

# **LEBANON COUNTY PRISON BOARD MEETING AGENDA**

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

**Wednesday, February 19, 2025**

**Call To Order**

**Pledge of Allegiance**

**Public Comment**

**Approval Of Minutes From January 15, 2025**

**Report From The Warden**

**\*Acknowledgement of the Accredited Training Academy**

**\*Commendation for Corporal Ludwig**

**Report From Deputies/Departments**

**\*Position of Captain was vacant for the month of January**

**\*Included is PrimeCare's 2024 statistical data**

**Open Business**

**Adjournment**

**NOTE:** *In the interest of mutual respect and order,*

- Those in attendance are asked to refrain from private conversation.*
  - Any person in attendance with a question or comment is asked to be recognized by the Chair.*
- Thank you.*

Visit [www.lebcounty.org](http://www.lebcounty.org) to view Commissioners meeting in its entirety.

**LEBANON COUNTY PRISON BOARD**

**MINUTES**

**Wednesday, January 15, 2025**

**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:

Michael J. Kuhn, County Commissioner  
Robert J. Phillips, County Commissioner  
Jo Ellen Litz, County Commissioner  
Robert M. Mettley, Controller

The following Board Members were absent:

Pier Hess Graf, District Attorney  
Jeffrie Marley, Sheriff

Public Comment (s): None

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn presiding.

It was moved by Commissioner Phillips seconded by Controller Mettley to nominate Commissioner Kuhn of the Prison Board. Vote unanimous.

It was moved by Controller Mettley, seconded by Commissioner Litz to nominate Commissioner Phillips Vice-Chairman of the Prison Board. Vote unanimous.

It was moved by Commissioner Phillips, seconded by Commissioner Litz to nominate Controller Mettley Secretary of the Prison Board. Vote unanimous.'

It was moved by Commissioner Litz, seconded by Commissioner Phillips to The Lebanon County Prison Board will hold regularly scheduled meetings on the following days for calendar Year 2025 as follows:

**3<sup>rd</sup> WEDNESDAY OF EACH MONTH**

January	15 <sup>th</sup>	July	16 <sup>th</sup>
February	19 <sup>th</sup>	August	20 <sup>th</sup>
March	19 <sup>th</sup> *	September	17 <sup>th</sup> *
April	16 <sup>th</sup>	October	15 <sup>th</sup>
May	21 <sup>st</sup>	November	19 <sup>th</sup>
June	18 <sup>th</sup> *	December	17 <sup>th</sup> *

All meetings will be held in in Room 207, Municipal Building, 400 South Eight Street, Lebanon Pennsylvania and the end of each quarter at the Lebanon County Correctional Facility, 730 East Walnut Street, Lebanon Pennsylvania at 11:30 a.m.

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to approve the minutes of the December 18, 2024 meeting. Vote unanimous.

Warden Litz recognized Training Director, Edward Potter Jr, with a certificate of appreciation of sincere gratitude for assisting with Narcan to avoid an overdose to an incarcerated individual at the facility.

Deputy Warden of Treatment, Rebecca Davis, reported that there were two recent GED graduates at the Lebanon County Correctional Facility.

CEO Tom Weber, PrimeCare Medical, gave a statistical report for 2024 as follows:  
1403 initial Intake Screenings (typically take 20-45 minutes to complete)  
6066 Medical Sick Calls (approximately 17 a day for 365 days)  
5875 Mental Health Sick Calls (approximately 23 a day for 261 days)  
Approximately 68% of the facility population are MHSR C & D raters  
Approximately 55% of the facility population received psychotropic medication  
Approximately 64% of the facility population received medical medication  
437 patients received MAT/MOUD treatment for opioid use disorder  
158 patients were detoxed for opioid use, bringing the total of potential MAT/MOUD participants for the year to 595.

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

Tina Litz, Warden, reported the average daily inmate population for December was 268.74. 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 December 2024 were \$3,488.26, commission amount from November was \$3,874.39.

Heather Diehl, Deputy Warden of Operations, submitted written reports of her activities for the month of December 2024. The Board reviewed this report.

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

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

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,650 hours during the month of December 2024. The Board reviewed this report.

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

Ray Arnold, Director of Work Release, submitted a written report for the month of December 2024. Mr. Arnold reported that there are 11 inmates employed within the community on the work release program and 3 inmates seeking employment. A total of 12 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 December 2024. The Board reviewed this report.

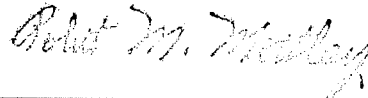
A 2024 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of December 2024. CGL completed two hundred and eighty-nine (289) 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 December 2024. The total students enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was 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 December 2024. Total sessions to prepare students for the HiSET exams was (15) fifteen, nine (9) HiSet Exams completed by LCCF students, two (2) LCCF Students earning their High School Equivalencies, and five (5) request slips were received. The Board reviewed this report.

Meeting Adjourned.



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*Robert Mettley, County Controller  
Secretary*

*Next meeting: February 19, 2025*

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**TO:** WARDEN TINA LITZ  
**FROM:** THOMAS WEBER  
**SUBJECT:** LCCF 2024 STATISTICAL DATA  
**DATE:** JANUARY 24, 2025  
**CC:** LEBANON COUNTY PRISON BOARD (C/O WARDEN LITZ)

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Warden Litz,

Please allow this memorandum to serve as the written summary of the verbal statistical report I gave at last week's Prison Board meeting.<sup>1</sup>

In 2024 for the Health Care Department completed:

1403 Initial Intake Screenings. (these typically take 30-45 minutes to complete)

6066 Medical Sick Calls (approximately 17 a day for 365 days)

5875 Mental Health Sick Calls (approximately 23 a day for 261 days)

Approximately 68% on average of the facility population are MHSR C & D raters

Approximately 55% on average of the facility population received psychotropic medication.

Approximately 64% on average of the facility population was received medical medication.

437 patients received MAT/MOUD treatment for opioid use disorder.

158 patients were detoxed for opioid use. This brings the total of potential MAT/MOUD participants for the year to 595.

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<sup>1</sup> Three of the data points differ slightly from those presented due to year-end finalization of the numbers. None of the variations are material in my opinion.

Nursing staff completes 9 medication passes every day of the year – 4 diabetic passes, 4 medical/psychotropic passes and 1 MAT/MOUD pass.

