

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

*Lebanon County Courthouse
400 S. 8th St.
Lebanon, PA 17042*

Wednesday, January 15, 2025

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From December 18, 2024

Report From The Warden

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, December 18, 2024
Lebanon County Correctional Facility
LCCF 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): None

It was moved by Commissioner Phillips, seconded Commissioner Litz, to approve the minutes of the November 20, 2024 meeting.

Warden Tina Litz recognized the retirement of Captain Daniel J. Waltz. Captain Waltz served various roles throughout his 27 years of service with the County Correctional Facility, including serving as a Special Emergency Response Team (SERT) Commander.

Warden Litz recognized the following LCCF and PrimeCare staff with a certificate of appreciation of sincere gratitude to the staff members who recognized a medical emergency and acted with due diligence to render care and assistance to an incarcerated individual.

LCCF Staff

Sgt. Kris Mehler	C.O. Mark Rychlak
Cpl. Carlos Falu	C.O. Dustin Couch
Pfc. Lucan McQuain	C.O. Missael Roquez
Cpl. Dustin Gonzalez	C.O. Imoni Gramby
C.O. Austin Sheaffer	C.O. Jarret Spidle
Lcpl. Stan Smith	C.O. Bethany Yeagley
C.O. Dominick Hitz	

PrimeCare Staff

Danyell Shepler
Stacy Bomberger

Madelyn Sweatlock
Danielle Dohner

CEO Tom Weber, PrimeCare Medical, gave a Medication Assisted Treatment (MAT) Program update with currently 25 individuals on the maintenance program and 8 individuals detoxed. Weber said it is wise that Lebanon County is instituting the MAT program as other Counties are receiving letters threatening legal action. Tom Weber noted that some medical numbers are down because the prison population is also down.

Warden Tina Litz gave a brief update on staffing at the Correctional Facility. The LCCF has received several new applicants and hopes to have 10 new hires start in the Correctional Academy.

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

Tina Litz, Warden, reported the average daily inmate population for November was 277.07. 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 three (3) week operating period, during the month of November 2024 were \$3,451.64. The commission amount from October was \$6,655.08.

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

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

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

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

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of November 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 November 2024. Mr. Arnold reported that there are ten (10) inmates employed

within the community on the work release program and five (5) 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 November 2024. The Board reviewed this report.

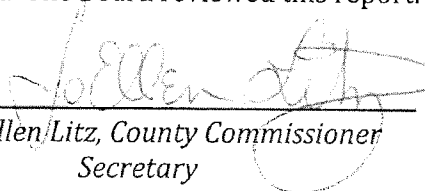
A 2024 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of November 2024. CGL completed two hundred and four (204) 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 November 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 November 2024. LCCF had eighteen (18) total sessions to prepare students for the HiSET exam, five (5) request slips were received. The Board reviewed this report.

Meeting Adjourned.



Jo Ellen Litz, County Commissioner
Secretary

*Next meeting: January 15, 2025 @ 11:30 a.m.
Municipal Building
400 S. 8th Street, Room 207
Lebanon, PA 17042*

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

PRISON BOARD JANUARY 1, 2025	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF DECEMBER 31, 2024	260	220	40
AVERAGE DAILY POPULATION DECEMBER	268.74	228.06	40.68
NUMBER OF INMATES RECEIVED	111	82	29
NUMBER OF INMATES RELEASED	121	95	26
HIGHEST COUNT	279 18 th	235 2 nd	46 18 th
LOWEST COUNT	255 26 th , 28 th , 29 th	215 28 th , 29 th	36 2 nd , 3 rd , 7 th , 8 th , 9 th
NUMBER OF UNSENTENCED INMATES	96	89	7
NUMBER OF INMATES ON WORK RELEASE	11	9	2
NUMBER OF INMATES ON WORK DETAIL	26	22	4
NUMBER OF STATE SENTENCED INMATES	13	13	0
NUMBER TRANSFERRED TO STATE PRISON	8	8	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	5	3	2
NUMBER OF PAROLE/PROBATION VIOLATORS	91	75	16
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	33	--	--
PROBATION VIOLATION	9	--	--
PAROLE VIOLATION	8	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	4	--	--
OTHER LEBANON BENCH WARRANTS	34	--	--
OUT OF COUNTY BENCH WARRANTS	5	--	--
D.J. SENTENCE	2	--	--
SENTENCED BY COURT OF COMMON PLEAS	7	--	--
WRITS FROM OTHER COUNTIES	4	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	5	--	--
INMATES IN OTHER COUNTIES ON WRITS	0	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	4	4	0
IN LCCF ON WRITS AND RETURNED	2	2	0

