

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

Lebanon County Correctional Facility

730 E. Walnut St.

Lebanon, PA 17042

Wednesday, June 19, 2024

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From May 15, 2024

Report From The Warden

**Acknowledgement of art donated by Todd Kemble*

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 to view Commissioners meeting in its entirety.

LEBANON COUNTY PRISON BOARD

*Wednesday, May 15, 2024
Lebanon County Correctional Facility
Meeting Room 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
Robert M. Mettley, Controller

The following Board Members were absent:

Pier Hess-Graf, District Attorney

Public Comment (s): Michael Schroeder requested that the April minutes reflect his question of whether or not a depreciation plan is in place for future repairs or replacement at the jail. Board members responded that there is no specific fund for the future replacement of the jail, however, there is a Capital Fund intended for larger items of repair.

John Rose, NAACP and Prison Society noted that the jail population has increased from 270 to 300 in the last year and inquired if the Warden has any insight into the increase. Warden Litz responded that the Courts are still adjusting from the pandemic-related changes within the system and more people are being incarcerated as they were before Covid-19.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the minutes of the April 17, 2024 meeting. Vote unanimous.

Warden Litz introduced Deputy Warden Heather Diehl and noted May 5-11, 2024 was recognized as Correctional Officers Week in Pennsylvania. Litz reported that the Medically Assisted Treatment (MAT) is continuing to grow within the population and PrimeCare is adapting, and space is a challenge for the program. Work Detail Sergeant Gibson has been assisting with maintenance items.

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

Tina Litz, Warden, reported the average daily inmate population for April was 300.47. 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 Four (4) week operating period, during the month of April 2024 were \$3,612.76. The commission amount from March was \$5,887.11.

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

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

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

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,500 hours during the month of April 2024. The Board reviewed this report.

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

Ray Arnold, Director of Work Release, submitted a written report for the month of April 2024. Mr. Arnold reported that there are twenty (20) inmates employed within the community on the work release program and two (2) inmates seeking employment. A total of nineteen (19) 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 April 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 April 2024. CGL completed one hundred sixty-eight (168) 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 April 2024. Total students enrolled in the Emotional Support (E.S.) Program were zero (0) and the Alternative Education Program was four (4) 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 April 2024. Six (6) HiSET Exams passed by LCCF Students, one (1) student earned their High School Equivalency, thirty (30) total sessions to prepare students for the HiSET exams and fifteen (15) request slips were received. The Board reviewed this report.

Meeting Adjourned.



Jo Ellen Litz, County Commissioner
Secretary

Next meeting: June 19, 2024

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

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF MAY 2024

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<u>May 1, 2024</u>		23,121.02
Commissary sales, colored pencils, headphones	May 2024	17,399.86	
Securepak commission	April 2024	7,029.57	
CR- barber, commit packs, indigent packs	1/1/24-3/31/24	3,290.75	
Interest Applied		2.22	
TOTAL DEPOSITS INTO SAVINGS			27,722.40
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		50,843.42
TOTAL TRANSFER TO CHECKING FROM SAVINGS			25,194.59
ENDING BALANCE AS OF:	<u>May 31, 2024</u>		25,648.83
ENDING BALANCE ON: 5/31/2023	Comparison of Last Years Ending Balance		39,996.18
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<u>May 1, 2024</u>		200.00
TOTAL DEPOSITS INTO CHECKING			25,194.59
TOTAL FUNDS AVAILABLE			25,394.59
<u>DISBURSMENTS:</u>			
<u>NON-STORE</u>			
Charm-Tex	Whites, storage bins	1,412.30	
Thomson Reuters	Law library	1,700.39	
Lancaster/Lebanon IU13	Educational Services	11,937.50	
Erica Bronik	Inmate Haircuts	741.00	
Lebanon County Police Combat Pistol Club	Range Fees	600.00	
Ed Potter Reimbursement	Embroidered jacket (Muldrow)	43.50	
Language Line	Translation Services	100.00	
Cody Ludwig Reimbursement	Wand batteries	19.66	
Myerstown Community Training Center	AHA/HS/CPR/AED/FA	85.00	
Tina Litz Reimbursement	Lobby clock, cords for Sgt cell phone	86.61	
Weaver Associates	Binders	66.36	
Bradley Hershey Reimbursement	County vehicle gas	30.00	
Mark Rychlak Reimbursement	County vehicle gas	10.00	
TOTAL NON STORE DISBURSEMENTS			16,832.32
<u>DISBURSMENTS:</u>			
<u>STORE</u>			
Keefe Commissary - commissary sales	April 2024	8,362.27	
TOTAL STORE DISBURSEMENTS			8,362.27
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		25,194.59
ENDING BALANCE AS OF:	<u>May 31, 2024</u>		200.00

