

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, November 15, 2023

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
Robert M. Mettley, Controller
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess Graf, District Attorney

Public Comment (s): None

It was moved by Commissioner Kuhn, seconded by Commissioner Litz, to approve the minutes of the October 18, 2023 meeting. Vote unanimous.

Warden Litz introduced the new Deputy Warden of Operations James Giles. Litz mentioned that several areas of the facility are in lockdown due to quarantines for COVID-19.

Commissioner Litz suggested that the December Prison Board meeting should be held at the County Commissioner Board Room, if the COVID numbers are still up.

It was moved by Commissioner Litz, seconded by Commissioner Kuhn, in the presence of active cases of COVID-19 at the LCCF, to hold December's Prison Board meeting at the County Commissioner's Office meeting room. Kuhn amended the motion to include consultation with the medical provider, PrimeCare. Vote unanimous.

Tina Litz, Warden, submitted written reports of her activities for the month of October 2023. The Board reviewed this report.

Tina Litz, Warden, reported the average daily inmate population for October was 271.87. 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 October 2023 were \$3,032.12, commission amount from September was \$3,790.57.

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

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

Wednesday, December 20, 2023

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From November 15, 2023

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.

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Deputy Warden of Operations, no report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of October 2023. The Board reviewed this report.

Capt. Daniel Waltz, Director of Security, submitted a written report giving his activities for the month of October 2023. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of October 2023. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,330 hours during the month of October 2023. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of October 2023 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 October 2023. Mr. Arnold reported that there are 0 inmates employed within the community on the work release program and 5 inmates seeking employment. A total of 5 travel passes were issued during this period. The Board reviewed this report.


Rev. Marilyn Nolte, Chaplain Manager, submitted a written Chaplain's report for the month of October 2023. The Board reviewed this report.

A 2023 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of October 2023. CGL completed two hundred and eighty-four (284) work orders during this period. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for October, 2023. Total student enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was three (3) students. The Board reviewed this report.

Meeting Adjourned.



Robert M. Mettley, County Controller
Secretary

Next meeting: December 20, 2023

Lebanon County Correctional Facility

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



Tina M. Litz,
Warden

Vacant
Deputy Warden of Operations

Ray Arnold
Director of Work Release

Rebecca Davis,
Deputy Warden of Treatment

Dan Waltz,
Captain of Security

PRISON BOARD DECEMBER 1, 2023			
	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF NOVEMBER 30, 2023	271	228	43
AVERAGE DAILY POPULATION NOVEMBER	272.77	230.73	42.03
NUMBER OF INMATES RECEIVED	131	101	30
NUMBER OF INMATES RELEASED	137	107	30
HIGHEST COUNT	290 7th	242 7th, 9th, 14th	48 6th, 7th
LOWEST COUNT	258 26th	217 25th	37 17th
NUMBER OF UNSENTENCED INMATES	95	90	5
NUMBER OF INMATES ON WORK RELEASE	9	6	3
NUMBER OF INMATES ON DETAIL	19	15	4
NUMBER OF STATE SENTENCED INMATES	14	13	1
NUMBER TRANSFERRED TO STATE PRISON	8	8	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	12	10	2
NUMBER OF PAROLE/PROBATION VIOLATORS	54	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	29	--	--
PROBATION VIOLATION	11	--	--
PAROLE VIOLATION	11	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	0	0	0
FINES & COSTS BENCH WARRANT/SENTENCE	8	--	--
OTHER LEBANON BENCH WARRANTS	30	--	--
OUT OF COUNTY BENCH WARRANTS	6	--	--
D.J. SENTENCE	4	--	--
SENTENCED BY COURT OF COMMON PLEAS	16	--	--

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WRITS FROM OTHER COUNTIES	6	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	9	--	--
INMATES IN OTHER COUNTIES ON WRITS	9	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	5	5	0
IN LCCF ON WRITS AND RETURNED	3	3	0

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Deputy Warden of Operations
Rebecca Davis
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CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF NOVEMBER 2023

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<i>November 1, 2023</i>		44,804.89
Securepak Commission	October 2023	4,429.62	
Commissary Sales, headphones, colored pencils	November 2023	14,968.04	
Interest Applied		4.80	
<u>TOTAL DEPOSITS INTO SAVINGS</u>			19,402.46
<u>TOTAL FUNDS AVAILABLE</u>	Beginning Balance + Total Deposits		64,207.35
<u>TOTAL TRANSFER TO CHECKING FROM SAVINGS</u>			19,968.63
ENDING BALANCE AS OF:	<i>November 30, 2023</i>		44,238.72
ENDING BALANCE ON: 11/30/2022	Comparison of Last Years Ending Balance		65,141.40
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<i>November 1, 2023</i>		200.00
<u>TOTAL DEPOSITS INTO CHECKING</u>			19,968.63
<u>TOTAL FUNDS AVAILABLE</u>			20,168.63
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Charm-Tex	Whites, sandals, nail clippers, orange caps, sports balls, games	4,916.68	
Thomson Reuters	Law library	1,961.92	
Tina Litz Reimbursement	Officer Holiday Meals, floral arrangement	451.68	
Ed Potter Reimbursement	Targets	245.99	
Redwood Toxicology Lab	Urine Tests	67.50	
Alexander Getch Reimbursement	Holster	45.57	
Myerstown Community Training Center	CPR/AED	136.00	
Felix Victorio	Missing Shoes	550.00	
Guardian RFID	Inmate ID Cards	948.00	
Reeds	Keys	14.00	
<u>TOTAL NON STORE DISBURSEMENTS</u>			8,456.84
<u>DISBURSMENTS:</u>	<u>STORE</u>		
Keefe Commissary - commissary sales, Coffee, Indigent packs, commit packs, envelopes	October 2023	11,511.79	
<u>TOTAL STORE DISBURSEMENTS</u>			11,511.79
<u>TOTAL OF ALL DISBURSMENTS INTO CHECKING</u>	Non-Store + Store		19,968.63
ENDING BALANCE AS OF:	<i>November 30, 2023</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



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

COMMISSARY REPORT

MONTH OF NOVEMBER 2023

	<u>NOV 2023</u>	<u>NOV 2022</u>
OPERATING WEEKS:	5	5
NUMBER OF ORDERS:	477	466
AVERAGE WEEKLY ORDERS:	95	93
SALES:	\$ 15,882.57	\$ 16,768.47
LESS EXPENSES (CREDITS):	\$ -946.28	\$ -1,429.90
TOTAL SALES:	\$ 14,936.29	\$ 15,338.57
AVERAGE WEEKLY SALES:	\$ 3,176.51	\$ 3,067.71
COMMISSION MONTH OF OCT:	\$ 4,567.50	\$ 5,380.06