Attached hereto is our statistical summary for the year. This summary contains a lot more information detailing the efforts of the health care department throughout the year.

Hopefully this information is helpful. As always should you or any member of the Prison Board<sup>2</sup> have any questions, please do not hesitate to contact me.

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<sup>2</sup> I do not have the email addresses for all members of the Board. Could you please forward this to their attention on my behalf?

Stat Summary Report - 01/2024 - 12/2024

PCM Portal - Generate Stat Summary Report

Facility Statistics	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
Monthly ADP	0	302	298	296	298	304	295	297	292	296	272	265	267
Monthly ADP Male	0	257	255	253	254	263	262	265	261	262	239	227	233
Monthly ADP Female	0	45	43	43	44	41	33	32	31	34	33	38	34
Monthly ADP Identify as Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Intake Screenings	125	126	112	116	134	114	130	105	112	118	102	109	1,403
Clearance for Incarceration Refusals	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Intake Refusals	1	0	2	0	5	3	1	3	2	0	0	0	0
Substance Use / MAT	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
Total # Patients Detox	30	32	33	27	36	28	36	24	28	26	21	34	355
# of Patients Detoxed Opioids	16	13	16	10	20	14	11	10	13	11	8	16	158
# of Patients Detoxed ETOH	9	9	12	3	11	11	12	4	5	11	7	7	101
# of Patients Detoxed Benzodiazepines	2	4	2	3	8	8	3	8	4	4	2	3	52
# of Patients Detoxed Methamphetamines	16	19	18	19	22	14	20	16	17	13	12	18	204
Total # of Patients on MAT	28	28	27	35	36	40	48	42	45	39	35	34	437
# of Intakes on Continuation of MAT	7	7	5	12	11	14	14	10	10	10	8	9	117
# of New Patient MAT Inductions	1	1	0	0	0	0	0	0	0	0	0	0	3
# of Patients on Methadone	12	10	9	17	14	16	14	10	10	9	11	11	143
# of Patients on Suboxone	0	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	295
# of Patients on Sublocade	0	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	0
# of Patients on Vivitrol	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
Total # of Grievances	3	2	3	2	4	6	4	5	3	6	2	2	45
# of Founded Grievances	1	0	1	1	1	3	1	0	0	2	0	1	11
# 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	2	0	1	0	0	1	0	0	11

**Stat Summary Report - 01/2024 - 12/2024**

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
Total # of Medical Housing Admissions	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Transports	2	2	1	2	2	3	3	0	4	6	1	2	28
Total # of Patients in the Hospital	13	11	4	6	10	9	7	0	15	34	30	2	141
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	387
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	0	0	0	0	0	0	0	12
Emergency Room	14	10	9	5	6	4	4	1	6	5	1	4	69
Gastroenterology	1	2	0	3	1	1	2	1	0	2	0	1	14
General Surgery	2	0	3	0	0	0	0	0	0	1	1	3	10
Hematology/Oncology	0	0	0	0	0	1	0	1	0	0	1	0	3
Methodone	3	2	2	6	1	7	5	3	1	0	1	0	33
Neurology/Neurosurgery	0	0	0	2	1	3	0	0	2	1	0	2	11
OB/GYN	4	3	3	3	5	0	2	0	1	3	2	1	27
Ophthalmology	2	2	0	2	1	0	2	2	2	1	0	0	14
Oral Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Orthopedics	0	3	7	10	6	5	3	6	6	3	4	3	56
Physical Therapy	0	0	0	0	0	0	0	1	0	0	0	0	1
Plastic Surgery	0	1	0	0	0	0	0	1	0	0	0	0	1
Podiatry	0	0	1	0	0	0	0	0	0	0	0	0	1
Urology	0	1	0	0	0	0	0	1	0	2	0	0	4
Wound Clinic	4	4	1	0	0	2	1	2	1	1	1	0	9
Surgery Performed	0	0	0	0	0	0	0	0	0	0	0	2	11
Imaging (CT, MRI, etc.)	1	4	2	4	1	0	1	0	0	0	2	0	4
Diagnostic Test (outside)	0	0	0	0	2	0	0	2	0	2	6	1	23
Other Trips / Outside Consults	0	0	0	0	0	0	2	3	0	1	1	0	7
Total # of Missed Outside Appointments	0	0	2	0	2	1	0	2	4	4	3	0	15
Medical	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
	0	0	2	0	2	1	0	0	2	1	0	1	9





**Stat Summary Report - 01/2024 - 12/2024**

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
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	3
Total # of Other Hepatitis Tests Performed	0	1	3	2	2	5	0	1	0	0	0	0	4
# 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	0	0	2
# 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	0	0	0	0	0	0
# of Chlamydia Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # COVID-19 Tests Performed	64	9	16	13	8	3	2	7	28	20	3	4	177
# 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	0	0	0	0	0	0
# of MRSA Cases Detected at Facility	4	3	2	1	2	0	0	2	3	1	5	3	36
Total # of TB Tests Performed	106	122	107	101	115	113	112	93	85	106	84	97	1,241
# 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	1,767
Total # of Behavioral Health Sick Calls	320	370	326	358	395	379	386	315	338	375	265	291	4,118
Total # of Behavioral Health Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # Patients in BH CCC	49	72	84	89	98	93	102	101	102	101	100	102	1,093
# CCC - Bipolar & Related Disorders	28	38	51	56	63	58	60	58	58	59	59	60	648
# CCC - Depressive Disorder	16	23	21	22	22	24	30	31	30	27	29	29	304
# CCC - Schizophrenia Spectrum & Other	5	11	13	12	15	13	14	16	17	17	14	13	160
Average # of Patients on Psych Meds	143	147	138	137	149	150	151	150	154	160	155	145	1,779
% ADP on Psych Meds	48.68%	46.31%	46.28%	50%	49.34%	51.19%	50.51%	52.74%	54.05%	56.99%	54.72%		
Total # of Patients on MHSRA	40	39	46	45	69	64	60	65	48	61	61	40	638
% of Patients on MHSRA	12.91%	15.44%	15.2%	23.15%	21.05%	20.34%	21.89%	16.44%	20.61%	22.43%	15.09%		