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 May 2024

	<u>MAY 2024</u>	<u>MAY 2023</u>
OPERATING WEEKS:	5	5
NUMBER OF ORDERS:	510	439
AVERAGE WEEKLY ORDERS:	102	88
SALES:	\$ 17,935.41	\$ 13,397.26
LESS EXPENSES (CREDITS):	\$ -580.15	\$ -642.76
TOTAL SALES:	\$ 17,355.26	\$ 12,754.50
AVERAGE WEEKLY SALES:	\$ 3,587.08	\$ 2,679.45
COMMISSION MONTH OF APR:	\$ 5,573.74	\$ 3,548.14

Respectfully Submitted,

Rebekah Bowsman, Fiscal Assistant

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

Tina M. Litz, Warden
Heather M. 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. Wanut
Lebanon, Pa.
Phone: 717-2
FAX: 717-274

MONTHLY PRISON BOARD REPORT

DATE:

REPORT FROM: 5/1/24 TO 5/31/24

CURRENT

YEAR TO DATE

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 5,695.05	\$ 31,138.50
MEATS	\$ 3,114.41	\$ 13,340.56
DAIRY PRODUCTS	\$ 2,980.80	\$ 15,437.85
BAKED PRODUCTS	\$ 3,664.00	\$ 20,640.00
GROCERIES	\$ 15,880.88	\$ 66,197.09
FRESH FRUITS & VEGETABLES	\$ 1,493.00	\$ 8,033.50
TOTAL	\$ 32,828.14	\$ 154,787.50
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 1,996.92	\$ 2,272.10

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	2,200	10,690
INMATE POPULATION	27,786	133,494
GUESTS	-	-
CENTRAL BOOKING LUNCHES	162	786
TOTAL MEALS SERVED	30,148	144,970
COST PER PERSON PER MEAL	\$ 1.09	\$ 1.07
COST PER PERSON PER DAY	\$ 3.27	\$ 3.20

DATE

DONATED BY:

5/2/24 -- calvary chapel - 2 skids assorted product
5/9/24 --- calvery chapel -- 4 skids assorted product
5/16/24 -- calvery chapel -- 4 skids assorted product
5/20/24 -- bills produce -- 4 cases of pineapples
5/23/24 -- calvery chapel -- 3 skids assorted product
5/30/24 -- calvery chapel -- 3 skids assorted product

Respectfully submitted

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line at the bottom.

Sgt. Edward Bartashus, Culinary Supervisor

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
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: June 2024 Prison Board Report

- 05-01-24: Completed warden daily tasks, met with a future intern from LVC.
- 05-02-24: Completed warden daily tasks, conducted an administrative meeting this date.
- 05-06-24: Completed warden daily tasks, conducted an administrative office meeting. Correction's Appreciation week began.
- 05-07-24: Completed warden daily tasks, toured facility with Warden Wapinsky and DW Diehl, participated in a meeting with Bob Dowd regarding facility radios and toured the DES building.
- 05-08-23: Completed warden tasks.
- 05-09-24: Completed warden daily tasks, briefly attended an event at the new IU 13 building, conducted an administrative meeting this date.
- 05-10-24: Completed warden daily tasks.
- 05-13-24: Completed daily warden tasks, met with CGL to review operations and discuss timelines of such, participated in TEAM MISA.
- 05-14-24: Completed daily warden tasks, attended the monthly chiefs meeting, and paid respects during the National Law Enforcement memorial event, as well as attended a meeting at Adult Probation/Parole services.
- 05-15-24: Completed daily Warden tasks, attended monthly Prime Care CQI meeting and Prison Board.
- 05-16-24: Completed warden daily tasks.
- 05-20-24: Completed warden daily tasks, met with TJ Kelly and Mike Zadroga from CGL about maintenance operations.
- 05-21-24: Completed daily warden tasks.
- 05-22-24: Completed warden daily tasks, attended a tour and meeting at the new IU 13 building.
- 05-23-24: Attended the annual Prison Risk Reduction Workshop at Hotel Hershey, various legislative topics were discussed and there was a very

educational Warden panel presenting and leading various hot topic discussions.

05-24-24: Completed daily warden tasks.