Lebanon County Correctional Facility



730 East Walnut Street

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Tina Litz,
Warden

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

Ray Arnold,
 Director of Work Release

Captain of Security

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF DECEMBER 2024

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	<i>December 1, 2024</i>		10,700.47
Commissary sales, colored pencils	December 2024	13,698.47	
Securpak Commission	November 2024	4,185.37	
County reimbursement	Gas for County vehicle	10.00	
Interest Applied		1.45	
TOTAL DEPOSITS INTO SAVINGS			17,895.29
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		28,595.76
TOTAL TRANSFER TO CHECKING FROM SAVINGS			15,572.83
ENDING BALANCE AS OF:	<i>December 31, 2024</i>		12,922.93
ENDING BALANCE ON: 12/31/2023	Comparison of Last Years Ending Balance		42,482.66
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	<i>December 1, 2024</i>		200.00
TOTAL DEPOSITS INTO CHECKING			15,672.83
TOTAL FUNDS AVAILABLE			15,872.83
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Myerstown Community Training Center	AHA,HS, CPR/AED, FA	919.40	
Charm-Tex	Inmate whites, games	1,176.50	
Language Line	Translators	279.00	
Thomson Reuters	Law Library	1,850.31	
Erica Bronik	Inmate haircuts	195.00	
Lancaster-Lebanon IU13	School Program	2,518.95	
Walmart Capital One	Games, hair trimmers	235.06	
JDM Outlet	Wall mounted pencil sharpener	16.25	
Weaver Associates	Training Manuals	70.00	
CoroMed AED	AED pads	548.00	
Lebanon County Police Combat Pistol Club	Range Reservations Jul-Dec	1,350.00	
Tina Litz Reimbursement	Captain Retirement Plaque	171.30	
TOTAL NON STORE DISBURSEMENTS			9,595.57
<u>DISBURSMENTS:</u>	<u>STORE</u>		
Commissary sales, facility order	December 2024	6,077.26	
TOTAL STORE DISBURSEMENTS			6,077.26
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		15,672.83
ENDING BALANCE AS OF:	<i>December 31, 2024</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



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Fax: 717-274-1338

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Rebecca Davis
Deputy Warden of Treatment

Ray Arnold,
Director of Work Release

Captain of Security

COMMISSARY REPORT

MONTH OF DECEMBER 2024

	<u>DEC 2024</u>	<u>DEC 2023</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	398	354
AVERAGE WEEKLY ORDERS:	100	89
SALES:	\$ 13,953.03	\$ 11,010.27
LESS EXPENSES (CREDITS):	\$ -257.71	\$ -299.96
TOTAL SALES:	\$ 13,695.32	\$ 10,710.31
AVERAGE WEEKLY SALES:	\$ 3,488.26	\$ 2,752.57
COMMISSION MONTH OF NOV:	\$ 3,874.39	\$ 5,957.23

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

MONTHLY PRISON BOARD REPORT

DATE:

REPORT FROM: 12/1/24 TO 12/31/24

	<u>CURRENT</u>		<u>YEAR TO DATE</u>	
CONSUMABLE	\$	3,038.96	\$	63,597.36
MEATS	\$	2,510.09	\$	31,105.56
DAIRY PRODUCTS	\$	1,603.80	\$	36,390.60
BAKED PRODUCTS	\$	2,208.00	\$	49,200.00
GROCERIES	\$	6,907.86	\$	155,466.44
FRESH FRUITS & VEGETABLES	\$	626.00	\$	21,144.50
TOTAL	\$	16,894.71	\$	356,904.46
VALUE OF USDA	\$	-	\$	-
LAUNDRY COSTS	\$	657.06	\$	7,162.34

BREAK DOWN OF COSTS

MEALS SERVED

STAFF		615		24,090
INMATE POPULATION		23,895		318,648
GUESTS		-		-
CENTRAL BOOKING LUNCHES		42		1,770
TOTAL MEALS SERVED		24,552		344,508
COST PER PERSON PER MEAL	\$	0.69	\$	1.04
COST PER PERSON PER DAY	\$	2.06	\$	3.11

DATE

DONATED BY:

12/2/24 Bills produce 2 case peppers
12/4/24 Calvary Chapel 4 skids assorted product
12/9/24 Bills produce 2 - 50lbs of potatos
12/12/24 Calvary Chapel 4 skids assorted product
12/19/24 Calvery Chapel 4 skids assorted product
12/23/24 Bills produce 6 cases assorted produce
12/26/ Calvary Chapel 3 skids assorted product
12/30/24 Bills produce 4- 50lbs potatos

Respectfully submitted



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: January, 2025 Prison Board Report

12-02-24: Speaking engagement at Penn State HA, at request of Dr. Jennifer Smith to connect with the Criminal Justice classes.

12-03-24: Completed warden daily tasks, completed LVC intern's wrap up evaluation, conducted new hire interviews.

12-04-24: Completed warden daily tasks, conducted new hire interviews, continued DOC prison inspection preparations, met with Prime Care Health Service Administrator (HAS) to discuss various topics.

12-05-24: Completed warden daily tasks, assisted in new hire interviews, met with the Jubilee Chaplains to discuss various topics.

12-06-24: Completed warden daily tasks, inspection preparation continues. Met with County Administrator to discuss budget, updated prison board on various topics, networked with CGL on various maintenance projects. Thank you to LCBC for providing baked goods, and boxes of thanks to all correctional staff at LCCF.

12-07-24: Cpl. Ludwig accompanied me to the National Guard depot to meet with a group of (40) and educate them on a correctional officer profession.

12-09-24: Conducted warden daily tasks, attended both the CJAB and TEAM MISA meetings, met with the director of training to discuss various operations.

12-10-24: sick day

12-11-24: Completed daily warden tasks, met with DW Diehl to be briefed on various operational updates, provided a tour to Warden Reissinger and DW Leca from Northumberland County Correctional Facility, additionally toured various housing units and addressed questions and complaints, also responded to DB appeals and Grievance appeals.

12-12-24: Completed daily Warden tasks, attended funeral of previous Matron Bobbi Wise, who provided 17 years of service to LCCF, and one of

the best field training officers in the business. Conducted an administrative meeting this date.

12-13-24: Completed warden daily tasks, attended mandatory annual Suicide Prevention-Intervention training and Fire safety training. Toured various areas of the facility.