Respectfully Submitted,

Rebekah Bowsman, Fiscal Technician

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

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

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

MONTHLY PRISON BOARD REPORT

DATE: 12/5/23

REPORT FROM: 11/1/23 to 11/30/23

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,249.40	\$ 49,491.71
MEATS	\$ 3,344.02	\$ 25,311.99
DAIRY PRODUCTS	\$ 3,154.92	\$ 33,618.05
BAKED PRODUCTS	\$ 3,682.00	\$ 37,148.00
GROCERIES	\$ 8,779.08	\$ 105,779.77
FRESH FRUITS & VEGETABLES	\$ 1,400.00	\$ 18,489.00
TOTAL	\$ 24,609.42	\$ 269,838.52
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 3,210.33	\$ 10,959.56

BREAK DOWN OF COSTS
MEALS SERVED

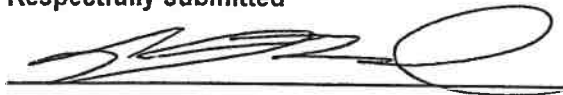
STAFF	2,120	23,395
INMATE POPULATION	24,081	262,557
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	1,716
TOTAL MEALS SERVED	26,357	287,668
COST PER PERSON PER MEAL	\$ 0.93	\$ 0.94
COST PER PERSON PER DAY	\$ 2.80	\$ 2.81

DATE

DONATED BY:

11/2/23 Calvary Chapel - 3 skids of assorted product
11/9/23 Calvary Chapel - 3 skids assorted product
11/16/23 Calvary Chapel - 3 skids assorted product
11/24/23 Calvary Chapel - 3 skids assorted product
11/24/23 Caring Cupard - 3 skids assorted product
11/30/23 Calvary Chapel - 3 skids assorted product

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Sgt. Bartashus', written over a horizontal line.

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

James Giles
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: December 2023 Prison Board

11-1-23 through 11-30-23

11-01-23: Completed warden daily tasks, budget discussions with CGL

11-02-23: Completed warden daily tasks, attended budget meeting at the commissioner's office.

11-03-23: Completed warden daily tasks

11-06-23: Completed warden daily tasks, met with administration and Prime Care regarding COVID and impact on operations.

11-07-23: Completed warden daily tasks, met the Director Training to discuss operations, addressed inmates appeals.

11-08-23: Completed warden daily tasks, toured block 2 and specific areas of institution, conducted an administrative meeting on various topics this date to included increased cleaning of the facility, participated in the LCCDA zoom.

11-09-23: Completed warden daily tasks,

11-10-23: Holiday

11-13-23: Completed warden daily tasks, DWO introduction and tour, toured RHU, kitchen, and various areas of the facility, also addressed academy class. Completed the Tek 84 body scanner refresher course.

11-14-23: Completed daily warden tasks, attorney zoom call, participated in a power dms education zoom.

11-15-23: Completed daily warden tasks, attended monthly CQI and prison board meetings.

11-16-23: Completed warden daily tasks, introduction of DWO continued

11-17-23: Completed daily warden tasks, meeting with Lancaster Warden to discuss operations. Extended Covid lockdown.

11-20-23: End of LCCF food drive collection for LCCM.

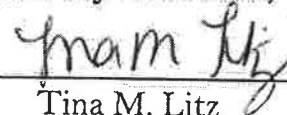
11-21-23: Attended monthly Chiefs meeting with DW Giles

11-29-23: Guest Speaker at Penn State Harrisburg invite by lecturer Jennifer Smith.

Engaged with approx. 80- potential Criminal Justice students through the day.

11-30-23: Completed warden daily tasks, administrative meeting this date to review administrative segs, grievances and operations.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Tina M. Litz", written over a horizontal line.

Tina M. Litz
Warden

Lebanon County Correctional Facility



730 East Walnut Street

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

Tina M. Litz,
Warden

Scott Richmond,
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: November 2023 Prison Board
11-1-23 through 11-30-23

11-1-23: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates, answered inmate grievances
11-2-23: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances
11-3-23: Completed Daily DW of Treatment tasks, worked on memo to staff in regards to going into COVID lock down
11-6-23: Completed Daily DW of Treatment tasks, completed parole recommendations
11-7-23: Completed Daily DW of Treatment tasks, worked on various procedural orders for the facility, answered inmate grievances, completed parole recommendations
11-8-23: Completed daily DW of Treatment tasks, attended zoom meeting in MAT hosted by PA DOC
11-9-23: Completed daily DW of Treatment tasks
11-10-23: County Holiday
11-13-23: Completed daily DW of Treatment tasks, attended MISA meeting, attended IDT meetin with Prime Care mental health
11-14-23: Completed daily DW of Treatment tasks, assisted with getting Prime Care around the facility for flu shots
11-15-23: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended prison board, OIC checks on outmate upper, block 5 gp and female outmate
11-16-23: Completed daily DW of Treatment tasks, completed parole recommendations
11-17-23: Completed daily DW of Treatment tasks, handed out whites to indigent inmates, completed parole recommendations
11-20-23: Completed daily DW of Treatment tasks, winter hat distribution to med dorm, outmate upper and lower, block 6 upper and lower
11-21-23: Completed daily DW of Treatment tasks, meeting with Compass Mark regarding a new parenting class
11-22-23: Completed daily DW of Treatment Tasks, assisted prison chaplains with Christmas card hand out, assisted in DB hearings, answered inmate grievances
11-23-23: County Holiday

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11-24-23: Completed daily DW of Treatment tasks, answered inmate grievances, assisted with disciplinary boards

11-27-23: Completed daily DW of Treatment tasks, answered inmate grievances

11-28-23: Completed daily DW of Treatment tasks, answered inmate grievances

11-29-23: Completed daily DW of Treatment tasks

11-30-23: Completed daily DW of Treatment tasks, attended administrative meeting

November 2023: Counselors continue to meet with the inmate population to discuss questions and concerns they have during their incarceration. The counselors continue to connect inmates with attorneys, probation/parole, children and youth, SARCC, various other county and out of county agencies and re-entry programs. This month the entire inmate population received a winter hat. New inmates may continue to request a winter hat until the spring time. Flu shots were offered to the entire prison population and to LCCF staff.

Number of DNA's done for the month: 8

Number of grievances for the month: 8

Approximate number of request slips completed: 1,000, Intakes of new commitments: 34, Public Defender applications: 21

Respectfully,

A handwritten signature in cursive script, appearing to read "Rebecca Davis", followed by a stylized flourish.