05-28-24: Completed daily warden tasks, attended annual mandatory training on PREA, Code of Ethics and County/Facility Harassment policies.

05-29-24: Completed daily warden tasks, conducted various meetings on this date.

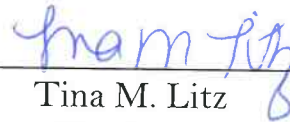
05-30-24: Completed daily warden tasks, security /maintenance meetings conducted, Toured units, participated in a Human Resources/Solicitor calls.

05-29-24: Completed daily warden tasks, various meetings this date.

05-30-24: Completed daily warden tasks, celebrated Jubilee sponsored Corrections Employee Appreciations Day, conducted an administrative meeting.

5-31-24: Completed daily warden tasks and toured facility.

Respectfully Submitted,



Tina M. Litz
Warden

LEBANON COUNTY CORRECTIONAL FACILITY

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

730 E. Walnut Street
Lebanon, PA 17042
Phone: 717-274-5451
Fax: 717-274-1338

To: Lebanon County Prison Board

CC: Deputy Warden Heather Diehl- Operations

SUBJECT: June 2024 Prison Board Report

- 5/6/2024- Hire Date, Attended Administrative Office Meeting, attended meeting with HR
- 5/7/2024- Participated in a facility tour with Warden Wapinski, participated in a meeting with Bob Dowd regarding Radios for the facility and toured the Department of Emergency Services building.
- 5/8/2024- Attended meeting with Prime Care regarding Medicine Assisted Treatment operations, began collecting data on daily operations, shadowed Captain
- 5/9/2024- Daily DW tasks, Attended Administration meeting
- 5/10/2024- Daily DW Tasks
- 5/13/2024- Daily DW tasks, Attended meeting with CGL
- 5/14/2024-Daily DW tasks, Attended Chiefs meeting at court house
- 5/15/2024-Daily DW tasks, attended CQI meeting, attended Prison Board
- 5/16/2024- Daily DW tasks, attended Prison board
- 5/17/2024- Daily DW tasks, meeting with Director Potter regarding attending hiring events
- 5/20/2024- Daily DW tasks, attended safety meeting
- 5/21/2024- Daily DW tasks
- 5/22/2024- Daily DW tasks
- 5/23/2024- Attended CCAP training in Hershey- Prison Risk Management Workshop
- 5/24/2024-Daily DW tasks, Attended orientation at the County Court House
- 5/28/2024-Daily DW tasks, attended refresher course, met with Warden regarding progress in training as DW
- 5/29/2024- Daily DW tasks
- 5/30/2024-Daily DW tasks, conducted admin meeting

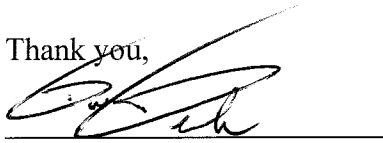
**LEBANON COUNTY
CORRECTIONAL
FACILITY**

Robert J. Karnes, Warden
Timothy L. Clements, Deputy Warden – Operations
Anthony J. Hauck, Deputy Warden – Treatment
Michael K. Stuckey, Director of Work Release
Capt. Michael L. Ott, Director of Security

730 E. Walnut Street
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-
- 5/31/2024- Daily DW tasks, conducted personnel meetings within facility

Thank you,



Deputy Warden Heather Diehl

Lebanon County Correctional Facility

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Fax: 717-274-1338

Tina M. 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

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: May 2024 Prison Board
5-1-24 through 5-31-24