12-16-24: Completed daily warden tasks, conducted the bi-weekly CGL maintenance meeting for updates and operational discussions, continued DOC inspection conversations.

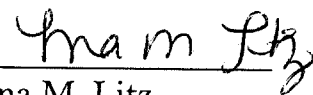
12-17-24: vacation day

12-18-24: Completed warden daily tasks, participated in the monthly CQI and prison board meetings, acknowledging the Captain of Security retirement and staff commendations for an event that occurred in October 2024.

12-19-24: Completed daily warden tasks.

12-20-24: - 12-31-24: vacation

Respectfully Submitted,



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
VACANT Captain of Security
Edward Potter, Director of Training

730 E. Walnut Street
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Phone: 717-274-5451
Fax: 717-274-1338

To: Lebanon County Prison Board

1/6/2025

CC: Deputy Warden Heather Diehl- Operations

RE: November 2024 Prison Board Report- 12/2/2024 to 12/31/2024

- 12/2/2024- Posted for Corporal position and reviewed test, preparing for DOC inspection
- 12/3/2024- Administrative meetings, preparing for DOC inspection
- 12/4/2024- Administrative meetings, preparing for DOC inspection
- 12/5/2024- Administrative meetings, preparing for DOC inspection
- 12/6/2024- Administrative meetings, preparing for DOC inspection
- 12/9/2024- New Hire Orientation, preparing for DOC inspection
- 12/10/2024- Completed finger prints for CLEAN portal, Preparing for DOC inspection
- 12/11/2024- Administrative meetings, preparing for DOC inspection
- 12/12/2024- Administrative meetings, preparing for DOC inspection
- 12/13/2024- Administrative meetings, preparing for DOC inspection
- 12/16/2024- Safety Committee Meeting, Administrative meetings, Preparing for DOC inspection
- 12/17/2024- Recertification in Suicide prevention and intervention, preparing for DOC inspection
- 12/18/2024- Prison Board, Administrative meeting, Facility tour, preparing for DOC inspection
- 12/19/2024- Corporal tests administered and graded
- 12/20/2024- Administrative meetings, preparing for DOC inspection
- 12/23/2024- Administrative meetings, preparing for DOC inspection
- 12/24/2024- Administrative meetings, preparing for DOC inspection
- 12/25/2024- Holiday

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- 12/26/2024- Administrative meetings, preparing for DOC inspection
- 12/27/2024- Administrative meetings, preparing for DOC inspection, Cover Captain position while vacant
- 12/30/2024- Mock inspection ran on Maintenance Department, Administrative meetings, preparing for DOC inspection, Cover Captain position while vacant
- 12/31/2024-administrative meetings, preparing for DOC inspection, Cover Captain position while vacant

Monthly operations: Total Shifts: 93

Full operations- 5 shifts

Modified Operations- 85 shifts

Lock Down- 3 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

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,



Deputy Warden Heather Diehl

Lebanon County Correctional Facility



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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: December 2024 Prison Board
12-1-24 through 12-29-24

- 12-2-24: Vacation Day**
- 12-3-24: Vacation Day**
- 12-4-24: Vacation Day**
- 12-5-24: Vacation Day**
- 12-6-24: Vacation Day**
- 12-9-24: Completed daily DW of Treatment tasks, attended MISA meeting, completed parole recommendations**
- 12-10-24: Completed daily DW of Treatment tasks, attended drug court**
- 12-11-24: Completed daily DW of Treatment tasks, completed parole recommendations**
- 12-12-24: Completed daily DW of Treatment tasks, attended administrative meeting, Christmas card hand out to the inmate population—donated by Jubilee Ministries**
- 12-13-24: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates, answered inmate grievances**
- 12-16-24: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances**
- 12-17-24: Completed daily DW of Treatment tasks, conducted an interview for the Work Release Assistant Counselor position**
- 12-18-24: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care Medical, attended Prison Board, answered inmate grievances**
- 12-19-24: Completed daily DW of Treatment tasks, completed parole recommendations, attended mental health training**
- 12-20-24: Completed daily DW of Treatment tasks, Jubilee Christmas cookie hand out and LCBC Christmas handout to the entire inmate population**
- 12-23-24: Completed daily DW of Treatment tasks, Jubilee Christmas Handout to the entire inmate population**
- 12-24-24: Completed daily DW of Treatment tasks**
- 12-25-24: County Holiday**
- 12-26-24: Personal Day**
- 12-27-24: Vacation Day**
- 12-30-24: Completed daily DW of Treatment tasks, completed parole recommendations**

Lebanon County Correctional Facility



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Rebecca Davis,
Deputy Warden of Treatment

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

12-31-24: Completed daily DW of Treatment tasks

December 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 training focused on **Mental Health**

Number of DNA's done for the month: 16

Number of grievances for the month: 16

Approximate number of request slips completed: 1100, Intakes of new commitments: 40, Public Defender applications: 11

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
 Vacant
 Captain of Security

January 22, 2025

To: Lebanon County Prison Board
 From: Ray H. Arnold, Director of Work Release
 Subject: Monthly Prion Board Report.
 Re: 12/01/2024 – 12/31/2024

BOARD MEMBERS:

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

PARTICIPANTS

	December 2024	December 2023
Inmates Employed in the Community:	11	09
Inmates added to the Program:	08	03
Inmates removed from the Program:	07	06
Removed for a Major Misconduct:	03	02

