

Lebanon County Correctional Facility
Lebanon, PA
Procedural Orders

Prison Board Entrance Criteria	Established: 07/20/2023	Approved: 08/3/2023
Authorized by: Tina M. Litz	Issued: 08/08/2023	Revised:

Purpose:

1. To provide LCCF Staff with guidelines for checking Prison Board attendees into the prison.
2. To provide current Prison Board Members with guidelines for entry into the secured area of the prison.
3. To establish security protocols for public attendees for entry into monthly Prison Board Meetings held at the Lebanon County Correctional Facility.

Applicability: All attendees of the Prison Board Meetings held at Lebanon County Correctional Facility.

Authority: The following policy and procedures are prescribed and mandated by the Lebanon County Correctional Facility.

Policy: The following policy and procedures will be adhered to by all wanting entry into the Lebanon County Correctional Facility for the purpose of attending Prison Board Meetings.

LCCF Security Staff:

1. Verify that attendee has been properly signed in as a visitor to the Lebanon County Correctional Facility.
2. Staff signing in the visitor will issue a numbered visitors badge in exchange for driver's license or state issued identification card.
3. No bags or cell phones will be authorized for general members of the public wanting to attend these meetings. Exceptions will be Prison Board and others with approval of the Warden.
4. Bags and phones can be secured in lockers located inside the lobby of Lebanon County Correctional Facility or return to the attendee's vehicle.
5. Handheld wands, and the BV M.A.X. Mattress X-RAY SCANNER may be used by security staff when necessary.
6. Meeting starts at 11:30, staff must be given time to follow operations.

PRISON Board Members:

1. To assist LCCF staff for identification purposes it is requested that board members display their Lebanon County Issued Identification Badges. Members of the Prison Board are County Commissioners, District Attorney (or representative), Sheriff, County Controller, and County Administrator.
2. Additional county employees that attend the meeting are requested to display their county issued Identification Badge.
3. Board members will need to sign in for accountability purposes only.

4. Board members will be authorized to maintain possession of their cell phones, and bypass security screening once properly identified by LCCF Security Staff.

Public Attendees:

1. Will be required to sign in on the LCCF visitor logs.
2. Will be required to produce a driver's license or state issued identification card.
3. Will be required to wear an official LCCF visitor's badge. Must be always visible.
4. Will be subject to search utilizing handheld metal detecting wands.
5. Will be subject to property being scanned through the BV M.A.X. Mattress X-RAY SCANNER.
6. Will not be permitted to take cell phones into the secured area of the facility.
7. Will not be permitted to take weapons, food, drinks, backpacks, briefcases, or handbags into the secured area of the facility.
8. Lockers located in the front lobby of LCCF will be available to members of the general public for the purpose of securing those items not permitted into the secured area of the facility.
9. Failure to adhere to these rules can result in attendee being denied access to future meetings held inside the Lebanon County Correctional Facility.
10. Meeting starts at 11:30 please arrive at the facility with enough time to allow staff to their job.



DUE TO THE LOCATION OF THE MEETING ALL ATTENDEES ARE REMINDED THAT NO WEAPONS OF ANY KIND WILL BE PERMITTED INSIDE THE PRISON. THIS APPLIES TO ALL PARTICIPANTS.

The safety and security of the employees, inmate population, and visitors is a priority concern of the Lebanon County Correctional Facility Warden, and Administration. Strict adherence to this policy will assist in the goal of limiting the introduction of contraband into the facility.

cc: L.C.C.F. S.O.P.
L.C.C.F. Administration
L.C.C.F. Supervisors
File