- 5-1-24: Completed daily DW of Treatment tasks, facilitated the eye doctor visit to the facility**
- 5-2-24: Completed daily DW of Treatment tasks, attended administrative meeting, answered inmate grievances,**
- 5-3-24: Completed Daily DW of Treatment tasks, completed parole recommendations, handed out white clothing to indigent inmates**
- 5-6-24: Completed Daily DW of Treatment tasks**
- 5-7-24: Vacation Day**
- 5-8-24: Completed daily DW of Treatment tasks, attended MAT zoom call hosted by DOC, met with Prime Care to discuss MAT operations in the facility**
- 5-9-24: Completed daily DW of Treatment tasks, attended administrative meeting**
- 5-10-24: Completed daily DW of Treatment tasks, answered inmate grievances, handed out white clothing to indigent inmates**
- 5-13-24: Completed daily DW of Treatment tasks, attended MISA meeting**
- 5-14-24: Completed daily DW of Treatment tasks, walk through on block 6 upper and lower**
- 5-15-24: Completed daily DW of Treatment tasks, attended continuous quality improvement (CQI) meeting with Prime Care, attended prison board, walk through blocks 3 and 4**
- 5-16-24: Completed daily DW of Treatment tasks, attended administrative meeting**
- 5-17-24: Completed daily DW of Treatment tasks, assisted the medical department by providing security**
- 5-20-24: Completed daily DW of Treatment tasks**
- 5-21-24: Completed daily DW of Treatment tasks**
- 5-22-24: Completed daily DW of Treatment Tasks, answered inmate grievances, handed out white clothing to indigent inmates, completed parole recommendations**
- 5-23-24: Attended Prison Risk Management Workshop in Hershey, PA**
- 5-24-24: Completed daily DW of Treatment tasks**
- 5-27-24: County Holiday**
- 5-28-24: Completed daily DW of Treatment tasks**
- 5-29-24: Completed daily DW of Treatment tasks, held disciplinary boards**
- 5-30-24: Completed daily DW of Treatment tasks, attended administrative meeting**
- 5-31-24: Completed daily DW of Treatment tasks, attended PREA training**

Lebanon County Correctional Facility

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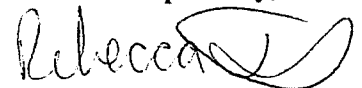
May 2024: The counselors continue to meet with inmates to work through any questions or concerns they have during their incarceration. They also connect inmates with attorneys, probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs.

Number of DNA's done for the month: 27

Number of grievances for the month: 19

Approximate number of request slips completed: 1200, Intakes of new commitments: 62, Public Defender applications: 12

Respectfully,



Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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Tina Litz
Warden

Heather Diehl

Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

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

June 19, 2024

To: Lebanon County Prison Board
From: Ray H. Arnold, Director of Work Release
Subject: Monthly Prion Board Report.
Re: 05/01/2024 – 05/31/2024

BOARD MEMBERS:

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

PARTICIPANTS

	May 2024	May 2023
Inmates Employed in the Community:	15	10
Inmates added to the Program:	05	06
Inmates removed from the Program:	10	08
Removed for a Major Misconduct:	01	01

REQUEST SLIPS / COUNSELING

	May 2024	May 2023
Request Slips:	318	63
Intakes:	05	0

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	May 2024	May 2023
Inmates Seeking Employment:	08	06
Total Number of Travel Passes (TP):	25	24
Travel Passes for Employment:	16	19
Travel Passes for Work Related Items:	06	05
Travel Passes for Medical Apps.:	03	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of May 2024	Year to date 2024
AMOUNT RECEIVED	\$35,810.46	\$134,057.81
ROOM AND BOARD	\$8,492.70	\$33,156.60
FINES AND COSTS	\$5,624.00	\$23,377.76
DISTRICT JUSTICES	\$403.14	\$743.14
PROCESSING FEE	\$151.11	\$876.11
DRUG TESTING	\$730.00	\$2,750.00
SUPERVISON FEE	\$1,460.00	\$5,500.00
MONEY DEDUCTED	\$16,860.95	\$66,403.61
INMATE BALANCE	\$18,949.51	\$67,654.20
COST RECOVERY - Room & Board RB	\$216.58	\$1,924.79

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 05/05/2024 05/19/2024.

Disciplinary Boards

Served as Disciplinary Board Chairperson.
Served as Co-Chair for Disciplinary Boards.

Staff Incidents

Investigated staff for policy violations. Assisted Deputy Heather Diehl and Captain of Security Daniel Waltz. (Review video footage, questioned staff).

Training

Attended Roll Call Training on Professionalism and Ethics.
Attended CCAP Training.

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. (phone and computer issues)

On Call Warden

Worked as the on-call Warden this month.

Work Release

Work Release Classification held this month, 08 approved.
Assisted Inmates with employment placement.
Checked on Inmates at Job sites.

PREA Investigation

Assisted Captain Daniel Waltz with an investigation of alleged PREA allegations.

Inmates added to the Work Release Program for the month of May 2024.

Uhler, Carrienne
Karosik, Edward
Shackleton, Steve
Moyer, Derek
Miller, Carl

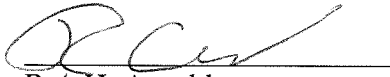
Hearth Restaurant
Uni-Temp – Henry Molded
Uni-Temp – Brentwood Industries
Hearth Restaurant
Wendys

Inmates removed/released from the Work Release Program for the month of May 2024.