**Stat Summary Report - 01/2024 - 12/2024**

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
Total # of Patients on MHRSR-B	22	29	30	25	47	46	44	33	32	45	35	18	406
% of Patients on MHRSR-B		9.6%	10.07%	8.45%	15.77%	15.13%	14.92%	11.11%	10.96%	15.2%	12.87%	6.79%	
Total # of Patients on MHRSR-C	180	186	176	177	241	243	259	241	186	238	226	169	2,522
% of Patients on MHRSR-C		61.59%	59.06%	59.8%	80.87%	79.93%	87.8%	81.14%	63.7%	80.41%	83.09%	63.77%	
Total # of Patients on MHRSR-D	14	17	17	18	21	18	20	16	16	17	17	11	202
% of Patients on MHRSR-D		5.63%	5.7%	6.08%	7.05%	5.92%	6.78%	5.39%	5.48%	5.74%	6.25%	4.15%	
Total # of Patients on Suicide Watch	17	22	23	17	24	22	15	17	18	17	20	22	234
Total # of Patients on Constant Observation	0	0	0	0	0	1	1	0	0	1	1	1	5
Total # of Involuntary M.H. Commitments	0	0	0	0	1	0	1	0	0	1	0	0	3
# of Patients Waiting Transfer to State Hospital	0	0	1	2	0	1	0	1	1	0	0	0	6
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
Dental													
Total # of Dentist Sick Calls	35	53	34	52	50	41	46	49	58	32	34	36	520
# of Fillings	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Exams	21	30	18	40	25	21	30	37	33	16	18	20	309
# of Extractions	10	18	11	8	16	15	14	9	19	8	12	0	140
# of Other	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Annual Dental Exams	4	5	5	4	9	5	2	3	6	8	4	2	57

# 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**

*Vacant*  
**Captain of Security**

<b>PRISON BOARD FEBRUARY 1, 2025</b>	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
NUMBER OF INMATES AS OF JANUARY 31, 2025	247	208	39
AVERAGE DAILY POPULATION JANUARY	259.19	218.52	40.68
NUMBER OF INMATES RECEIVED	120	92	28
NUMBER OF INMATES RELEASED	136	106	30
HIGHEST COUNT	265 13 <sup>th</sup>	224 5 <sup>th</sup>	43 9 <sup>th</sup>
LOWEST COUNT	255 26 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup>	215 28 <sup>th</sup> , 29 <sup>th</sup>	36 2 <sup>nd</sup> , 3 <sup>rd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>
NUMBER OF UNSENTENCED INMATES	89	86	3
NUMBER OF INMATES ON WORK RELEASE	8	7	1
NUMBER OF INMATES ON WORK DETAIL	26	21	5
NUMBER OF STATE SENTENCED INMATES	9	8	1
NUMBER TRANSFERRED TO STATE PRISON	9	9	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	6	2	4
NUMBER OF PAROLE/PROBATION VIOLATORS	83	67	16
<b>BREAKDOWN OF COMMITMENTS:</b>			
NEW CHARGES	25	--	--
PROBATION VIOLATION	7	--	--
PAROLE VIOLATION	8	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	17	--	--
OTHER LEBANON BENCH WARRANTS	27	--	--
OUT OF COUNTY BENCH WARRANTS	6	--	--
D.J. SENTENCE	3	--	--
SENTENCED BY COURT OF COMMON PLEAS	13	--	--
WRITS FROM OTHER COUNTIES	7	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	6	--	--
INMATES IN OTHER COUNTIES ON WRITS	3	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	7	4	3
IN LCCF ON WRITS AND RETURNED	1	1	0

# Lebanon County Correctional Facility



730 East Walnut Street

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

**Tina Litz,**  
**Warden**

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

*Ray Arnold,*  
 Director of Work Release

Captain of Security

## CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF JANUARY 2025

<b><i>SAVINGS ACCOUNT:</i></b>	<b><i>DESCRIPTION:</i></b>	<b><i>AMOUNT</i></b>	<b><i>TOTAL</i></b>
<b>BEGINNING BALANCE AS OF:</b>	<b><i>January 1, 2025</i></b>		<b>12,922.93</b>
Commissary sales, colored pencils	January 2025	13,527.59	
Securepak Commission	December 2024	5,134.28	
Quarterly CR - Barber, commit/indigent packs	10/1/24-12/31/24	4,665.21	
Interest Applied		1.59	
<b>TOTAL DEPOSITS INTO SAVINGS</b>			<b>23,328.67</b>
<b>TOTAL FUNDS AVAILABLE</b>	Beginning Balance + Total Deposits		<b>36,251.60</b>
<b>TOTAL TRANSFER TO CHECKING FROM SAVINGS</b>			<b>23,953.28</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>January 31, 2025</i></b>		<b>12,298.32</b>
<b>ENDING BALANCE ON: 01/31/2024</b>	Comparison of Last Years Ending Balance		<b>24,713.56</b>
<b><u>CHECKING ACCOUNT:</u></b>			
<b>BEGINNING BALANCE AS OF:</b>	<b><i>January 1, 2025</i></b>		<b>200.00</b>
<b>TOTAL DEPOSITS INTO CHECKING</b>			<b>23,953.28</b>
<b>TOTAL FUNDS AVAILABLE</b>			<b>24,153.28</b>
<b>DISBURSMENTS:</b>	<b><u>NON-STORE</u></b>		
Charm-Tex	Shower shoes	2,352.00	
Language Line	Translators	379.00	
Thomson Reuters	Law Library	1,850.31	
Lancaster-Lebanon IU13	School Program	2,518.95	
Walmart Capital One	SD cards	27.92	
JDM Outlet	Banker boxes	345.12	
Weaver Associates	Training Manuals	170.00	
Tina Litz Reimbursement	Height chart	18.99	
PowerDMS	Annual Renewal	1,150.00	
Safeguard	Deposit tickets for JBT acct	134.21	
<b>TOTAL NON STORE DISBURSEMENTS</b>			<b>8,946.50</b>
<b>DISBURSMENTS:</b>	<b><u>STORE</u></b>		
Commissary sales, holiday kits, indigent/commit kits	January 2025	15,006.78	
<b>TOTAL STORE DISBURSEMENTS</b>			<b>15,006.78</b>
<b>TOTAL OF ALL DISBURSMENTS INTO CHECKING</b>	Non-Store + Store		<b>23,953.28</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>January 31, 2025</i></b>		<b>200.00</b>

