

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

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

Wednesday, March 19, 2025

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From February 19, 2025

Report From The Warden

Report From Deputies/Departments

Open Business

Adjournment

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

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

Visit www.lebcounty.org to view Commissioners meeting in its entirety.

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, January 15, 2025

11:30 A.M.

The Lebanon County Prison Board was called to order at 11:30 a.m. Commissioner Kuhn presiding via phone with Vice Chairman Phillips calling the meeting to order.

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
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess Graf, District Attorney

Public Comment (s): Michael Schroeder believes the language of the website reads "As a county facility inmates are committed right from the "street", directly after the offense is committed. A State Correctional Institution receives inmates who have already been confined in a county facility and receives background information on the inmate." Schroeder suggests inserting "alleged" before the word offense.

It was moved by Controller Mettley, seconded by Commissioner Litz, to approve the minutes of the January 15, 2025 meeting, with a correction to include "Chairman" in the motion to elect a Chairman of the Board. Vote unanimous.

Warden Litz recognized Corporal, Cody J. Ludwig, with a certificate of appreciation of sincere gratitude for swift action in the intake area to avoid an overdose to an incarcerated individual at the facility.

Warden Litz reported that Block 5 heating has malfunctioned, and inmates have been relocated appropriately. Repairs will be completed by Friday, February 21st. John Rose, PA Prison Society inquired whether inmates could request additional blankets. Warden Litz referred Mr. Rose to speak with Deputy Warden of Treatment to discuss the possibility.

Joseph Duke, on behalf of the Prison Reentry Coalition requested that the types of drugs being prescribed are listed in reports. The coalition would like to prepare for released inmates.

Tina Litz, Warden, submitted written reports of her activities for the month of January 2025. The Board reviewed this report.

Tina Litz, Warden, reported the average daily inmate population for January was 259.19. 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 five (5) week operating period,

during the month of January 2025 were \$2,763.44, commission amount from December was \$5,381.70.

Heather Diehl, Deputy Warden of Operations, submitted written reports of her activities for the month of January 2025. The Board reviewed this report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of January 2025. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of January 2025. 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 January 2025. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of January 2025 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 January 2025. Mr. Arnold reported that there are 8 inmates employed within the community on the work release program and 3 inmates seeking employment. A total of 14 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 January 2025. The Board reviewed this report.

A 2025 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of January 2025. CGL completed three hundred and five (305) 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 January 2025. The total students enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was one (1) student. 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 January 2025. Total sessions to prepare students for the HiSET exams were (27) twenty-seven and seven (7) request slips were received. The Board reviewed this report.

Meeting Adjourned.



Robert Mettley, County Controller
Secretary

Next meeting: March 19, 2025

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

PRISON BOARD MARCH 1, 2025	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF FEBRUARY 28, 2025	247	210	37
AVERAGE DAILY POPULATION FEBRUARY	250.68	211.93	38.75
NUMBER OF INMATES RECEIVED	98	86	12
NUMBER OF INMATES RELEASED	106	95	11
HIGHEST COUNT	258 20 th	218 20 th	40 1 st , 2 nd , 20 th , 21 st , 22 nd , 23 rd
LOWEST COUNT	255 26 th , 28 th , 29 th	215 28 th , 29 th	36 2 nd , 3 rd , 7 th , 8 th , 9 th
NUMBER OF UNSENTENCED INMATES			
NUMBER OF INMATES ON WORK RELEASE	11	10	1
NUMBER OF INMATES ON WORK DETAIL	26	21	5
NUMBER OF STATE SENTENCED INMATES	10	8	2
NUMBER TRANSFERRED TO STATE PRISON	3	3	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	6	6	0
NUMBER OF PAROLE/PROBATION VIOLATORS	85	68	17
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	31	--	--
PROBATION VIOLATION	3	--	--
PAROLE VIOLATION	7	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	14	--	--
OTHER LEBANON BENCH WARRANTS	26	--	--
OUT OF COUNTY BENCH WARRANTS	6	--	--
D.J. SENTENCE	2	--	--
SENTENCED BY COURT OF COMMON PLEAS	5	--	--
WRITS FROM OTHER COUNTIES	5	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	4	--	--
INMATES IN OTHER COUNTIES ON WRITS	3	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	5	0	0
IN LCCF ON WRITS AND RETURNED	8	7	1