Martinez, Kevin
Lopez, Javeal
Pfautz, Danielle
Auman, Thomas
Smith, Malcom
Ortiz, Hector
Gentile, Katrina
Ortiz, Ricardo
Batista, Edward
Southall, Heather

County Parole
Time Served
Misconduct
Time Served
County Parole
County Parole
Expiration of Maximum Sentence
Time Served
County Parole
County Parole

Respectfully submitted,


Ray H. Arnold
Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Deihl, Deputy Warden – Operations
Becky Davis, Deputy Warden – Treatment
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June 1, 2024

Prison Board Report for May 2024

5-1-2024 Completed and files paperwork.
5-2-2024 Attended an Administration meeting. Various topics were discussed.
5-3-2024 Toured sections of the facility for security issues.
5-6-2024 Vacation Day
5-7-2024 Attended a meeting with Department of Emergency Services.
5-8-2024 Attended a meeting with Prime Care. Deputy Warden Deihl shadowed my job duties.
5-9-2024 Attended an Administration meeting. Various topics were discussed.
5-10-2024 Assisted I.T. department with upgrades for the facility.
5-13-2024 Proctored a testing process for an enlisted individual in the US Military for promotion of Lance Corporal/ Private.
5-14-2024 Assisted I.T. department with upgrades for the facility.
5-15-2024 Assisted I.T. department with upgrades for the facility.
5-16-2024 Attended an Administration meeting. Various topics were discussed.
Investigation began for a Use of Force accusation.
5-17-2024 Investigation continued for a Use of Force accusation.
5-20-2024 Attended the monthly Safety Committee meeting. Various topics were discussed.
5-21-2024 Investigation continued for a Use of Force accusation.
5-22-2024 Investigation continued for a Use of Force accusation.
5-23-2024 Attended a CCAP Meeting at Hotel Hershey, Pa.
5-24-2024 Vacation Day
5-27-2024 Holiday
5-28-2024 Attended a training on Code of Ethics and professionalism.
5-29-2024 Family Sick Day
5-30-2024 Assisted Director Potter with Annual Firearms class for staff.
5-31-2024 Assisted with louder mill hearings of correctional staff that violated Code of Ethics and policy and procedures.



Captain Daniel J. Waltz

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden – Operations
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Daniel Waltz, Director of Security
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Lebanon, PA 17042
Phone: 717-274-5451
Fax: 717-274-1338

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

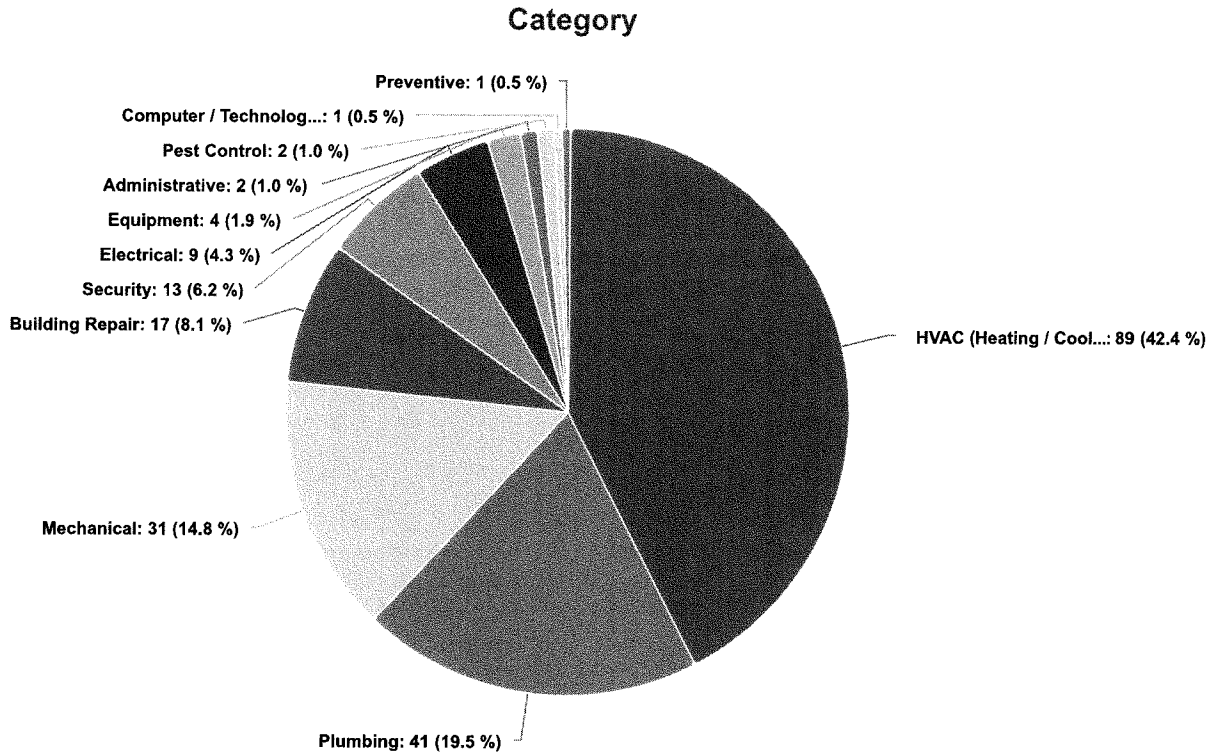
May 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Off	2 Off	3 Off	4	5
6 Updated Rosters and training files	7 Off	8 Reviewed Correctional Officer Applications and scheduled interviews	9 Reviewed Correctional Officer Applications and scheduled interviews	10 Off	11	12
13 Created staff training schedule for Armed Escort and posted notifications	14 Created staff training schedule for Armed Professionalism and Ethics and posted	15 Conducted Correctional Officer Interviews	16 Conducted Correctional Officer Interviews	17 Conducted Correctional Officer Interviews	18	19
20 Updated Restraint Chair straps	21 Held Disciplinary Board Hearings	22 Completed Station Inventories	23 Hosted Hiring Event at PA Carrer Link- Lebanon	24 Conducted interviews with Lebanon CTC law enforcement graduates	25	26
27 Holiday	28 Conducted staff training- Professionalism/Ethics	29 Order Ammunition and conducted Disciplinary Board Hearing	30 Conducted an Armed Escort Training	31 Conducted staff training- Professionalism/Ethics		

