visits		
All classes temporarily cancelled		

Respectfully Submitted

Rev Marilyn A. Nolte  
LCCF Chaplain Manager



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

**Monthly Report November 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.

**2 - Total Students**

**2 - Total Students for month of November**

**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: November, 2024

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams:  
(3 sessions per day)

18

Request Slips Received:

5

Respectfully Submitted,

Ken Travis  
HSE Instructor,  
LL IU13 Community Education



## ***LEBANON COUNTY PRISON BOARD***

***Wednesday, November 20, 2024  
Lebanon County Correctional Facility  
Commissioners Meeting Room 207 11:30 a.m.***

The Lebanon County Prison Board was called to order at 11:30 a.m. by Commissioner Kuhn.

The following Board Members were present:

Robert J. Phillips, County Commissioner  
Michael J. Kuhn, County Commissioner  
Jo Ellen Litz, County Commissioner  
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess-Graf, District Attorney  
Robert M. Mettley, Controller

Public Comment (s): John Rose provided a handout with suggested language to be added to the LCCF webpage. First Assistant District Attorney Brian Deiderick commented that there are a myriad of causes and reasons people are incarcerated.

Mike Schroeder stated that the Correctional Facility's website is missing some of the past minutes and suggests that the word "inmate" be replaced with "alleged offender".

Joe Duke provided comments regarding the system of cash bail after an individual has been incarcerated.

It was moved by Commissioner Litz, seconded Commissioner Phillips, to approve the minutes of the October 16, 2024 meeting.

Deputy Warden or Treatment Becky Davis reported that Warden Litz and Deputy Warden of Operations Heather Diehl are at a conference on correctional issues, including hiring and retention of officers. Referring to Education reports, inmates are completing course and tests at a good rate, despite staffing and operational challenges.

Tina Litz, Warden, submitted written reports of her activities for the month of October 2024. The Board reviewed this report.

Tina Litz, Warden, reported the average daily inmate population for October was 301.10. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary average weekly sales for a five (5) week operating period, during the month of October 2024 were \$3,396.43. The commission amount from September was \$5,426.09.

Heather Diehl, Deputy Warden of Operations, submitted a written report for the month of October 2024. The Board reviewed this report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of October 2024. The Board reviewed this report.

Capt. Daniel Waltz, Director of Security, submitted a written report giving his activities for the month of October 2024. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of October 2024. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1650 hours during the month of October 2024. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of October 2024 giving a breakdown of the cost of meals served and items donated.

Ray Arnold, Director of Work Release, submitted a written report for the month of October 2024. Mr. Arnold reported that there are twelve (12) inmates employed within the community on the work release program and five (5) inmates seeking employment. A total of thirty-three (33) travel passes were issued during this period. The Board reviewed this report.

Rev. Marilyn Nolte, Chaplain Manager, submitted a written Chaplain's report for the month of October 2024. The Board reviewed this report.

A 2024 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of October 2024. CGL completed one hundred and ninety-four (194) work orders during this period. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for October 2024. Total students enrolled in the Emotional Support (E.S.) Program were zero (0) and the Alternative Education Program were two (2) students. The Board reviewed this report.

Ken Travis, High School Equivalency Instructor from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the Community Education Program for October 2024. LCCF had twenty-four (24) total sessions to prepare students for the HiSET exam, eight (8) request slips were received and six (6) HiSET Exams passed by LCCF students. The Board reviewed **this report.**

Meeting Adjourned.



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Jo Ellen Litz, County Commissioner  
Secretary

*Next meeting: December 18, 2024 at the LCCF*