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility

730 East Walnut Street
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Telephone: 717-274-5451
Fax: 717-274-1338



James Giles
Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Tina Litz,
Warden

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

To: Lebanon County Prison Board

From: James Giles: Deputy Warden of Operations *James Giles 12/8/2023*

Re: November Prison Board Report

- 11/13: Monday: Prison Orientation, initial paperwork etc.
11/14: Tuesday: Prison Orientation, Perimeter Fence Tour
11/15: Wednesday: Prison Orientation, Prison Board Meeting: Unit Tour
11/16: Thursday: Prison Orientation
11/17: Courthouse, County Orientation
- 11/20: Monday: Safety Committee Mtg.
11/21: Tuesday: Chiefs Meeting, Shower Remediation meeting (Detail Sgt and Maintenance)
11/22: Wednesday: Tour of Units, staff introductions
11/23: Thursday: Holiday
11/24: Friday: Outside Perimeter Check
- 11/27: Monday: SOP Review; Milburn Removal through Human Resources etc.
11/28: Tuesday: Meeting with Director Potter i.e. Blood and Body fluids training for inmate workers. Addressed Cert members at scheduled training.
11/29: Continued orientation and obtaining necessary access to cameras etc. Met with Captain Waltz
11/30: Thursday: Administration Meeting; 2:00 met with Chaplains in the Religious Dept.

NOTE: In addition to above noted activities included:

- Reviewing files with records for daily releases
- Reviewing files for detail and kitchen workers for approval or denial
- Reviewing S.O.P. and County Handbook
- Met with all Sergeants during the month.
- Identifying and requesting all I.T, Maintenance and Camera access required by DWO.

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Rebecca Davis
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Warden

Ray Arnold,
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Daniel Waltz
Captain of Security

To: Lebanon County Prison Board

From: James Giles: Deputy Warden of Operations *James Giles 12/18/2023*

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James Giles

Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Tina Litz,
Warden

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

December 20, 2023

To: Lebanon County Prison Board
From: Ray H. Arnold, Director of Work Release
Subject: Monthly Prion Board Report.
Re: 11/01/2023 – 11/30/2023

BOARD MEMBERS:

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

PARTICIPANTS

	November 2023	November 2022
Inmates Employed in the Community:	09	0
Inmates added to the Program:	03	0
Inmates removed from the Program:	06	0
Removed for a Major Misconduct:	02	0

REQUEST SLIPS / COUNSELING

	November 2023	November 2022
Request Slips:	82	39
Intakes:	0	0

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	November 2023	November 2022
Inmates Seeking Employment:	6	0
Total Number of Travel Passes (TP):	11	0
Travel Passes for Employment:	10	0
Travel Passes for Work Related Items:	01	0
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of November 2023	Year to date 2023
AMOUNT RECEIVED	\$21,529.06	\$199,133.84
ROOM AND BOARD	\$5,293.06	\$47,263.38
FINES AND COSTS	\$4,470.00	\$37,153.55
DISTRICT JUSTICES	\$0.00	\$130.00
PROCESSING FEE	\$100.00	\$2,275.00
DRUG TESTING	\$450.00	\$4,150.00
SUPERVISON FEE	\$900.00	\$8,300.00
MONEY DEDUCTED	\$11,213.00	\$98,273.87
INMATE BALANCE	\$10,316.00	\$100,850.91
COST RECOVERY - Room & Board RB	\$310.03	\$2,824.72

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 11/19/2023 and 11/26/2023.

Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 11/05/2023.

Served as Co-Chair for Disciplinary Boards.

Staff Incidents

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

Training

Requalified with the Facility Prescribed Duty Weapon.

Attended Power DMS Training.

Attended Roll Call Training on Operations of the Facility.

Trained Deputy Warden James Giles

MEETINGS

Attended Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations

Attended a Meeting with Deputy Warden Giles, Maintenance, and the Detail Supervisor – Maintenance issues.

Prison Operations

Assisted with Prison Operations throughout the month.

Worked with the Lebanon County IT Department to update the computer List for the Facility in preparation for new hard drive install in the future.

On Call Warden

Worked as on call Warden this month.

Work Release

Work Release Classification held this month, 10 approved.
Assisted Inmates with employment placement.

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

Shneck, Jeff
Arroyo, Luis
McGintity, Ryan

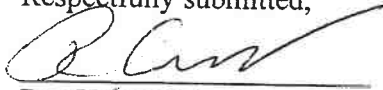
Christmas Northeast
Pharmaloz Manufacturing
Wengert's Home Center

Inmates removed/released from the Work Release Program.

Concepcion, Kristine
Muzzy, James
Frederick, David
Smith, Malcom
Briggs, Michaela
Shenck, Jeff

Misconduct
County Parole
County Parole
Misconduct
County Parole
County Parole

Respectfully submitted,



Ray H. Arnold
Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
James Giles, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Ray Arnold, Director of Work Release
Daniel Waltz, Director of Security
Edward Potter, Director of Training

730 E. Walnut Street
Lebanon, PA 17042

Phone: 717-274-5451
Fax: 717-274-1338

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

November 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Day 13 BCOT Academy	2 Day 14 BCOT Academy	3 Day 15 BCOT Academy	4	5
6 Day 16 BCOT Academy	7 Day 17 BCOT Academy	8 Day 18 BCOT Academy	9 Day 19 BCOT Academy	10 Holiday (Obs. Veterans Day)	11	12
13 Day 20 BCOT Academy	14 Day 21 BCOT Academy	15 Day 22 BCOT Academy	16 Day 23 BCOT Academy	17 Day 24 BCOT Academy	18	19
20 Range training	21 Meeting with PA CareerLink Lebanon Co.	22 Completed station inventory	23 Thanksgiving Holiday	24 Personal Day	25	26
27 Review applications Update Training Files	28 Meeting with DWO CERT Training	29 Updated range paperwork, training rosters, Armed Escort policy	30 Vacation Day			

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Scott Richmond, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Ray Arnold, Director of Work Release
Daniel Waltz, Director of Security
Ed Potter, Director of Training

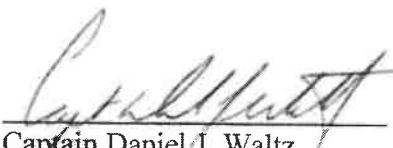
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Lebanon, PA 17042