Lebanon County Correctional Facility



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Tina Litz,
Warden

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

Ray Arnold,
Director of Work Release
Scott Hocker
Captain of Security

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF FEBRUARY 2025

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<i>February 1, 2025</i>		12,298.32
Commissary sales	February 2025	9,866.84	
Securepak Commission	January 2025	5,564.28	
Interest Applied		1.32	
TOTAL DEPOSITS INTO SAVINGS			15,431.12
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		27,729.44
TOTAL TRANSFER TO CHECKING FROM SAVINGS			14,859.83
ENDING BALANCE AS OF:	<i>February 28, 2025</i>		12,870.93
ENDING BALANCE ON: 02/29/2024	Comparison of Last Years Ending Balance		30,228.38
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<i>February 1, 2025</i>		200.00
TOTAL DEPOSITS INTO CHECKING			14,859.83
TOTAL FUNDS AVAILABLE			15,059.83
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Charm-Tex	Whites	648.00	
Thomson Reuters	Law Library	1,858.45	
Lancaster-Lebanon IU13	School Program	2,518.95	
Walmart Capital One	Tvs, remotes	411.52	
Your Advertiser	Recruitment	720.00	
Bob Barker	Whites, games	427.14	
Myerstown Community Training Center	AHA, HS, CPR/AED, FA	220.00	
TOTAL NON STORE DISBURSEMENTS			6,804.06
<u>DISBURSMENTS:</u>	<u>STORE</u>		
Commissary sales	February 2025	8,055.77	
TOTAL STORE DISBURSEMENTS			8,055.77
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		14,859.83
ENDING BALANCE AS OF:	<i>February 28, 2025</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



730 East Walnut Street

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

Tina Litz,
Warden

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

Ray Arnold,
Director of Work Release
Scott Hocker,
Captain of Security

COMMISSARY REPORT

MONTH OF FEBRUARY 2025

	<u>FEB 2025</u>	<u>FEB 2024</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	308	387
AVERAGE WEEKLY ORDERS:	77	97
SALES:	\$ 10,134.06	\$ 12,613.20
LESS EXPENSES (CREDITS):	\$ -267.22	\$ -298.12
TOTAL SALES:	\$ 9,866.84	\$ 12,315.08
AVERAGE WEEKLY SALES:	\$ 2,533.52	\$ 3,153.30
COMMISSION MONTH OF JAN:	\$ 5,396.64	\$ 5,445.34

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: 2/1/25 to 2/28/25

CURRENT

YEAR TO DATE

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 16,186.15	\$ 21,198.44
MEATS	\$ 2,605.10	\$ 5,040.74
DAIRY PRODUCTS	\$ 2,874.90	\$ 5,641.65
BAKED PRODUCTS	\$ 2,944.00	\$ 6,624.00
GROCERIES	\$ 11,127.88	\$ 21,384.18
FRESH FRUITS & VEGETABLES	\$ 1,163.00	\$ 3,179.00
TOTAL	\$ 36,901.03	\$ 63,068.01
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 1,608.11	\$ 2,749.89

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	1,960	4,160
INMATE POPULATION	20,778	44,391
GUESTS	-	-
CENTRAL BOOKING LUNCHES	144	306
TOTAL MEALS SERVED	22,882	48,857
COST PER PERSON PER MEAL	\$ 1.61	\$ 1.29

COST PER PERSON PER DAY	\$	4.84	\$	3.87
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DATE

DONATED BY:

- 2/2 -- Gemas Angles -- 10 cases of assorted product
- 2/3 -- Bills produce -- 2 cases pepperes
- 2/4 -- Caring Cupboard -- 2 skids assorted product
- 2/6 -- Calvery Chapel -- 4 skids assorted product
- 2/13-- Calvery Chapel -- 4 skids assorted product
- 2/17 -- Bills produce -- 50lbs of potatoes
- 2/20-- Calvery Chapel -- 2 skids assorted product
- 2/27 -- Calvery Chapel -- 4 skids assorted product

Our new oven was arrived, instalation is scheduled

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
Scott Hocker
Captain of Security

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

02-03-25: Completed warden daily tasks., addressed academy cadets, met with the DW of Operations and DW of Treatment to discuss various topics, toured shower project area.

02-04-25: Completed warden daily tasks, conducted a meeting with the DW of Operations and kitchen Sergeant to discuss staffing and operations in the kitchen department, assisted the Lebanon County Career and Technical School with mock interviews.

02-05-25: Completed warden daily tasks, toured kitchen and the SHU, met with various staff to discuss operations, to include the Prime Care Health Service Administrator due to the increased medical transports, also participated in Penn State Harrisburg's Career Affairs and Services luncheon to engage with students who are interested in pursuing a career in the Criminal Justice field.

02-06-25: Completed warden daily tasks, conducted an administrative meeting to discuss various topics.

02-07-25: Completed warden daily tasks, conducted a meeting with the DW of Operations and selection for the Captain of Security position to discuss duties and responsibilities, as well as networked with Human Resources and solicitors on various topics.

02-10-25: Completed warden daily tasks, conducted a bi-monthly CGL maintenance meeting to review maintenance work tickets, participated in the CJAB and Team MISA meetings.