REQUEST SLIPS / COUNSELING

	December 2024	December 2023
Request Slips:	90	125
Intakes:	0	0

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	December 2024	December 2023
Inmates Seeking Employment:	03	09
Total Number of Travel Passes (TP):	12	10
Travel Passes for Employment:	11	10
Travel Passes for Work Related Items:	01	00
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 December 2024	Year to date 2024
AMOUNT RECEIVED	\$29,163.18	\$334,946.72
ROOM AND BOARD	\$6,980.65	\$78,036.90
FINES AND COSTS	\$7,241.89	\$64,764.11
DISTRICT JUSTICES	\$30.00	\$953.14
PROCESSING FEE	\$150.00	\$1,725.00
DRUG TESTING	\$570.00	\$6,480.00
SUPERVISION FEE	\$1,140.00	\$12,960.00
MONEY DEDUCTED	\$16,112.54	\$164,919.15
INMATE BALANCE	\$13,163.18	\$173,765.39
COST RECOVERY - Room & Board RB	\$471.76	\$4,264.72

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 12/22/2024 and 12/29/2024.

Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 12/01/2024.
Served as Co-Chair for Disciplinary Boards.

Training

CPR Re-certification.
Mental Health Training.

MEETINGS

Attended Prison Board Meeting.
Attended Administration Meetings – Discussion Prison Operations

Prison Operations

Assisted with Prison Operations throughout the month.

On Call Warden

Worked as on call Warden this month.

Work Release

Work Release Classification held this month, 15 approved.
Assisted Inmates with employment placement – Online applications.
Picked up pay checks for work release participants.
Conducted job site checks.
Processed new Work Release Participants.

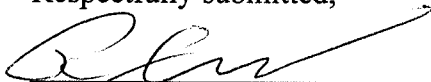
Inmates Added to the Work Release Program for the month of December

Graham, Nathan	Uni-Temp – Brentwood Industries
Allen, Colton	Hearth Restaurant
Pimentel, Brian	Prestage LLC
Bleeker, Anthony	Texas Roadhouse
Moore, Durell	Uni-Temp – Brentwood Industries
Richardson, Nelson	NorTerra Foods
Keppley, William	Hearth Restaurant
Dierolf, Samatha	Hearth Restaurant

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

Knauer, Steve	County Parole
Allen, Colton	Misconduct
Aponte, Antonio	County Parole
Bleeker, Anthony	Misconduct
Barroso – Rodríguez, Carlos	County Parole
Kreider, Tony	County Parole
Graham, Nathan	Misconduct

Respectfully submitted,



Ray H. Arnold
Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
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To: Prison Board
From: Director of Training, Edward Potter Jr.
RE: December Report

December 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2 Prepared for Inspection. Updated Training Files	3 Correctional Officer Interviews	4 Correctional Officer Interviews	5 OFF	6 OFF	7	8
9 Updated items for Academy accreditation	10 Correctional Officer Interviews	11 Correctional Officer Interviews	12 Mental Health and Suicide Prevention Training	13 Mental Health and Suicide Prevention Training	14	15
16 Physicals for New-Hire Correctional Officers	17 Mental Health and Suicide Prevention Training/ Range make-up	18 Mental Health and Suicide Prevention Training/ Range make-up	19 Mental Health and Suicide Prevention Training	20 CPR/First Aid/AED Training. Make-up classes	21	22
23 OFF	24 Updated Training Files	25 Holiday	26 Prepared for next basic correctional officer Academy	27 OFF	28	29
30 Created and sent new hire packets. Prepared for Academy.	31 Physicals for New-Hire Correctional Officer					