Lebanon County Correctional Facility

Lebanon County - Prison Board Report

Printed: 6/14/2024 1:08 PM



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '5/1/2024' AND '5/31/2024'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-6412	MI HR Training on lock out tag out	Training	Trained
Administrative	LCCF-6495	Annual Professionalism, Ethics, Sexual Harassment, and PREA training.	Training	Trained
Administrative - 2 Total:				
Building Repair				
Building Repair	LCCF-6496	warden had asked for us to put pictures up in vestibule.	New Install	Completed
Building Repair	LCCF-6451	boiler water feed pump needs replaced	Defective Part	Replaced
Building Repair	LCCF-6488	outmate lower needs a new pencil sharpener	Defective Part	Replaced
Building Repair	LCCF-6413	fix inmate shoes	Constant Use	Repaired
Building Repair	LCCF-6414	repair inmate glasses	Constant Use	Repaired
Building Repair	LCCF-6416	bunk needs re attached	Constant Use	Repaired
Building Repair	LCCF-6438	Help director of training potter with removal of arm restraints.	Constant Use	Repaired
Building Repair	LCCF-6439	kitchen inmate shoes need repaired.	Constant Use	Repaired
Building Repair	LCCF-6442	Asked by warden Litz to hang digital clock above cork board.	New Install	New Install Complete
Building Repair	LCCF-6437	Kitchen inmate glasses need fixed.	Constant Use	Repaired
Building Repair	LCCF-6365	attached guardian tag on fence	Remove / Relocate	Relocated / Reinstalled