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December 1, 2023

Prison Board Report for November 2023
Captain Daniel J. Waltz

11-1-2023 Sergeant Hocker and I conducted Bi-annual Armed Escort class for selected security staff.
11-2-2023 Completed and filed paperwork.
11-3-2023 Sergeant Hocker and I conducted Bi-annual Armed Escort class for selected security staff.
11-6-2023 Sergeant Hocker and I conducted Firearms class for BCOT Cadets.
11-7-2023 Sergeant Hocker and I conducted Firearms class for BCOT Cadets.
11-8-2023 Conducted a tour of the facility with the PCORP insurance agent.
11-9-2023 Attended an administrative meeting. Various topics were discussed.
11-10-2023 Holiday
11-13-2023 Family Sick Day.
11-14-2023 Family Sick Day.
11-15-2023 Family Sick Day.
11-16-2023 Family Sick Day.
11-17-2023 Family Sick Day.
11-20-2023 Family Sick Day.
11-21-2023 Family Sick Day.
11-22-2023 8 hours Comp time Utilized.
11-23-2023 Thanksgiving
11-24-2023 8 hours comp time Utilized.
11-27-2023 Vacation Day.
11-27-2023 Vacation Day.
11-29-2023 Completed and filed paperwork.
11-30-2023 Attended Administrative meeting. Various topics were discussed.



Captain Daniel J. Waltz

PCM Portal - Generate Stat Summary Report													
Stat Summary Report - 01/2023 - 07/2023													
Facility Statistics													
	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Total	
Monthly ADP	237	250	259	272	268	264	264	272	257	266	266	266	
Monthly ADP Male	210	220	228	240	235	228	229	235	216	225	225	227	
Monthly ADP Female	27	30	31	32	33	36	35	37	41	41	41	39	
Monthly ADP Identify as Other	0	0	0	0	0	0	0	0	0	0	0	0	
Total # of Intake Screenings	104	106	127	127	121	129	99	137	102	98	125	1177	
Substance Use / MAT													
Total # Patients Detox	35	27	32	34	30	33	24	45	30	42	26	358	
# of Patients Detoxed Opioids	10	16	11	7	18	19	13	24	6	16	15	155	
# of Patients Detoxed ETOH	8	3	2	10	4	6	10	5	5	15	5	73	
# of Patients Detoxed Benzodiazepines	3	1	3	2	6	3	6	6	1	6	4	41	
# of Patients Detoxed Methamphetamines	21	14	19	18	12	9	10	18	14	24	11	170	
Total # of Patients on MAT	3	10	12	16	16	24	17	22	31	27	30	162	
# of Intakes on Continuation of MAT	3	9	12	16	16	10	17	22	31	27	29	161	
# of New Patient MAT Inductions	0	0	0	0	0	0	0	0	0	0	1	1	
# of Patients on Methadone	1	5	8	8	9	12	9	13	18	14	16		
# of Patients on Suboxone	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Subutex	2	5	4	8	7	12	8	9	13	13	14		
# of Patients on Sublocade	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Oral Naltrexone	0	0	0	0	0	0	0	0	0	0	0		
# of Patients on Vivitrol	0	0	0	0	0	0	0	0	0	0	0		
Administrative	0	0	0	0	0	1	0	0	0	1	0	0	
Total # of Grievances	4	0	0	0	0	0	1	2	1	1	1	10	
# of Founded Grievances	0	0	0	0	0	0	0	1	1	0	0	2	
# of Patient Deaths	0	0	0	0	0	0	0	0	0	0	0	0	
Total # of Adverse Clinical Events	6	5	7	6	5	11	11	6	9	13	8	87	
# of Patients Placed in Restraints	2	1	0	0	3	2	2	0	1	0	2	11	
# of Intake Refusals	1	2	3	2	2	2	1	5	1	0	3	22	
Total # of Medical Housing Admissions	3	2	3	3	3	5	3	4	5	4	3	38	
Medical Transports													
Total # of Patients in the Hospital	1	0	0	1	0	2	3	1	3	1	1	13	
Total # of Patient Hospital Days	5	0	0	3	0	4	7	1	22	5	5	52	
Total # of ER Transports via Ambulance	1	0	0	2	2	3	3	1	4	6	1	23	
Total # of Transports	20	25	54	47	64	53	68	88	59	37	32	479	
Cardiology	1	1	4	1	2	0	1	2	2	1	1	16	
Dermatology	0	0	0	0	0	0	0	0	0	0	0	0	
Dialysis	0	0	0	0	0	0	0	0	0	0	0	0	
ENT	2	0	0	0	0	0	0	0	0	0	0	0	
Emergency Room	4	0	1	4	3	8	8	6	6	8	3	51	

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Total
Gastroenterology	0	1	3	1	0	0	0	0	1	1	0	7
General Surgery	0	0	2	2	0	0	0	0	1	3	0	11
Hematology/Oncology	1	1	0	0	0	0	0	4	1	0	0	7
Methadone	1	10	22	25	44	31	33	56	31	10	11	274
Neurology/Neurosurgery	0	0	2	0	0	1	0	1	1	1	1	7
OB/GYN	3	4	4	0	0	1	3	5	7	3	3	34
Ophthalmology	0	0	2	0	0	0	0	0	1	1	1	6
Oral Surgery	0	0	0	0	0	0	0	1	1	0	0	2
Orthopedics	3	3	5	6	5	4	9	6	7	5	1	54
Physical Therapy	1	0	0	1	0	0	0	1	1	0	0	5
Plastic Surgery	0	0	0	0	0	0	0	0	0	0	0	0
Podiatry	0	0	0	0	0	0	0	0	0	0	0	0
Urology	0	1	3	1	1	2	2	1	2	3	1	17
Wound Clinic	3	3	4	3	2	1	0	0	0	0	0	17
Surgery Performed	0	0	1	2	2	0	0	0	2	0	0	7
Imaging (CT, MRI, etc.)	1	0	1	1	1	3	2	2	0	2	3	16
Diagnostic Test (outside)	0	0	0	0	3	0	0	0	1	0	0	4
Other Trips / Outside Consults	1	0	0	0	0	0	2	0	0	1	0	4
Total # of Missed Outside Appointments	1	0	0	0	1	2	1	1	0	0	0	6
Medical												
Total # Nurse Sick Call	271	263	263	255	276	253	282	302	280	285	286	3016
Total # of Provider Sick Calls	207	189	232	204	218	211	205	196	178	150	161	2151
# of MD Sick Calls	135	189	171	171	173	125	163	123	178	150	161	2151
# of NP/PA Sick Calls	72	0	61	33	45	86	42	73	0	0	0	412
Total # of Patients in Medical Chronic Care	123	109	119	150	132	117	132	115	114	114	107	
# In CCC - Asthma (COPD/Pulmonary)	16	17	17	28	21	17	18	21	20	17	14	
# In CCC - Cardiac (Hypertension)	35	39	35	37	29	32	33	30	32	32	28	
# In CCC - Diabetes	9	8	8	12	9	10	8	11	11	11	13	
# In CCC - HCV	6	6	7	6	7	10	11	12	13	11	9	
# In CCC - HIV/AIDS	4	5	5	5	5	2	4	4	5	6	5	
# In CCC - Juvenile/Elderly	14	12	11	22	24	21	21	25	30	28	25	
# In CCC - Neuro	1	1	0	0	0	1	1	3	3	2	1	
# In CCC - Pregnancy	2	2	4	0	2	3	4	4	3	3	4	
# In CCC - Sickle Cell Disease	1	1	0	0	0	0	0	0	0	0	0	
# In CCC - TB	0	0	0	0	0	0	0	0	0	0	0	
# In CCC - Thyroid	7	8	5	7	5	6	5	4	6	5	3	
# In CCC - Medical/Misc (Other)	29	36	36	33	30	15	27	24	25	26	26	
Total # of Pregnant Females	2	0	4	0	2	3	4	4	3	3	4	12
# of Miscarriages	0	0	0	0	0	0	0	1	0	0	0	1
# of Abortions	0	0	0	0	0	0	0	0	0	0	0	0
# of Deliveries	0	0	1	0	0	0	0	1	1	0	0	3