PCM Portal - Generate Stat Summary Report

Stat Summary Report

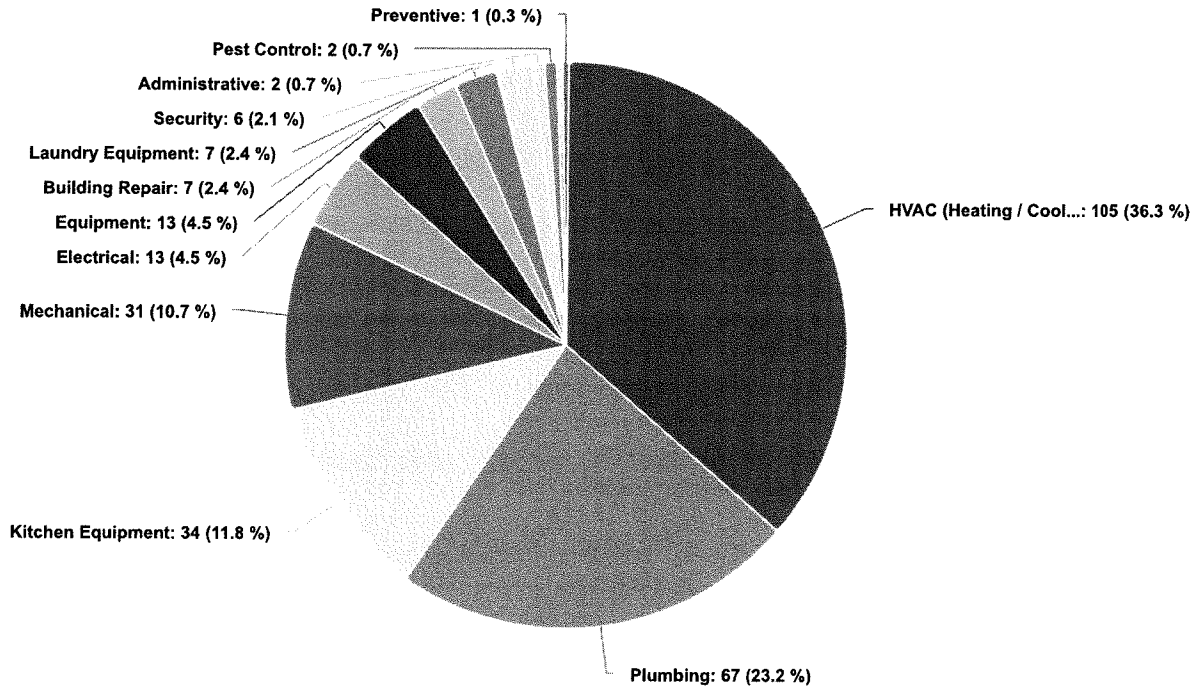
Facility Statistics

	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	298	296	298	304	294	297	292	296	272	265	
Monthly ADP Male	228	257	255	253	254	263	262	265	261	262	239	227	
Monthly ADP Female	50	45	43	43	44	41	32	32	31	34	33	38	
Monthly ADP Identify as Other	0	0	0	0	0	0	0	0	0	0	0	0	
Total # of Intake Screenings	120	126	111	115	137	116	128	105	112	118	102	109	1399
Substance Use / MAT													
Total # Patients Detox	30	29	32	29	39	28	46	38	39	40	29	34	413
# of Patients Detoxed Opioids	16	12	16	11	20	14	11	10	13	11	8	16	158
# of Patients Detoxed ETOH	8	9	11	4	12	13	12	4	5	11	7	7	88
# of Patients Detoxed Benzodiazepines	3	4	3	2	8	8	3	8	4	5	2	3	53
# of Patients Detoxed Methamphetamines	14	13	16	19	23	13	20	16	17	13	12	18	178
Total # of Patients on MAT	28	28	27	35	36	40	48	42	45	39	35	34	
# of Intakes on Continuation of MAT	26	27	5	12	11	14	14	10	10	10	8	9	
# of New Patient MAT Inductions	1	1	0	0	0	0	0	0	0	0	0	0	
# of Patients on Methadone	12	10	9	17	14	16	14	10	10	9	11	11	
# of Patients on Suboxone	0	0	0	0	0	0	0	0	0	0	0	0	
# of Patients on Subutex	15	18	18	18	22	26	34	32	35	30	24	23	
# of Patients on Sublocade	0	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	0	
# of Patients on Vivitrol	0	0	0	0	0	0	0	0	0	0	0	0	
Administrative													
Total # of Grievances	3	2	3	2	4	6	4	5	3	6	2	5	45
# of Founded Grievances	1	0	1	1	1	3	1	0	0	2	0	1	44
# of Patient Deaths	0	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	11	137
# of Patients Placed in Restraints	0	4	2	1	3	0	1	0	0	1	0	0	12
# of Intake Refusals	0	0	2	0	5	3	1	3	2	3	1	1	21
Total # of Medical Housing Admissions	5	5	4	3	6	4	4	5	3	3	1	6	49
Medical Transports													
Total # of Patients in the Hospital	2	2	1	2	2	4	3	0	4	6	1	2	29
Total # of Patient Hospital Days	13	11	4	6	10	13	7	0	15	34	30	2	145
Total # of ER Transports via Ambulance	5	5	4	4	3	1	3	1	4	5	6	3	44
Total # of Transports	37	34	35	40	28	32	28	29	28	37	26	33	391
Cardiology	6	1	1	5	4	3	0	4	2	5	1	1	33
Dermatology	0	0	1	1	0	0	1	0	0	1	0	0	4
Dialysis	0	0	0	0	0	0	0	0	0	0	0	0	0
ENT	0	1	3	4	0	2	1	0	1	0	0	0	12
Emergency Room	14	10	9	5	6	4	4	1	6	5	1	4	69
Gastroenterology	1	0	0	3	1	1	2	1	0	2	0	1	12
General Surgery	2	0	3	0	0	0	0	0	0	1	1	3	10