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Building Repair	LCCF-6368	Escorted Hadfeild Elevator to do inspection.	Escort Contractor	Escorted Contractor
Building Repair	LCCF-5854	Escort Choice	Escort Contractor	Escorted Contractor
Building Repair	LCCF-6390	carbon monoxide detector keeps beeping	Defective Part	Replaced
Building Repair	LCCF-6409	escort choice to briefing room to work on fibers.	Escort Contractor	Escorted Contractor
Building Repair	LCCF-6411	Desk stool is coming unattached.	Constant Use	Repaired
Building Repair	LCCF-5891	Block 4 cell 61 top bunk needs welded	Constant Use	Repaired
Building Repair - 17 Total:				
Computer / Technology				
Computer / Technology	LCCF-6468	Phones in gym not working	Defective Part	Deferred
Computer / Technology - 1 Total:				
Electrical				
Electrical	LCCF-6233	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-6234	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-6228	Annual, Electrical Panel	Preventive / Inspection	PM Completed
Electrical	LCCF-6227	Annual, Electrical Panel	Preventive / Inspection	PM Completed
Electrical	LCCF-6226	Annual, Electrical Panel	Preventive / Inspection	PM Completed
Electrical	LCCF-6225	Annual, Electrical Panel	Preventive / Inspection	PM Completed
Electrical	LCCF-6224	Annual, Electrical Panel	Preventive / Inspection	PM Completed
Electrical	LCCF-6452	the lights in visitation room are flickering	Defective Part	Repaired
Electrical	LCCF-6389	light switch does not work	Defective Part	Replaced
Electrical - 9 Total:				
Equipment				
Equipment	LCCF-6116	A bolt came loose from the green trash bin located at the kitchen gate. The cart still rolls, but the corner of the steel base attaching the green bin is unsecured. I removed the bolt and placed it in the kitchen office.	Constant Use	Repaired
Equipment	LCCF-6367	The outmate lower tray cart has sharp metal jutting out from the cart. The cart fell down the outmate lower steps at lunch chow.	Abuse	Repaired
Equipment	LCCF-5919	24 door will not latch	Constant Use	Repaired
Equipment	LCCF-6480	Sgt Control phone receiver broken. See Sgt Mehler about the issue	Defective Part	Replaced
Equipment - 4 Total:				
HVAC (Heating / Cooling)				
HVAC (Heating / Cooling)	LCCF-6328	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6327	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6288	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6289	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6296	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6297	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6270	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6269	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-6286	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6287	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6284	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6282	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6285	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6283	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6281	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6273	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6457	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6461	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6458	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6460	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6482	Emergency Call Back By Sergeant Farmer that kitchen has no hot water.	Constant Use	Reset
HVAC (Heating / Cooling)	LCCF-6252	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6253	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6251	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6250	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6262	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6254	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6249	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6215	Monthly, Wall/Window A/C Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6204	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6205	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6207	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6208	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6257	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6246	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6245	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6243	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6238	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6237	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6236	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6235	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6379	Weekly, Filter Change	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-6256	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6255	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6258	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6244	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6375	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6376	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6378	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6247	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6248	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6242	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6271	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6295	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6267	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6266	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6279	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6278	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6268	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6263	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6264	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6265	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6274	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6276	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6449	Roof top Unit not working	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-6275	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6425	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6429	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6428	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6426	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6290	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6277	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6292	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6293	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6294	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6291	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-6272	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6280	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6335	Monthly, Air Dryer	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6397	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6400	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6399	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6396	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6260	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6240	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6259	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6261	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6241	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-6239	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling) - 89 Total:				

Mechanical

Mechanical	LCCF-6401	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6402	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6217	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6334	Monthly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6404	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6340	Monthly, Air Curtain	Preventive / Inspection	PM Completed
Mechanical	LCCF-6434	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6462	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6463	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6432	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6431	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6421	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6422	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6392	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6393	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6372	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6371	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6381	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6382	Weekly, Boiler	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-6384	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6222	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6341	Monthly, Door, Roll-Up	Preventive / Inspection	PM Completed
Mechanical	LCCF-6212	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6209	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6210	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6201	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6200	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6465	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-6218	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-6454	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-6453	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical - 31 Total:				
Pest Control				
Pest Control	LCCF-6364	Escort Orkin to spray yards	Escort Contractor	Escorted Contractor
Pest Control	LCCF-6388	Escort Orkin	Preventive / Inspection	Escorted Contractor
Pest Control - 2 Total:				
Plumbing				
Plumbing	LCCF-6374	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6333	Monthly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6405	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6406	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6203	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6198	Toilet Clogged block 5 cell 73	Abuse	Unclogged
Plumbing	LCCF-6214	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6213	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6211	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6383	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6385	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6386	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6195	the drain keeps backing up ... normally it is the drain in front of the walk in ... now it appears to be one further into the storage room under the pallets ... i know maintenance was called in last night to snake the drain ... yet use after that had caused flooding into the store room over night	Dirty or Foreign Matter	Unclogged
Plumbing	LCCF-6448	TOILET CLOGGED	Abuse	Unclogged
Plumbing	LCCF-6433	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6464	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6435	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-6436	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6443	sink clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6444	cell sink is clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6445	RHU CELLS 84 AND 85 PLUMBING ISSUE	Constant Use	Unclogged
Plumbing	LCCF-6395	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6138	Sink in block 4 cell 58	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6171	Toilet Clogged block 4 cell 62	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6410	Plumbing Issue - sink not draining, placed out of service	Electrical Failure	Repaired
Plumbing	LCCF-6403	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-6419	Toilet is clogged	Abuse	Unclogged
Plumbing	LCCF-6418	sink is clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6424	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6483	block 5 cell 73 out of service. toilet is clogged	Abuse	Unclogged
Plumbing	LCCF-6456	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-6447	MIU 87 TOILET CLOGGED	Abuse	Unclogged
Plumbing	LCCF-6487	Drain Line Clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6450	toilet will not flush in cell 73	Constant Use	Duplicate Request
Plumbing	LCCF-6481	cell 73 will not flush	Constant Use	Duplicate Request
Plumbing	LCCF-6467	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-6466	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-6336	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-6489	drain outside restroom clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6490	last sink is sink clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-6491	Last toilet is not working	Defective Part	Repaired