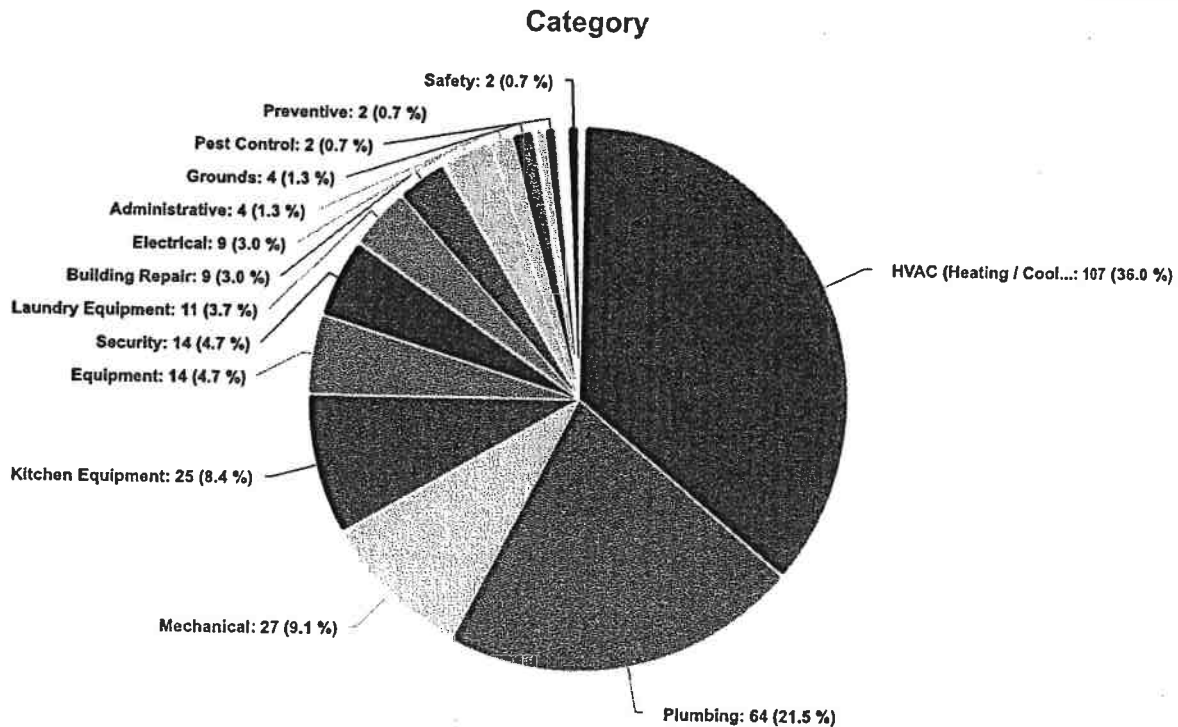
Total # of Patients on Medical Meds	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Total
% ADP on Medical Meds	142	149	157	162	162	164	164	165	163	161	167	163
Total # 14-Day Physicals	60	60	61	60	60	62	62	63	59	62.65%	62.78%	61.27%
Total # Annual Physicals	77	84	88	84	98	96	96	51	97	65	67	57
Total # of In-House EKG's	14	5	5	7	2	5	5	3	4	4	3	2
Total # of In-House X-Ray's	30	35	27	14	25	11	11	20	21	13	22	9
Total # of In-House X-Ray's	9	15	11	14	17	10	10	18	14	13	25	18
Infectious Disease												
Total # of HIV Tests Performed	16	13	17	123	113	121	121	63	129	96	102	113
# of HIV Positive Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0
# Receiving HIV Medication or ART	4	5	5	5	5	2	2	4	4	5	6	5
Total # HCV Tests Performed	4	2	1	3	4	2	2	3	0	3	2	4
# of HCV Positive Detected at Facility	0	1	0	0	0	0	0	1	0	0	0	1
# Receiving HCV Treatment	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Other Hepatitis Tests Performed	0	0	0	2	0	1	1	3	2	1	1	1
# of Hepatitis A Cases Detected at Facility	0	0	0	1	0	0	0	0	0	0	0	0
# of Hepatitis B Cases Detected at Facility	0	0	0	1	0	0	0	0	0	0	0	0
Total # of RPR Tests Performed	19	13	17	1	1	1	1	1	2	1	4	60
# of Syphilis Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0
Total # of GC/CT Tests Performed	3	3	2	1	1	1	1	1	2	1	1	1
# of Gonorrhea Cases Detected at Facility	2	0	0	0	0	0	0	0	0	0	0	0
# of Chlamydia Cases Detected at Facility	3	0	0	1	0	0	0	0	0	0	0	0
Total # COVID-19 Tests Performed	189	206	201	237	194	229	229	176	233	172	161	125
# of COVID-19 Cases Detected at Facility	20	3	1	0	0	0	0	0	3	0	3	28
# of COVID-19 Vaccines Administered	0	29	22	12	12	15	15	10	9	0	0	0
Total # of Patients Isolated for MRSA	0	1	6	2	1	2	2	1	1	2	3	4
# of MRSA Cases Detected at Facility	0	1	1	0	1	2	2	1	1	1	1	1
Total # of TB Tests Performed	89	94	121	119	115	119	119	98	131	94	94	114
# of TB Cases Detected at Facility	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
Behavioral Health												
Total # of Psychiatrist/Psych Sick Calls	110	150	145	131	143	152	152	134	141	132	106	128
Total # of Behavioral Health Sick Calls	305	284	301	266	311	315	315	265	326	249	266	281
Total # of Behavioral Health Groups	0	0	0	0	0	0	0	0	0	0	0	0
Total # Patients in BH CCC	110	70	88	88	81	80	80	57	74	57	52	56
# CCC - Bipolar & Related Disorders	61	40	59	67	53	40	40	35	40	30	32	29
# CCC - Depressive Disorder	32	13	11	4	19	30	30	15	22	16	11	18
# CCC - Schizophrenia Spectrum & Other	17	17	18	17	9	11	11	7	12	11	9	10
Total # of Patients on Psych Meds	142	141	132	134	135	134	134	142	143	141	143	141
% ADP on Psych Meds	60	56	51	49	50	51	51	54	53	54.86%	53.75%	53.00%
Total # of Patients on MHSR-A	34	33	30	29	32	27	27	30	25	29	36	34
% of Patients on MHSR-A	14	13	12	11	12	5	5	11	9	11.28%	13.53%	12.78%