	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	0	1	0	1	0	0	1	0	3
Methadone	3	2	2	2	6	1	7	5	3	1	2	2	2	36
Neurology/Neurosurgery	0	0	0	0	2	1	3	0	0	2	1	0	2	11
OB/GYN	4	3	3	3	3	5	0	2	0	1	3	2	1	27
Ophthalmology	2	2	0	2	2	1	2	2	2	2	1	0	0	16
Oral Surgery	0	0	0	0	0	0	0	0	0	0	2	1	0	3
Orthopedics	0	0	3	7	10	6	5	3	6	6	3	4	3	56
Physical Therapy	0	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	0	1
Podiatry	0	0	0	1	0	0	0	0	1	0	2	0	0	4
Urology	0	0	1	0	0	0	2	1	2	1	1	1	0	9
Wound Clinic	4	4	1	0	0	0	0	0	0	0	0	0	2	11
Surgery Performed	0	0	0	0	0	0	1	1	0	0	0	2	0	4
Imaging (CT, MRI, etc.)	1	4	2	4	1	0	0	0	2	0	2	6	1	23
Diagnostic Test (outside)	0	0	0	0	2	0	0	0	3	0	1	1	0	7
Other Trips / Outside Consults	0	0	0	0	0	0	0	2	2	4	4	3	0	15
Total # of Missed Outside Appointments	0	0	0	2	0	2	1	0	0	2	1	0	1	9
Medical	330	242	267	301	265	331	334	329	329	287	222	228	234	3370
Total # Nurse Sick Call	250	269	250	267	220	192	203	196	196	215	227	179	205	2673
Total # of Provider Sick Calls	43	2	2	7	19	24	13	19	19	4	7	7	18	165
# of NP/PA Sick Calls	207	267	248	260	201	168	190	177	177	211	220	172	187	2508
Total # of Patients in Medical Chronic Care	121	136	133	183	147	144	165	177	177	195	194	187	181	
# in CCC - Asthma (COPD/Pulmonary)	12	15	17	48	43	44	45	54	54	55	54	52	49	
# in CCC - Cardiac (Hypertension)	43	45	44	57	55	58	79	79	79	81	81	77	69	
# in CCC - Diabetes	12	15	17	14	16	15	21	23	23	23	22	25	25	
# in CCC - HIV	6	8	9	16	10	13	13	15	15	19	22	18	9	
# in CCC - HIV/AIDS	5	5	5	5	5	4	5	4	4	3	4	5	2	
# in CCC - Juvenile/Elderly	24	23	23	16	15	18	21	23	28	28	24	22	22	
# in CCC - Neuro	3	4	3	10	10	8	9	15	15	20	18	15	16	
# in CCC - Pregnancy	2	3	2	2	2	2	2	3	3	3	2	2	2	
# in CCC - Sickle Cell Disease	1	1	1	1	2	1	1	1	1	1	1	1	0	
# 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	8	9	8	9	7	
# in CCC - Medical/Misc (Other)	30	33	32	65	20	16	24	24	24	38	32	22	25	
Total # of Pregnant Females	2	3	2	1	2	3	1	2	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	0	
Total # of Patients on Medical Meds	182	190	185	192	199	196	186	185	188	188	186	175	170	
% ABP on Medical Meds	65%	63%	62%	65%	67%	65%	63%	62%	64%	64%	63%	64%	64%	
Total # 14-Day Physicals	94	105	71	69	91	74	83	69	87	87	81	52	81	957
Total # Annual Physicals	6	4	9	3	3	6	5	3	4	4	2	8	0	50

	27	20	18	26	23	21	17	62	25	31	32	30	332
	25	17	16	24	16	26	30	24	25	23	20	24	270
Infectious Disease	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	100	115	111	112	110	109	121	121	101	105	92	79	1276
# of HIV Positive Detected at Facility	0	1	0	0	0	0	0	0	1	0	0	0	2
# Receiving HIV Medication or ART	6	5	5	4	5	4	4	4	3	3	2	3	48
Total # HCV Tests Performed	3	3	1	4	3	4	3	1	2	4	1	3	32
# of HCV Positive Detected at Facility	1	0	1	0	1	0	0	0	0	0	0	0	3
# Receiving HCV Treatment	1	0	0	0	1	1	1	0	0	0	0	0	4
Total # of Other Hepatitis Tests Performed	0	1	3	2	2	5	0	1	0	2	1	1	18
# 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	1	1	1	3	5	22
# 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	7	38
# of Gonorrhea Cases Detected at Facility	1	0	0	0	0	0	0	2	2	0	0	0	5
# of Chlamydia Cases Detected at Facility	0	0	0	0	0	0	0	1	2	0	0	0	4
Total # COVID-19 Tests Performed	65	9	16	13	8	3	2	7	28	20	3	1	175
# 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	3	3	0	2	3	1	5	3	36
# of MRSA Cases Detected at Facility	4	3	2	1	2	0	0	1	3	0	4	3	23
Total # of TB Tests Performed	106	122	107	101	115	113	112	93	85	106	84	97	1241
# 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													
Total # of Psychiatrist/Psych Sick Calls	149	147	124	125	172	154	158	157	140	158	130	153	1767
Total # of Behavioral Health Sick Calls	320	370	326	358	395	379	386	315	338	375	265	291	4118
Total # of Behavioral Health Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # Patients in BH CCC	49	39	45	48	109	101	108	104	105	100	102	102	0
# CCC - Bipolar & Related Disorders	28	18	20	23	68	61	63	59	58	58	60	60	0
# CCC - Depressive Disorder	16	13	16	14	29	30	34	34	33	27	29	29	0
# CCC - Schizophrenia Spectrum & Other	5	8	9	10	15	13	14	16	18	17	15	13	0
Total # of Patients on Psych Meds	143	147	138	137	149	144	151	150	154	160	155	145	0
% ADP on Psych Meds	51%	48%	46%	46%	50%	47%	51%	51%	53%	54%	57%	55%	0
Total # of Patients on MHSR-A	40	39	46	45	42	35	41	42	40	44	41	40	0
% of Patients on MHSR-A	14%	13%	15%	15%	14%	14%	14%	14%	13%	14%	15%	15%	0
Total # of Patients on MHSR-B	22	29	30	25	24	25	24	23	24	21	19	18	0
% of Patients on MHSR-B	8%	10%	10%	8%	8%	8%	8%	7%	8%	7%	7%	7%	0
Total # of Patients on MHSR-C	180	186	176	177	187	192	191	192	187	178	175	169	0
% of Patients on MHSR-C	65%	62%	59%	60%	63%	63%	64%	65%	64%	60%	64%	64%	0
Total # of Patients on MHSR-D	14	17	17	18	20	17	20	19	18	17	15	11	0
% of Patients on MHSR-D	5%	6%	6%	6%	6%	6%	7%	6%	6%	5%	5%	4%	0