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

# Lebanon County Correctional Facility



730 East Walnut Street

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

*Tina Litz,*  
**Warden**

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

*Ray Arnold,*  
Director of Work Release

Captain of Security

## COMMISSARY REPORT

### MONTH OF JANUARY 2025

	<u>JAN 2025</u>	<u>JAN 2024</u>
<b>OPERATING WEEKS:</b>	<b>5</b>	<b>5</b>
<b>NUMBER OF ORDERS:</b>	<b>407</b>	<b>475</b>
<b>AVERAGE WEEKLY ORDERS:</b>	<b>81</b>	<b>95</b>
<b>SALES:</b>	<b>\$ 13,817.21</b>	<b>\$ 14,238.08</b>
<b>LESS EXPENSES (CREDITS):</b>	<b>\$ -292.77</b>	<b>\$ -624.39</b>
<b>TOTAL SALES:</b>	<b>\$ 13,524.44</b>	<b>\$ 13,613.69</b>
<b>AVERAGE WEEKLY SALES:</b>	<b>\$ 2,763.44</b>	<b>\$ 2,847.62</b>
<b>COMMISSION MONTH OF DEC:</b>	<b>\$ 5,381.70</b>	<b>\$ 4,302.64</b>

Respectfully Submitted,

Rebekah Bowsman, Fiscal Assistant

**LEBANON COUNTY  
CORRECTIONAL  
FACILITY**

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

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

**MONTHLY PRISON BOARD REPORT**

DATE:

REPORT FROM: 1/1/25 To 1/31/25

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,918.96	\$ 4,918.96
MEATS	\$ 2,435.64	\$ 2,435.64
DAIRY PRODUCTS	\$ 2,766.75	\$ 2,766.75
BAKED PRODUCTS	\$ 3,680.00	\$ 3,680.00
GROCERIES	\$ 10,256.30	\$ 10,256.30
FRESH FRUITS & VEGETABLES	\$ 2,016.00	\$ 2,016.00
TOTAL	\$ 26,073.65	\$ 26,073.65
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 1,141.78	\$ 1,141.78

**BREAK DOWN OF COSTS**  
**MEALS SERVED**

STAFF	2,200	2,200
INMATE POPULATION	23,613	23,613
GUESTS	-	-
CENTRAL BOOKING LUNCHES	162	162
TOTAL MEALS SERVED	25,975	25,975
COST PER PERSON PER MEAL	\$ 1.00	\$ 1.00

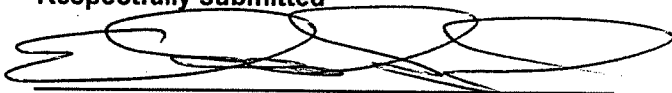
<b>COST PER PERSON PER DAY</b>	<b>\$</b>	<b>3.01</b>	<b>\$</b>	<b>3.01</b>
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**DATE**

**DONATED BY:**

Jan 8 caring cupboard 4 skids assorted product  
 Jan 8 calvery chapel 3 skids assorted product  
 Jan 13 bills produce 2 bags of potatoes  
 Jan 8 caring cupboard 1 skid assoerted product  
 Jan 9 calvery chapel 4 skids assorted product  
 Jan 16 calvery chapel 3 skids assorted product  
 Jan 20 bills produce 10 cases assorted produce  
 Jan 23 calvery chapel 2 skids of assorted product  
 Jan 30 calvery chapel 3 skids of assorted product

**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

Captain of Security

To: Lebanon County Prison Board  
From: Tina M. Litz, Warden  
Re: February, 2025 Prison Board Report

- 01-02-25: Completed warden daily tasks., conducted an administrative meeting this date to review administrative segregations, grievances, also had a meeting with the Health Services Administrator.
- 01-03-25: Completed warden daily tasks, met with the Deputy Warden of Operations, both kitchen and detail supervisors to discuss facility and operations. Toured areas of the facility to include female sections, Block 3 and the SHU, RHU, MIU and DORM.
- 01-06-25: Completed warden daily tasks, continued preparations for the inspection, instruction to the new academy class, toured kitchen and met with the DWO and CGL supervisor to discuss various topics.
- 01-07-25: Completed warden daily tasks, and reviewed appeals.
- 01-08-25: Completed warden daily tasks, welcomed the Department of Corrections State Inspectors. No internet. Toured areas of the facility.
- 01-09-25: Completed warden daily tasks, taught academy class.
- 01-10-25: Completed warden daily tasks, conducted an administrative meeting this date, debriefed the DOC on-site inspection.
- 01-13-25: Completed warden daily tasks, conducted various meetings. No internet.
- 01-14-25: Completed daily warden tasks, met with the Director of training to discuss various topics, networked with Human Resources on various topics.
- 01-15-25: Completed daily Warden tasks, attended the monthly CQI and Prison board meetings, participated in the Youth charges as adults zoom.
- 01-16-25: Completed warden daily tasks, conducted Captain of Security interviews this date.
- 01-17-25: Completed daily warden tasks, conducted various meetings this date regarding operations and personnel., to include and administrative

meeting. Initiated a change of security operations to reflect the Code Blue sent by Lebanon County Department of Emergency Services.

01-22-25: Completed warden daily tasks. Met with DW Diehl and Seth Bloomquist regarding juveniles in adult facilities. No internet.

01-23-25: Completed warden daily tasks, reviewed invoices and budget and conducted an administrative meeting this date.

01-24-25: Completed daily warden tasks, reviewed 2025 county handbook, met with Jennifer Marten, Future Ready Facilitator from ELCO school district.

01-27-25: Completed daily warden tasks, attended the LCCF bi-weekly CGL meeting and reviewed maintenance concerns/priorities, removed Code Blue operational adjustments.

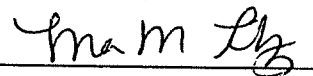
01-28-25: Completed daily warden tasks, phone issues at LCCF, reviewed fiscal audit report, networked with Lebanon Co Drug and Alcohol -James Donmoyer Jr in regards the opioid settlement funds, continued phone issues.

01-29-25: Completed daily warden tasks, phone issues at LCCF, conducted a labor management meeting to reviewing staffing and operations, attended the bridge dedication for Senator David J. Arnold. Phone issues rectified mid-morning.

01-30-25: Completed daily warden tasks, followed up with advertising options, updated prison board on LCCF operations, conducted various meetings.

01-31-25: Completed daily warden tasks, participated in various meetings, networked with human resources on various topics.