Total # of Patients on MHSR-B	14	20	25	22	15	22	16	19	14	15	17	
% of Patients on MHSR-B	6	8	10	8	6	8	6	7	5.45%	5.64%	6.39%	
Total # of Patients on MHSR-C	142	145	149	164	164	165	156	162	165	157	158	
% of Patients on MHSR-C	60	58	58	60	61	63	59	60	64.20%	59.02%	59.40%	
Total # of Patients on MHSR-D	17	19	16	17	13	15	15	19	20	17	14	
% of Patients on MHSR-D	7	8	6	6	5	6	6	7	7.78%	6.39%	5.26%	
Total # of Patients on Suicide Watch	8	8	14	15	14	15	8	12	9	10	13	126
Total # of Involuntary M.H. Commitments	0	1	2	2	2	0	1	0	0	0	0	8
# of Patients Waiting Transfer to State Hospital	2	1	0	0	1	1	0	0	1	0	2	
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	1	3	0	0	0	0	0	4
Dental	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Total
Total # of Dentist Sick Calls	52	30	52	59	45	41	45	39	26	44	38	471
# of Fillings	0	0	0	0	0	0	0	0	0	0	0	0
# of Exams	28	19	35	31	27	32	28	5	14	29	28	276
# of Extractions	15	7	12	16	16	6	14	8	11	11	6	122
# of Other	0	0	0	0	0	0	0	0	0	0	0	0
# of Annual Dental Exams	9	4	5	12	2	3	3	6	1	4	4	53

Lebanon County Correctional Facility

Lebanon County - Prison Board Report

Printed: 12/14/2023 2:06 PM



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '11/1/2023' AND '11/30/2023'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-3651	MIHR Training back injury	Training	Completed
Administrative	LCCF-3699	In the detail closet in the lobby are some tools i believe were left from the tiles. we have been using the closet in Gibson's absense for detail inmates. Is it possible to have those tools removed for security reasons? i appreciate it.	Remove / Relocate	Completed
Administrative	LCCF-4745	Back injury training	Training	Trained
Administrative	LCCF-4780	Escort vendor	Escort Contractor	Escorted Contractor
Administrative - 4 Total:				
Building Repair				
Building Repair	LCCF-4774	Toilet paper holder broken	Defective Part	Repaired
Building Repair	LCCF-4775	TTOILET PAPER HOLDER BROKEN	Defective Part	Repaired
Building Repair	LCCF-4747	Cell 37 window leaks inside when raining	Abuse	Repaired
Building Repair	LCCF-4703	Block 1 cell 2 desk broken	Defective Part	Repaired
Building Repair	LCCF-4741	Door between kitchen and gym has masonry block that is breaking apart and needs metal corner plate reattached.	Abuse	Repaired
Building Repair	LCCF-3645	Monthly, Facility Safety Inspection	Preventive / Inspection	PM Completed
Building Repair	LCCF-1985	Cell 27 in Block 2 has a broken toilet paper slot.	Defective Part	Repaired
Building Repair	LCCF-2584	CELLS OUT OF SERVICE: 13-GATE 1-B gate 28-GATE 63-GATE 64-BUNK	Electrical Failure	Duplicate Request

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Building Repair	LCCF-3332	Monthly, Facility Safety Inspection	Preventive / Inspection	PM Completed
Building Repair - 9 Total:				

Computer / Technology

Computer / Technology	LCCF-3112	BLOCK#2 TV ANTENNA CONNECTOR BROKE OFF THE REAR OF THE BLOCK TELEVISION. TV IS IN THE STATION AND CONNECTOR IS IN THE MAINTENANCE MAIL BIN	Abuse	Replaced
Computer / Technology	LCCF-3089	Visiting booth #1 (visitors side) phone isn't working.	Defective Part	Contractor to Repair
Computer / Technology - 2 Total:				

Electrical

Electrical	LCCF-3090	Replace Broken Receptacle in Maintenance Shop	Defective Part	Replaced
Electrical	LCCF-3435	Foyer lights	New Install	Replaced
Electrical	LCCF-3582	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-3583	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-3584	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-3514	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-3515	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-3516	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-3678	Cell 5	Constant Use	Found to be OK
Electrical - 9 Total:				

Equipment

Equipment	LCCF-3679	Main Control Room repair chairs 2x	Constant Use	Adjusted
Equipment	LCCF-3680	Restroom sink faucet leaks	Constant Use	Adjusted
Equipment	LCCF-3673	Cell 31 shoe sole	Constant Use	Repaired
Equipment	LCCF-4736	Food Service food cart for block 4	Lack of Lubrication	Repaired
Equipment	LCCF-4706	We are unable to replace the cutting knife on the can opener. One of the screws is unable to be loosened.	New Install	Relocated / Reinstalled
Equipment	LCCF-4707	Female Housing Block 5	Constant Use	Replaced
Equipment	LCCF-4748	Block 1 tv coax cable	Abuse	Repaired
Equipment	LCCF-4749	At the three compartment sink in the kitchen, one of the faucets is loose and leaking water. When a small amount of pressure is applied to the faucet, the amount of water leaking increases.	Constant Use	Adjusted
Equipment	LCCF-3426	shoe repair kitchen staff	Constant Use	Repaired
Equipment	LCCF-3465	extension cord damage	Defective Part	Repaired
Equipment	LCCF-3421	Work Release shoe repair	Constant Use	Repaired
Equipment	LCCF-3423	Water Fountain (004362) leaks	Preventive / Inspection	PM Completed
Equipment	LCCF-3472	Work Release repair shoe	Defective Part	Repaired
Equipment	LCCF-2809	Laundry /dryer 1-glass came off the door broken/damaged seal	Defective Part	Replaced
Equipment - 14 Total:				