Category



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '12/1/2024' AND '12/31/2024'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-9237	Training	Training	Trained
Administrative	LCCF-9239	Mental health training	Training	Trained
Administrative - 2 Total:				
Building Repair				
Building Repair	LCCF-9234	Escort Choice	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-9270	Escorting	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-9247	Ceiling tiles	Dirt or Foreign Matter	Replaced
Building Repair	LCCF-9280	Broken glasses	Constant Use	Repaired
Building Repair	LCCF-9176	Repair inmate shoes	Constant Use	Repaired
Building Repair	LCCF-9178	Repair inmate glasses	Defective Part	Repaired
Building Repair	LCCF-9205	Building Repair Issue	Defective Part	Repaired
Building Repair - 7 Total:				
Electrical				
Electrical	LCCF-9025	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9100	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9101	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9024	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9099	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-8748	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-8815	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-8816	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-8814	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9281	No power block 2 street side.	Electrical Failure	Reset
Electrical	LCCF-9282	Outside lights	Electrical Failure	Reset
Electrical	LCCF-9283	Outside Intake light	Electrical Failure	Reset
Electrical	LCCF-8551	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical - 13 Total:				

Equipment

Equipment	LCCF-9269	Block 1 cell E toilet not working.	Defective Part	Replaced
Equipment	LCCF-9249	Lock on cell 65	Constant Use	Repaired
Equipment	LCCF-9250	Hinge on cell 66	Constant Use	Repaired
Equipment	LCCF-9251	Exterior gate lock.	Constant Use	Repaired
Equipment	LCCF-8957	The new washer is flashing an (F8) code in the middle of the cycle. The washer then seems to be spinning without anything happening.	Constant Use	Replaced
Equipment	LCCF-9215	Fixed Glasses	Constant Use	Repaired
Equipment	LCCF-9216	Fixed Shoes	Constant Use	Repaired
Equipment	LCCF-9217	Fixed shoes	Constant Use	Repaired
Equipment	LCCF-9170	pencil sharpener replacement	Constant Use	Replaced
Equipment	LCCF-9169	broom handle repair	Defective Part	Repaired
Equipment	LCCF-9175	Becky Bowsman has the new pencil sharpener for 5 OM. Please come take it from her and install it in 5 OM. Thank you so very much.	Constant Use	Duplicate Request
Equipment	LCCF-9204	Equipment Repair Issue	Defective Part	Replaced
Equipment	LCCF-8453	the table where the garbage disposal is supposed to be has a leg that is short and causing the table to wobble	Defective Part	Repaired