Respectfully Submitted,



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Tina M. Litz  
Warden

# LEBANON COUNTY CORRECTIONAL FACILITY

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

730 E. Walnut Street  
Lebanon, PA 17042

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

To: Lebanon County Prison Board

2/7/2025

CC: Deputy Warden Heather Diehl- Operations

RE: January2025 Prison Board Report- 1/1/2025 through 1/31/2025

- 1/1/2025 New Years Day
- 1/2/2025 Submitted Monthly Report to State, Posted Shift Transfers for Corporals
- 1/3/2025 Began scheduling Corporal interviews, Administrative meetings
- 1/6/2025 Issued shift transfers for staff
- 1/7/2025 Submitted monthly juvenile report, Conducted a inspection on Facility Armory
- 1/8/2025 Department of Corrections Inspection
- 1/9/2025 Paid time off
- 1/10/2025 Administrative meetings
- 1/13/2025 Administrative meetings
- 1/14/2025 Administrative meetings
- 1/15/2025 Attended Webinar held by National Sheriffs Association regarding “Youth Charged as Adults; Compliance with the JJDPA’s core Requirements”
- 1/16/2025 Captain Interviews
- 1/17/2025 Corporal Interviews
- 1/20/2025 Holiday
- 1/21/2025 Corporal Interviews
- 1/22/2025 Annual on-site visit by Director of Secure Monitoring Juvenile Court Consultant
- 1/23/2025 Administrative Meetings
- 1/24/2025 Tour on Block 5
- 1/27/2025 Safety Committee meeting, Administrative meetings
- 1/28/2025 Tour on Block 3 & 4
- 1/29/2025 Administrative meetings
- 1/30/2025 Administrative meetings
- 1/31/2025 Administrative meetings

Monthly operations: Total Shifts: 93

Full operations- 6 shifts

Modified Operations- 84 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

# **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

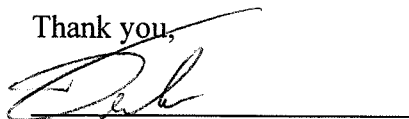
730 E. Walnut Street  
Lebanon, PA 17042

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

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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



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 M. Miller*~~  
Captain of Security

---

**To: Lebanon County Prison Board**  
**From: Rebecca Davis, Deputy Warden of Treatment**  
**Re: January 2025 Prison Board**  
**1-1-25 through 1-31-25**

**1-1-25: County Holiday**

**1-2-25: Completed daily DW of Treatment Tasks, attended administrative meeting, completed parole recommendations**

**1-3-25: Completed daily DW of Treatment Tasks, meeting to discuss prison inspections, walk through on Blocks 1 and 2**

**1-6-25: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates, completed parole recommendations**

**1-7-25: Completed daily DW of Treatment tasks, attended drug court**

**1-8-25: Prison Inspection**

**1-9-25: Completed daily DW of Treatment tasks, answered inmate grievances**

**1-10-25: Completed daily DW of Treatment tasks, attended administrative meeting**

**1-13-25: Completed daily DW of Treatment tasks, attended MISA meeting**

**1-14-25: Completed daily DW of Treatment tasks**

**1-15-25: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended Prison Board, completed parole recommendations, attended a webinar for Youth Charged as Adults**

**1-16-25: Completed daily DW of Treatment tasks, assisted with interviews for Security Captain, held disciplinary boards**

**1-17-25: Completed daily DW of Treatment tasks, attended re-entry coalition meeting, assisted with Corporal interviews, attended administrative meeting**

**1-20-25: County Holiday**

**1-21-25: Completed daily DW of Treatment tasks, provided training for the new Work Release Assistant Counselor, attended drug court**

**1-22-25: Completed daily DW of Treatment tasks, provided training for the new Work Release Assistant Counselor**

**1-23-25: Completed daily DW of Treatment tasks, provided training for the new Work Release Assistant Counselor, attended administrative meeting**

**1-24-25: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances**

**1-27-25: Completed daily DW of Treatment tasks, answered inmate grievances**

# 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 W. [unclear]*  
Captain of Security

1-28-25: Completed daily DW of Treatment tasks  
1-29-25: Completed daily DW of Treatment tasks  
1-30-25: Completed daily DW of Treatment tasks  
1-31-25: Family Sick Day

**January 20245:** In the month of January LCCF hired someone to fill the Work Release Assistant Counselor position. 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: 900, Intakes of new commitments: 39, Public Defender applications: 28

Respectfully,

**Rebecca Davis**  
Deputy Warden of Treatment

# Lebanon County Correctional Facility



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

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

Tina Litz,  
Warden  
Ray H. Arnold,  
Director of Work Release  
Vacant  
Captain of Security

February 19, 2025

To: Lebanon County Prison Board  
From: Ray H. Arnold, Director of Work Release  
Subject: Monthly Prion Board Report.  
Re: 01/01/2025 – 01/31/2025

## BOARD MEMBERS:

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

## PARTICIPANTS

	January 2025	January 2024
Inmates Employed in the Community:	08	09
Inmates added to the Program:	03	04
Inmates removed from the Program:	06	03
Removed for a Major Misconduct:	03	02

## REQUEST SLIPS / COUNSELING

	January 2025	January 2024
Request Slips:	60	140
Intakes:	01	0

## WORK RELEASE AVAILABILITY / TRAVEL PASSES

	January 2025	January 2024
Inmates Seeking Employment:	03	03
Total Number of Travel Passes (TP):	14	06
Travel Passes for Employment:	12	10
Travel Passes for Work Related Items:	02	00
Travel Passes for Medical Apps.:	00	00
Travel Passes for Legal Matters:	00	00
Travel Passes for D & A Therapy:	00	00

## FINANCIAL STATUS

	Month of January 2025	Year to date 2025
AMOUNT RECEIVED	\$18,139.00	\$18,139.00
ROOM AND BOARD	\$4,701.31	\$4,701.31
FINES AND COSTS	\$3,286.00	\$3,286.00
DISTRICT JUSTICES	\$50.00	\$50.00
PROCESSING FEE	\$100.00	\$100.00
DRUG TESTING	\$400.00	\$400.00
SUPERVISION FEE	\$800.00	\$800.00
MONEY DEDUCTED	\$9,337.31	\$9,337.31
INMATE BALANCE	\$8,801.69	\$8,801.69
COST RECOVERY - Room & Board RB	\$281.86	\$281.86

### OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 01/12/2025 and 01/19/2025.

### Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 01/12/2025.

Served as Co-Chair for Disciplinary Boards.

### MEETINGS

Attended Prison Board Meeting.