Grounds

Grounds	LCCF-3377	Orkin pest control	Escort Contractor	Escorted Contractor
Grounds	LCCF-3422	Ugi escort	Escort Contractor	Escorted Contractor
Grounds	LCCF-3468	Maintenance Office & Storage	Constant Use	Cleaned

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Grounds	LCCF-4715	Escort UGI	Escort Contractor	Escorted Contractor
Grounds - 4 Total:				
HVAC (Heating / Cooling)				
HVAC (Heating / Cooling)	LCCF-4721	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4722	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4723	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4724	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4725	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4755	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4756	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4757	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4758	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-4759	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3677	there is no hot water in any of the sinks or in the dishwasher of the kitchen thank you	Electrical Failure	Repaired
HVAC (Heating / Cooling)	LCCF-3687	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3688	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3689	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3690	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3691	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3646	Female Inmate Corridor return vents	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3621	Monthly, Condensate Pump	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3656	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3657	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3658	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3659	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3660	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3470	Frey lutz hvac	Escort Contractor	Escorted Contractor
HVAC (Heating / Cooling)	LCCF-3442	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3425	General Office Area No hot water	Constant Use	Adjusted
HVAC (Heating / Cooling)	LCCF-3488	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3503	Monthly, Wall/Window A/C Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3504	Monthly, Air Handler Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-2752	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-2803	Air temp upper outmate too cold	Defective Part	Reset

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-2276	Hood Exhaust 2 (004062)	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-3617	Monthly, Air Dryer	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3595	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3596	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3597	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3609	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3610	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3611	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3612	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3613	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3614	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3517	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3518	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3519	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3520	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3521	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3522	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3523	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3524	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3525	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3526	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3527	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3528	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3529	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3530	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3531	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3532	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3533	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3534	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3535	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3536	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3537	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3538	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3539	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-3540	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3541	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3542	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3543	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3544	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3545	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3546	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3547	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3548	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3549	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3550	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3551	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3552	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3553	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3554	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3555	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3556	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3557	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3558	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3559	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3560	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3561	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3562	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3563	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3564	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3565	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3566	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3567	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3568	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3569	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3570	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3571	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3572	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3573	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-3574	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3575	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3576	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3577	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3578	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3579	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3580	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-3581	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling) - 107 Total:				

Kitchen Equipment

Kitchen Equipment	LCCF-3511	Monthly, Kettle, Steam	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3512	Monthly, Kettle, Steam	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3513	Monthly, Kettle, Steam	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3331	Monthly, Booster Heater	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3624	Monthly, Food Mixer	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3625	Monthly, Ice Machine	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3626	Monthly, Garbage Disposal	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3627	Monthly, Refrigerator, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3628	Monthly, Refrigerator, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3629	Monthly, Freezer, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3630	Monthly, Freezer, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3631	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3632	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3633	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3634	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3636	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3637	Monthly, Griddle, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3638	Monthly, Food Slicer	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3639	Monthly, Commercial Dishwasher	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3640	Monthly, Warming Cabinet	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3641	Monthly, Refrigerator, Reach-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3642	Monthly, Range Hood	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3643	Monthly, Range Hood	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-3644	Monthly, Booster Heater	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-4778	large steam kettle wont turn on. at approximately 3:30 am this morning they were heating water for the meal when the cook heard a loud pop sound along with an ark and followed by smoke coming from the bottom of	Electrical Failure	Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
		the kettle. the kettle was then turned off and when attempts were made to turn the kettle back on it would not turn on.		
Kitchen Equipment - 25 Total:				

Laundry Equipment

Laundry Equipment	LCCF-3276	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3281	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3507	Semi-Annual, Clothes Dryer, Electric (Residential)	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3588	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3589	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3590	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3591	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3592	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3593	Monthly, Clothes Washer, Comm.	Defective Part	Contractor to Repair
Laundry Equipment	LCCF-3594	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-3599	Semi-Annual, Clothes Washer (Residential)	Preventive / Inspection	PM Completed
Laundry Equipment - 11 Total:				

Life Safety

Life Safety	LCCF-3598	Monthly, Fire Alarm / Annunciator Panel	Preventive / Inspection	PM Completed
Life Safety - 1 Total:				

Mechanical

Mechanical	LCCF-3616	Monthly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-3509	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3510	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3505	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-3506	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-4763	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-4751	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-4752	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-4760	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-4761	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-4730	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-4727	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-4728	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-4717	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-4718	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3665	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-3666	Weekly, Boiler	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-3622	Monthly, Air Curtain	Preventive / Inspection	PM Completed
Mechanical	LCCF-3623	Monthly, Door, Roll-Up	Preventive / Inspection	PM Completed
Mechanical	LCCF-3652	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3653	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3683	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3684	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-3693	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-3694	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-3696	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-3668	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical - 27 Total:				

Pest Control

Pest Control	LCCF-3675	Orkin	Preventive / Inspection	Escorted Contractor
Pest Control	LCCF-4772	Orkin pest control	Escort Contractor	Escorted Contractor
Pest Control - 2 Total:				