Equipment - 13 Total:**HVAC (Heating / Cooling)**

HVAC (Heating / Cooling)	LCCF-9007	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9006	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9180	requests that Block is cold	Misalignment	Completed
HVAC (Heating / Cooling)	LCCF-9069	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9068	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9070	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9071	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9072	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9056	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9203	H.C .NYE - Repair heating unit	Defective Part	Escorted Contractor
HVAC (Heating / Cooling)	LCCF-9064	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9066	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9067	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9063	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9061	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9062	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9005	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9057	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9087	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9082	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9088	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9089	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9055	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9129	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9128	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9127	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9112	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9137	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9125	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9004	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9133	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9113	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9114	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9182	HVAC System Issue	Defective Part	Out of Service
HVAC (Heating / Cooling)	LCCF-9095	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9096	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9097	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9098	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8842	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8843	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8844	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8845	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-8799	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9076	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9074	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9081	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9075	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9073	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9059	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9060	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9091	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9058	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9126	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9065	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9084	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9085	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9086	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9080	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9079	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9083	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9090	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9050	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9051	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9033	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9034	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9049	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9048	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9188	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9189	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9190	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9191	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9223	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9224	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9225	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9226	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9078	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9077	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9052	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9047	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9032	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9030	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9041	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9027	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9042	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9043	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9045	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9029	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9273	Callback: [ECB- No hot water]	Electrical Failure	Reset
HVAC (Heating / Cooling)	LCCF-9031	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9040	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9037	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9036	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9053	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9054	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9039	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9258	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9259	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9260	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9261	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9044	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9046	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9028	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9038	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9035	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9130	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling) - 105 Total:				
Kitchen Equipment				
Kitchen Equipment	LCCF-9200	Replace wheels on kitchen food carts	Defective Part	Repaired
Kitchen Equipment	LCCF-9143	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8992	the o/m upper and lower carts both have wheels that are sticking	Defective Part	Replaced
Kitchen Equipment	LCCF-8875	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8862	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8866	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8860	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8865	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8859	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8873	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8874	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-8727	can opener is not working ... can you please see about fixing it?	Lack of Lubrication	Found to be OK
Kitchen Equipment	LCCF-9146	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9144	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-9156	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9155	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9160	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9153	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9154	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9145	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9140	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9142	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9158	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9147	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9157	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9021	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9152	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9159	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9149	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9150	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9151	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9022	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9148	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9023	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment - 34 Total:				
Laundry Equipment				
Laundry Equipment	LCCF-9110	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9109	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9106	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9107	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9111	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9108	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9105	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment - 7 Total:				
Life Safety				
Life Safety	LCCF-9115	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety - 1 Total:				
Mechanical				
Mechanical	LCCF-9138	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9139	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-9017	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9165	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9020	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9162	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9163	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9008	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9009	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9132	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9019	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9183	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9196	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9184	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9194	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9193	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9018	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9230	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9218	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9228	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9227	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9219	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9297	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9285	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9294	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9295	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9254	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9253	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9265	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9262	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9263	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical - 31 Total:				
Pest Control				
Pest Control	LCCF-9284	Orkin pest Control	PM/Inspection Generated Work Order	Escorted Contractor
Pest Control	LCCF-9212	Orkin pest control	PM/Inspection Generated Work Order	Escorted Contractor
Pest Control - 2 Total:				
Plumbing				
Plumbing	LCCF-9207	Vandalism: [Block 1 cell 9.]	Vandalism	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9208	Vandalism: [Block 1 cell 10]	Vandalism	Unclogged
Plumbing	LCCF-9209	Vandalism: [block 1 cell 15]	Vandalism	Unclogged
Plumbing	LCCF-9210	Vandalism: [Block 1 cell 5]	Vandalism	Unclogged
Plumbing	LCCF-9211	Vandalism: [Block 1 cell 11]	Vandalism	Unclogged
Plumbing	LCCF-9206	Vandalism: [cell 9 toilet will not flush]	Vandalism	Unclogged
Plumbing	LCCF-9103	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9104	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9186	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9167	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9181	Water Temperature Hold/Cold	Constant Use	Reset
Plumbing	LCCF-9102	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9093	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9135	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9119	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9134	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9174	Vandalism: [Toilet clogged]	Vandalism	Unclogged
Plumbing	LCCF-8837	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8990	Gym shower temps cold	Constant Use	Adjusted
Plumbing	LCCF-8847	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9171	Shower clog	Constant Use	Found to be OK
Plumbing	LCCF-9172	shower drain clog	Constant Use	Unclogged
Plumbing	LCCF-9173	Cell A	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9092	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9164	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9166	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9117	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-6184	Sink not working	Constant Use	Found to be OK
Plumbing	LCCF-9120	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9136	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9122	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9116	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9124	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9121	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9123	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9252	Cell 1/B Toilet is clogged.	Constant Use	Unclogged
Plumbing	LCCF-9246	blk 5 cell 76 has a clogged toilet.	Constant Use	Unclogged
Plumbing	LCCF-9275	Block 5 cell 73 toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9276	Callback: [ECB - No hot water]	Electrical Failure	Reset
Plumbing	LCCF-9248	clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9264	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9274	Block 6 toilets	Constant Use	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9267	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9266	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9256	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9278	Clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9287	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9302	Cell 62 clogged toilet	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9301	Cell 64 has a clogged Toilet.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9299	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9298	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9296	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9221	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9255	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8395	Plumbing Issue Block 6 far toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9238	Shower drain	Constant Use	Unclogged
Plumbing	LCCF-9131	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9198	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9197	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9185	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9213	Vandalism: [Toilet plumbing Issue]	Vandalism	Replaced
Plumbing	LCCF-9195	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9229	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9220	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9231	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9232	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8971	block 2 cells 27 and 29 sinks drain slow.	Constant Use	Unclogged

Plumbing - 67 Total:**Preventive**

Preventive	LCCF-9300	Preventive Maintenance	PM/Inspection Generated Work Order	PM Completed
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Preventive - 1 Total:**Security**

Security	LCCF-9272	Alpha cell D not working	Constant Use	Repaired
Security	LCCF-9243	Rear schoolroom door is not shutting properly/ the door knob not functioning properly not allowing the door to show locked.	Constant Use	Repaired
Security	LCCF-9214	Admin exterior door	Constant Use	Repaired
Security	LCCF-8907	gate not opening inmate stuck in cell	Constant Use	Duplicate Request
Security	LCCF-9199	cell gate on cell 66	Constant Use	Duplicate Request
Security	LCCF-7224	cell gate barely opens/closes. and panel switch is broken. placed out of service	Defective Part	Duplicate Request

Security - 6 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 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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JANUARY 15 , 2025,
JANUARY . PRISON BOARD MEETING
DETAIL SECTION

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

The Detail Section consists of the following persons:

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

OUTSIDE: Outside detail consisted of (03) 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.

205 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

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

Total Detail hours worked from December . 1, 2024 through December . 31, 2024

Inside:	<u>1250</u>
Outside:	400
Total:	1650

Respectfully Submitted,



Detail SGT Gibson



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

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Prison Board Report

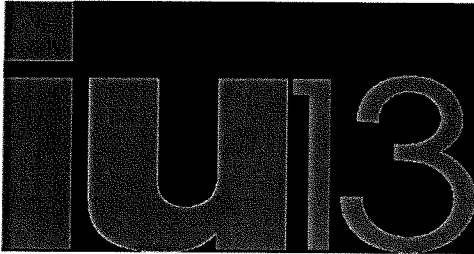
December, 2024

Worship Services (English Male)	11	7
Worship Services (Spanish Male)	6	7
Worship Services (English Female)	5	10
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	47	
Request Slips Answered	216	
Housing Area Visits	18	

Respectfully Submitted

Worship is currently the only program
2 Christmas block visits-entire facility

Rev. Marilyn A. Nolte



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

Monthly Report December 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 December

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 December, 2024

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>15</u>
HiSET Exams completed, by LCCF Students, in December	<u>9</u>
LCCF Students earning their High School Equivalencies	<u>2</u>
Request Slips Received:	<u>5</u>

Respectfully Submitted,

Ken Travis
HSE Instructor,
LL IU13 Community Education