Attended Administration Meetings – Discussion Prison Operations

### Prison Operations

Assisted with Prison Operations throughout the month.

Toured Facility with the State Inspector.

Assisted with Prison Policy Updates.

Assisted with Staff Interviews for prison Promotional Board. (Position of Corporal)

### On Call Warden

Worked as on call Warden this month.

### Work Release

Work Release Classification was held this month, 08 were 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.

Invited employers to come into the facility to conduct mock interviews to assist Inmates to better understand how to apply for employment opportunities. No companies responded.



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

Fisher, Jason  
Oliver, Terry  
Vega, James

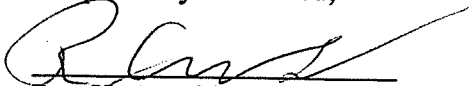
Weaber Inc.  
Weaber Inc.  
Hearth Restaurant

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

Juarbe, Isabel  
Taylor, William  
Whitford, David  
Keppley, William  
Oliver, Terry  
Rutter, Toby

County Parole  
County Parole  
County Parole  
Expiration of Maximum Sentence  
County Parole  
County Parole

Respectfully submitted,



Ray H. Arnold  
Director of Work Release

# LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden  
 Heather Diehl, Deputy Warden – Operations  
 Rebecca Davis, Deputy Warden – Treatment  
 Ray Arnold, Director of Work Release  
 Vacant, 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: January Report

# January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 Basic Correctional Officer Training Academy Day 1	7 Basic Correctional Officer Training Academy Day 2	8 Basic Correctional Officer Training Academy Day 3	9 Off	10 Off	11	12
13 Basic Correctional Officer Training Academy Day 6	14 Basic Correctional Officer Training Academy Day 7	15 Off Family Sick	16 Off Family Sick	17 Off Family Sick	18	19
20 Holiday	21 Off Family Sick	22 Off Family Sick	23 Off Family Sick	24 Off Family Sick	25	26
27 Off Family Sick	28 Off Family Sick	29 Basic Correctional Officer Training Academy Day 17	30 Basic Correctional Officer Training Academy Day 18	31 Basic Correctional Officer Training Academy Day 19		