Plumbing - 41 Total:**Preventive**

Preventive	LCCF-6391	Preventive Maintenance 004001	Preventive / Inspection	PM Completed
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Preventive - 1 Total:**Security**

Security	LCCF-6192	Gate Not Opening/Shutting- intake gate	Dirt or Foreign Matter	Adjusted
Security	LCCF-6408	Outside intake gate not working	Dirt or Foreign Matter	Adjusted
Security	LCCF-5588	Central Gate has been making a loud noise when we close the gate. It works still but don't know why is making the noise.	Constant Use	Repaired
Security	LCCF-6194	Gate Not Opening/Shutting - staff was unable to override cell gate	Defective Part	Replaced
Security	LCCF-6369	Gate not working. Cell is out of service.	Constant Use	Repaired
Security	LCCF-6440	Outer Gate not working or locking. Can be pulled open by hand.	Defective Part	Adjusted

6/14/24, 1:08 PM

Lebanon County - Prison Board Report

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Security	LCCF-6380	Cell Gate not Securing. Also Cells 13 and B are also down.	Constant Use	Repaired
Security	LCCF-5374	CELL GATE OUT OF SERVICE	Constant Use	Repaired
Security	LCCF-6420	Gate Not Opening/Shutting	Constant Use	Repaired
Security	LCCF-6417	Gate Not Opening/Shutting	Constant Use	Repaired
Security	LCCF-5924	lobby desk excess wires exposed could be a trip hazard	Remove / Relocate	Relocated / Reinstalled
Security	LCCF-6492	Emergency call back from SGT. Hockner central's control panel is not working	Constant Use	Repaired
Security	LCCF-6494	Emergency call Back by Corporal Getch the switch for outside gate is broken.	Constant Use	Repaired
Security - 13 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	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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JUNE 19 , 2024,
JUNE. PRISON BOARD MEETING
DETAIL SECTION

This Report Covers May 1, 2024, to May. 31, 2024

The Detail Section consists of the following persons:

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

OUTSIDE: Outside detail consisted of (04) 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.

250 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

Inside: 1150
Outside: 350
Total: 1500

Respectfully Submitted,



Detail SGT Gibson



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

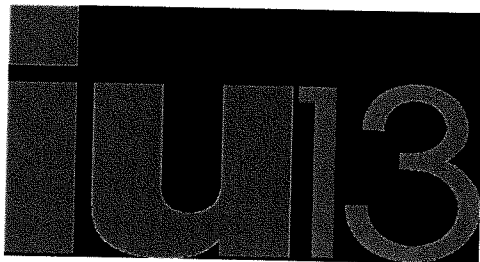
Prison Board Report

May, 2024

Worship Services (English Male)	13	10
Worship Services (Spanish Male)	8	9
Worship Services (English Female)	4	7
12 Step Classes (English Male)	13	3
12 Step Classes (English Female)	5	8
Bible Study Classes (English Male)	13	3
Bible Study Classes (Spanish Male)	9	4
Bible Study Classes (English Female)	10	4
Individual Counseling Sessions		43
Request Slips Answered		228
Housing Area Visits		9

Respectfully Submitted

Rev Marilyn A. Nolte
LCCF Chaplain Manager



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

Monthly Report for May 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 May

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: May, 2024

H.S.E. High School Equivalency

HiSET Exams passed, by LCCF Students, in May	<u>9</u>
Students who earned their High School Equivalency in May (all exams passed)	<u>2</u>
Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>12</u>
Request Slips Received:	<u>9</u>

Respectfully Submitted,

Ken Travis
HSE Adjunct Instructor,
LL IU13 Community Education