Plumbing

Plumbing	LCCF-4754	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-4764	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-4765	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-4766	Emergency call back block5 clog toilets 73,74,75,77,78	Defective Part	Replaced
Plumbing	LCCF-4776	Cell 50 sink clog	Preventive / Inspection	PM Completed
Plumbing	LCCF-4777	Cell B short flush	Defective Part	Replaced
Plumbing	LCCF-4762	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-4750	Cell 41 toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4740	Female Housing Block 5 cell 78,74 sink clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4719	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-4720	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-4716	Plumbing Issue-water is not working in cell-was placed out of ser	Constant Use	Found to be OK
Plumbing	LCCF-4708	Cell 70 clog	Constant Use	Unclogged
Plumbing	LCCF-4709	Toilet will not flush properly.	Dirt or Foreign Matter	Cleaned
Plumbing	LCCF-4711	Request to check the water temperature in the showers of OM upper	Constant Use	Adjusted
Plumbing	LCCF-4712	clogged toilet	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4713	Toilet Clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4714	Toilet Clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4729	Weekly, Water Softener	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-4737	Boiler water feed tank plumbing	Vibration	Repaired
Plumbing	LCCF-4742	Cell#17 toilet won't flush. Cell placed out of service	Defective Part	Replaced
Plumbing	LCCF-4743	Losing water pressure in Kitchen	Constant Use	Repaired
Plumbing	LCCF-4731	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-4732	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-4733	Female Housing Block 5 cell 73	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-4726	Water in Maintenance hallway and Maintenance shop	Defective Part	Repaired
Plumbing	LCCF-3676	Inmate Showers drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3650	Control Room sink	Dirt or Foreign Matter	Cleaned
Plumbing	LCCF-3681	Kitchen flooded sewer line backed up	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-3682	Cells 75 clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-3669	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-3670	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3674	Cell 35 toilet not flushing	Constant Use	Repaired
Plumbing	LCCF-3648	Female Housing Block 5 cell 75 clog	Constant Use	Unclogged
Plumbing	LCCF-3697	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-3698	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3695	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-3700	RHU cell 82 broken valve to water line.	Defective Part	Repaired
Plumbing	LCCF-3701	search room for work release sink standing water	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-3702	Cell 56, 58, 70 toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-3685	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3686	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3692	UPPER TOILET AND SINK CLOGGED	Defective Part	Replaced
Plumbing	LCCF-3654	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3655	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3667	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-3482	Female Housing Block 5 cell 75 toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-3135	Block 6 upper showers does not heat up. Inmates are complaining about the water is to cold and the water wont get warm at all.	Constant Use	Escorted Contractor
Plumbing	LCCF-3618	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-3619	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-3620	Monthly, Heat Exchanger	Preventive / Inspection	PM Completed
Plumbing	LCCF-3615	Monthly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-3600	Monthly, Expansion Tank	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-3601	Monthly, Expansion Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-3602	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3603	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3604	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3605	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-3606	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-3607	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-3608	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-3585	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3586	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-3587	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing - 64 Total:				

Preventive

Preventive	LCCF-3671	Daylight savings adjust clocks	Constant Use	Adjusted
Preventive	LCCF-4739	Heat Recovery Unit (004001)	Preventive / Inspection	PM Completed
Preventive - 2 Total:				

Safety

Safety	LCCF-4767	exit sign block 6 lower	Abuse	Repaired
Safety	LCCF-4735	Johnson Control fire system	Escort Contractor	Escorted Contractor
Safety - 2 Total:				

Security

Security	LCCF-4744	Block 6 door is coming apart at the latch	Defective Part	Replaced
Security	LCCF-4738	Door does not open and secure properly	Misalignment	Adjusted
Security	LCCF-4704	Cell door is having issue opening and closing due to door rubbing top trough.	Misalignment	Adjusted
Security	LCCF-4705	Cell door does not open and secure properly.	Misalignment	Adjusted
Security	LCCF-4773	Cell 28 gate does not work properly	Constant Use	Adjusted
Security	LCCF-4779	requested to cut locks off of lockers	Preventive / Inspection	PM Completed
Security	LCCF-4746	Door from sgt control to hallway is getting stuck when trying to open	Constant Use	Repaired
Security	LCCF-3672	cell#31 placed out of service. Gate won't secure.	Defective Part	Repaired
Security	LCCF-3649	Central door not securing properly	Misalignment	Repaired
Security	LCCF-4702	block 1 cell C	Constant Use	Found to be OK
Security	LCCF-3647	Padded Cell	Abuse	Replaced
Security	1064	Block 1 Cell 13 still has trouble opening consistently.	Defective Part	Repaired
Security	1289	Door Problem-Inmate claims gate sticks and doesn't open fully. Along with no water at sink. bkl 1 cell B	Defective Part	Replaced
Security	LCCF-3478	there is an issue with the door between the quarantine room and the hallway by alpha, doesnt always secure	Constant Use	Found to be OK
Security - 14 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	Tina M. Litz, Warden J Giles , 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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Decembers .20, 2023,
DECEMBER. PRISON BOARD MEETING
DETAIL SECTION

This Report Covers November . 1, 2023, to November. 30, 2023

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (11) 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.

192 Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

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

On a Weekly Basis:

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

**PRISON BOARD CON'T
DETAIL SECTION**

ON A PERIODIC BASIS:

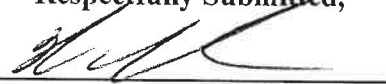
1. Supervised Detail inmates while they cleaned the inmate dayrooms, showers and Individual cells in all general population housing units.
2. The following areas were washed, scrubbed and disinfected:
 - Medical isolation cells #86 and #87.
 - Medical Dorm
 - Medical Exam room and offices
 - SHU/RHU cells
3. Foam scrubbed shower in all blocks, housing areas and medical infirmary.
4. Cleaned all vents in the facility.
5. Picked up sticks, cleaned up and or checked for debris and cut grass at the Lebanon Count Correctional Facility
6. Deep cleaned showers and top scrubbed day room floors in blk 1,2,3,
7. Deep cleaned showers and top scrubbed day room floors in blk 5
8. Deep cleaned showers and top scrubbed day room in male outmate upper and lower
- 9 Cleaned all vents in facility.

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

Total Detail hours worked from November . 1, 2023 through November . 30, 2023

Inside:	<u>1150</u>
Outside:	180
Total:	1330

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

November, 2023 *

Worship Services (English Male)		
Worship Services (Spanish Male)		
Worship Services (English Female)		
12 Step Classes (English Male)		
12 Step Classes (English Female)	1	3
Bible Study Classes (English Male)		
Bible Study Classes (Spanish Male)	1	9
Bible Study Classes (English Female)	3	5
Individual Counseling Sessions		10
Request Slips Answered		205
Housing Area Visits		1

Respectfully Submitted

Rev Marilyn A. Nolte
LCCF Chaplain Manager

* Programs were shut down
beginning 11/6/23



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

Monthly Report for November 2023

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.

3 - Total Students

3 - Total Students for month of November

0 – Total Requests/Interviews conducted this month

Respectfully Submitted,

A handwritten signature in cursive script that reads 'Stephanie Warner'.

Stephanie M. Warner
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Adult Education Program

Monthly Report for: November, 2023

H.S.E. High School Equivalency

Classes to prepare students for the HiSET exam:

1

Request Slips Received:

0

- H.S.E. Class attendance and request slips were directly affected by the COVID outbreak on November 6, 2023; H.S.E. Classes were cancelled for the remainder of the month (November, 2023).

Respectfully Submitted,

Ken Travis
HSE Instructor