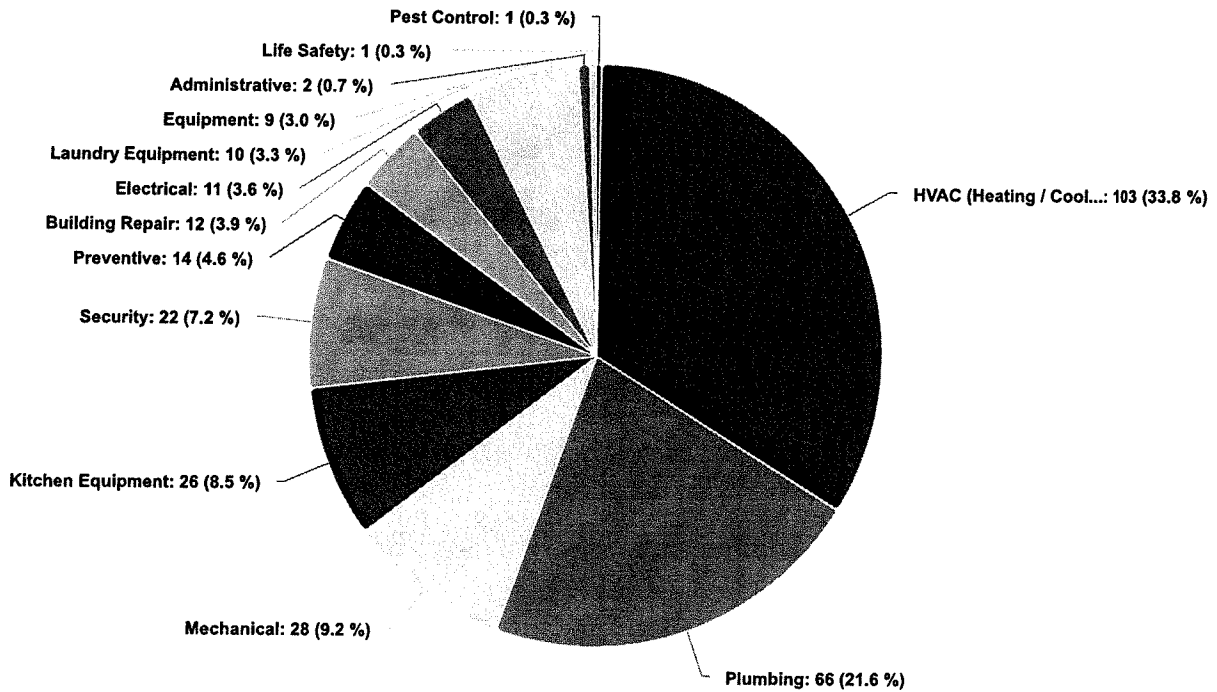








Category



**Report Criteria**

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '1/1/2025' AND '1/31/2025'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>Administrative</b>				
Administrative	LCCF-9497	welding cart shadow board	Administrative	Completed
Administrative	LCCF-9532	inventory tweezers & scissors in 1st aid kit	PM/Inspection Generated Work Order	Meetings / Documenting / Ordering
<b>Administrative - 2 Total:</b>				
<b>Building Repair</b>				
Building Repair	LCCF-9541	outmate showers are showing rust	Constant Use	Deferred
Building Repair	LCCF-9540	outmate upper restroom- pipes in bathroom need capped. 1 more entry to go. Brace yourself	Constant Use	Completed
Building Repair	LCCF-9523	Training room ceiling tiles	Dirt or Foreign Matter	Replaced
Building Repair	LCCF-9502	Orkin escort	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-9468	Inmate Glasses need repaired	Constant Use	Repaired
Building Repair	LCCF-9460	Cell 33 stool broken	Defective Part	Completed
Building Repair	LCCF-9469	Clock needs hung	New Install	Completed
Building Repair	LCCF-9544	MIHR Training	Training	Trained
Building Repair	LCCF-9601	Outmate lower ceiling hole.	Dirt or Foreign Matter	Repaired
Building Repair	LCCF-9609	hasp broken	Defective Part	Replaced
Building Repair	LCCF-9619	wicket hinges are broke and need replaced	Defective Part	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Building Repair	LCCF-9446	Monthly, Facility Safety Inspection	PM/Inspection Generated Work Order	PM Completed
<b>Building Repair - 12 Total:</b>				
<b>Electrical</b>				
Electrical	LCCF-9577	Maintenance shop emergency lighting needs replaced	Electrical Failure	Replaced
Electrical	LCCF-9579	Callback: [ECB- Main Control Room panel button needs resecured]	Misalignment	Repaired
Electrical	LCCF-9318	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9384	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9316	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9317	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9472	replace light bulbs	Defective Part	Replaced
Electrical	LCCF-9471	Light bulb burned out	Misalignment	Adjusted
Electrical	LCCF-9385	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9386	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9549	Bulb Burned Out	Defective Part	Replaced
<b>Electrical - 11 Total:</b>				
<b>Equipment</b>				
Equipment	LCCF-9244	Medicals water fountain doesn't have a button	Constant Use	Repaired
Equipment	LCCF-9521	pencil sharpener broke	Constant Use	Replaced
Equipment	LCCF-9500	Shoes glued	Constant Use	Repaired
Equipment	LCCF-9495	Panel switch	Constant Use	Replaced
Equipment	LCCF-9496	Panel switch	Misalignment	Repaired
Equipment	LCCF-9464	Inmate Showers drain cover	Dirt or Foreign Matter	Completed
Equipment	LCCF-9463	clock does not work	Defective Part	Replaced
Equipment	LCCF-9520	dishwasher has no power. Went down on saturday 1/11/25	Constant Use	Replaced
Equipment	LCCF-9611	Gate (Inner) (GATE-10) would not secure	Lack of Lubrication	Completed
<b>Equipment - 9 Total:</b>				
<b>HVAC (Heating / Cooling)</b>				
HVAC (Heating / Cooling)	LCCF-9330	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9327	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9329	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9328	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9345	Monthly, Roof Top Unit	PM/Inspection Generated Work	PM Completed



Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9346	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9342	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9343	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9325	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9326	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9341	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9340	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9344	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9339	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9586	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9587	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9588	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9589	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9373	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9367	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9365	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9350	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9334	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9333	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9332	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9324	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9322	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9323	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9319	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-9513	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9511	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9512	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9510	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9349	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9379	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9361	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9360	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9362	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9413	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9363	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9364	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9348	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9355	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9358	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9369	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9562	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9560	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9561	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9559	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9359	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9354	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9352	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9353	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9380	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9381	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9585	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9357	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9356	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9372	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9371	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9368	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9366	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9290	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9289	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9370	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9292	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9291	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9293	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9481	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9480	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9479	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9478	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9418	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9477	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9422	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9303	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9415	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9412	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9376	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9374	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9509	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9398	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9397	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9410	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9411	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9414	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9558	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9399	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9304	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9335	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9337	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9321	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9336	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9338	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9320	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9331	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9377	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9378	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9375	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9383	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9382	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9347	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9351	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
<b>HVAC (Heating / Cooling) - 103 Total:</b>				
<b>Kitchen Equipment</b>				
Kitchen Equipment	LCCF-9569	the warmer makes a high pitched whistle sound when turned on	Dirt or Foreign Matter	Cleaned
Kitchen Equipment	LCCF-9444	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9431	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9313	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9443	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9442	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9441	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9439	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9438	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9430	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9440	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9428	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9425	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9433	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9432	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9201	when the trays come out of the machine and hit the stop bar. they dont always trigger the machine to stop and then they will jam in the machine	Dirt or Foreign Matter	Repaired
Kitchen Equipment	LCCF-9437	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9445	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9427	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9429	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9315	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9314	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-9426	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9434	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9435	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9436	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
<b><i>Kitchen Equipment - 26 Total:</i></b>				
<b>Laundry Equipment</b>				
Laundry Equipment	LCCF-9395	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9396	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9391	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9392	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9393	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9390	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9394	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9543	Lint on dryers	Dirt or Foreign Matter	Cleaned
Laundry Equipment	LCCF-9548	F 1 code is flashing	Constant Use	Reset
Laundry Equipment	LCCF-9279	laundry inmate is stating that washer 1 (the new one) is showing an F8 code. He stated that the washer finished up in half the usual time but was not spinning the water from the clothing.	Dirt or Foreign Matter	Unclogged
<b><i>Laundry Equipment - 10 Total:</i></b>				
<b>Life Safety</b>				
Life Safety	LCCF-9400	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
<b><i>Life Safety - 1 Total:</i></b>				
<b>Mechanical</b>				
Mechanical	LCCF-9307	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9423	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9417	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9305	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9473	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9474	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9286	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-9308	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9306	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9486	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9483	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9484	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9506	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9505	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9514	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9515	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9517	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9424	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9594	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9591	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9592	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9555	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9554	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9566	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9563	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9564	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9582	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9581	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
<b>Mechanical - 28 Total:</b>				
<b>Pest Control</b>				
Pest Control	LCCF-9576	Orkin escort	Escorting - Client Requested	Escorted Contractor
<b>Pest Control - 1 Total:</b>				
<b>Plumbing</b>				
Plumbing	LCCF-9575	Clogged sink	Dirty or Foreign Matter	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9557	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9573	Sink not working properly. No water coming out of sink.	Electrical Failure	Relocated / Reinstalled
Plumbing	LCCF-9552	Plumbing Issue....Block 1 cell F. Inmate reports sink not working	Electrical Failure	Relocated / Reinstalled
Plumbing	LCCF-9565	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9574	Toilet Clogged	Constant Use	Unclogged
Plumbing	LCCF-9568	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9567	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9556	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9583	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9593	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9584	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9603	Sink clogged	Constant Use	Unclogged
Plumbing	LCCF-9602	Clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9595	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9596	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9607	no hot water in the kitchen	Constant Use	Reset
Plumbing	LCCF-9608	Block 2 shower drain clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9597	cell 6 toilet clogged	Electrical Failure	Adjusted
Plumbing	LCCF-9388	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9615	Toilet leaking	Defective Part	Replaced
Plumbing	LCCF-9605	Callback: [ECB - Block 2 showers reported as not working]	Constant Use	Adjusted
Plumbing	LCCF-9420	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9501	All toilets in blk 6 upper are clogged	Constant Use	Unclogged
Plumbing	LCCF-9508	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9489	Complaints the shower is cold in the gym	Constant Use	Adjusted
Plumbing	LCCF-9516	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9542	Clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9550	Clogged toilet	Constant Use	Unclogged



Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9519	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9518	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9507	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9551	Cell 46 toilet doesn't flush.	Electrical Failure	Repaired
Plumbing	LCCF-9553	Clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9529	Please check water temps of all blocks- complaints received by inspector	Constant Use	Completed
Plumbing	LCCF-9524	outmate upper urinal leaking	Constant Use	Repaired
Plumbing	LCCF-9387	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9570	Clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9487	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9488	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9476	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9475	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9404	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9407	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9408	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9409	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9402	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9416	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9401	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9458	Issues with cell 64	Constant Use	Replaced
Plumbing	LCCF-9403	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9288	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-8734	sink doesnt work	Defective Part	Replaced
Plumbing	LCCF-9459	Cell 29 Sink clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9465	cell 75 Toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9485	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9419	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9406	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9491	Vandalism: [toilet clogged]	Vandalism	Unclogged
Plumbing	LCCF-9492	Toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9493	Toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9494	Toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9421	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9405	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9470	Cell 49 Toilet	Defective Part	Replaced
Plumbing	LCCF-9389	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
<b>Plumbing - 66 Total:</b>				
<b>Preventive</b>				
Preventive	LCCF-9525	ceiling tiles in training room need some TLC. please assess and change out as needed	Dirt or Foreign Matter	Replaced
Preventive	LCCF-9530	cooler 2 fans covered in lime or dust	Dirt or Foreign Matter	Cleaned
Preventive	LCCF-9447	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9457	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9456	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9455	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9454	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9453	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9452	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9451	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9450	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9449	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9448	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-9618	PM Roof unit	PM/Inspection Generated Work Order	PM Completed
<b>Preventive - 14 Total:</b>				
<b>Security</b>				
Security	LCCF-9600	Gate Not Opening/Shutting	Defective Part	Repaired

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Security	LCCF-9613	CENTRAL DOOR LATCH INOP	Constant Use	Cleaned
Security	LCCF-9614	MAIN HALLWAY MEDICAL DOOR	Dirt or Foreign Matter	Cleaned
Security	LCCF-9599	Inside intake door will not shut properly. locking mech. sticks.	Dirt or Foreign Matter	Cleaned
Security	LCCF-9571	Gate Not Opening/Shutting	Dirt or Foreign Matter	Cleaned
Security	LCCF-9578	Door Problem	Misalignment	Repaired
Security	LCCF-8701	REAR INTERCOM NOT WORKING.	Constant Use	Found to be OK
Security	LCCF-9522	key broken off in panel	Defective Part	Completed
Security	LCCF-9498	inside intake will not open, smells like something is burning.	Electrical Failure	Replaced
Security	LCCF-9533	blk 6 bathroom access panel needs resecured	Abuse	Repaired
Security	LCCF-9545	Escort Cyprium for intercom and speaker troubleshooting.	Escorting - Client Requested	Escorted Contractor
Security	LCCF-9504	Callback: [ECB - Panel and gates not operational]	Constant Use	Replaced
Security	LCCF-9503	Admin outside door	Constant Use	Cleaned
Security	LCCF-9482	In the 5 O/M unit the camera near the TV and hotpot is plugged into the same spot, on a power strip. When the inmates unplug the TV or hotpot the camera plug tends to come loose then it shuts off the camera. I am making this known before it becomes an issue. Also, the camera in the multi-room keeps going in and out, when it does this you can't see if an officer is at the door waiting for you to let them through. Which makes it hard to watch your partner, making a blind spot for that area.	Electrical Failure	Repaired
Security	LCCF-9310	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-9311	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-9312	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-9309	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-9467	Cell F gate issues	Constant Use	Adjusted
Security	LCCF-9466	Cell D out of service due to gate	Constant Use	Repaired
Security	LCCF-9461	Cell 19 gate issue	Vibration	Adjusted
Security	LCCF-9462	Cell 30 gate issue	Vibration	Adjusted
<b>Security - 22 Total:</b>				



<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	Tina M. Litz, Warden Heather Diehl , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release 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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**FEBRUARY 19 , 2025,**  
**FEBRUARY . PRISON BOARD MEETING**  
**DETAIL SECTION**

This Report Covers January 1, 2025, to January. 31, 2025

The Detail Section consists of the following persons:

- INSIDE:** Inside detail consisted of (19) different male inmates.
- OUTSIDE:** Outside detail consisted of (02) different male inmates.
- FEMALE:** Consists of (05) different female inmates.
- 0** : Pretrial Detainee (non-sentenced inmates) inmates working on Outside Detail crew.
- 0** : Pretrial Detainee inmates working on Inside Detail crew.
- 175** 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 at county properties
6. Painted all the housing units in the facility in preparation for the doc inspection on January 8, 2025

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

**Total Detail hours worked from January . 1, 2025 through January . 31, 2025**

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

**Respectfully Submitted,**

A handwritten signature in black ink, appearing to be 'M. Gibson', written over a horizontal line.

**Detail SGT Gibson**

<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	Tina M. Litz, Warden Heather Diehl , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release 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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**PRISON BOARD CON'T  
DETAIL SECTION**

**ON A PERIODIC BASIS:**

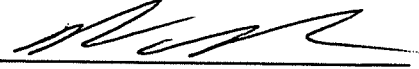
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**Respectfully Submitted,**

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**Detail SGT Gibson**



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

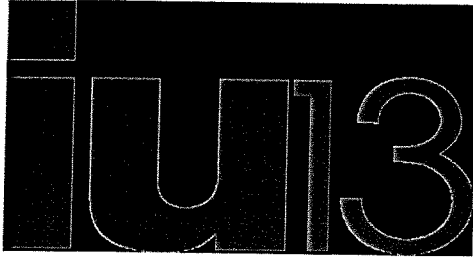
## Prison Board Report

January, 2025

Worship Services (English Male)	8	10
Worship Services (Spanish Male)	6	7
Worship Services (English Female)	4	12
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	61	
Request Slips Answered	227	
Housing Area Visits	21	
All classes temporarily cancelled		

Respectfully Submitted

Rev Marilyn A. Nolte  
LCCF Chaplain Manager



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

**Monthly Report January 2025**

**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.

**1 - Total Students**

**1 - Total Students for month of January**

**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 January, 2025

**H.S.E. High School Equivalency**

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

27

Request Slips Received:

7

Respectfully Submitted,

Ken Travis  
HSE Instructor,  
LL IU13 Community Education