02-12-25: Completed daily warden tasks.

02-14-25: Completed daily warden tasks, conducted various employee meetings this date and networked with Human Resources. Also, reviewed new hire applications.

02-17-25: Holiday

02-18-25: Completed warden daily tasks, conducted meetings with various staff.

02-19-25: Completed daily warden tasks, participated in the monthly CQI and prison board meetings, as well as met with Human Resources about various topics. Navigated around no heat in various areas of the building.

02-20-25: Completed warden daily tasks, conducted an administrative meeting this date and reviewed and delegated the inspection fixes/remedies.

02-21-25: Completed warden daily tasks, set up more meetings to review the DOC inspection pre-liminary findings, followed up with the Human Resources regarding the code of ethics review update.

02-24-25: Completed daily warden tasks, met with detail and kitchen supervisor, attended a human resources meeting discussing various topics.

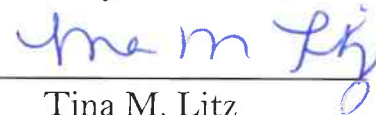
02-25-25: Completed daily warden tasks, met with Professor Whitedley's Woman in Criminal Justice class to discuss woman in corrections, reviewed and processed invoices.

02-26-25: Completed daily warden tasks, reviewed job descriptions for updating purposes, reviewed new hire packets, toured out mate areas, block 6 and 3 and SHU. Participate in a zoom for the county's salary study.

02-27-25: Completed daily warden tasks, reviewed and started updating various job descriptions, conducted various meetings this day involving operations, attended the mandated PREA, Sexual Harassment, Professional and Ethics trainings, Participated in a meeting with CGL Honeywell regarding upgrading controllers within the facility.

02-28-25: Completed daily warden tasks, toured block 5, 1, 2, RHU, MIU and Dorm., met with DW Diehl, Captain Hocker and Sgt. Bartashus about various operations, completed IT zooms, reviewed and updated various job descriptions as well as reviewed policy.

Respectfully Submitted,



Tina M. Litz
Warden

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden-Operations
Becky Davis, Deputy Warden – Treatment
Ray Arnold, Director of Work Release
Scott Hocker 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

3/10/2025

CC: Deputy Warden Heather Diehl- Operations

RE: March 2025 Prison Board Report- 2/1/2025 through 2/28/2025

- 2/3/2025- Posted Transfer opening for staff, Conducted Interviews for new hires
- 2/4/2025- Conducted Disciplinary boards for inmates, Conducted interviews for new hires
- 2/5/2025- Attended Training class's graduation
- 2/6/2025- Administrative meetings, conducted interviews for new hires
- 2/7/2025- Administrative meetings, conducted interviews for new hires
- 2/10/2025- Administrative meetings, conducted interviews for new hires
- 2/11/2025- Conducted interviews for new hires
- 2/12/2025- Facilitated fire drills among all shifts, conducted interviews for new hires
- 2/13/2025- Reviewed Manning and Operations
- 2/14/2025- Administrative meetings
- 2/17/2025- HOLIDAY
- 2/18/2025- Administrative meetings
- 2/19/2025- Administrative meetings, Prison Board
- 2/20/2025- Meeting with Vendor, Administrative meeting, Collecting Data for DOC inspection results
- 2/21/2025- Administrative Meeting, Collecting Data for DOC inspection results
- 2/24/2025- Administrative Meetings, Collecting Data for DOC inspection results
- 2/25/2025- Attended Annual training, Toured Facility, Administrative meetings, Collecting Data for DOC inspection results
- 2/26/2025- Administrative meeting, interview for in-house lateral transfer, Collecting Data for DOC inspection results
- 2/27/2025 Administrative meeting, Collecting Data for DOC inspection results
- 2/28/2025 Administrative meeting, Interview for in-house lateral transfer, Collecting Data for DOC inspection results

Monthly operations: Total Shifts: 84

Full operations- 4 shifts

Modified Operations- 77 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

LEBANON COUNTY CORRECTIONAL FACILITY

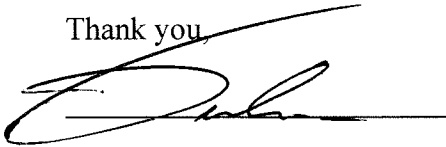
Tina M. Litz, Warden
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VACANT Captain of Security
Edward Potter, Director of Training

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Review Use of Force Incidents
Review Misconduct Reports
Conduct meetings with staff regarding questions/ concerns for operations and security
Answer request slips
Assist the Captain with investigating misconduct related to inmates and staff
Update related departments with information gathered or decisions made from investigations.
Post notifications of transfer, promotion, and other vacancies- Forward related paperwork to
Human resources
Cover the duties of the Captain when he is absent

Thank you,



Deputy Warden Heather Diehl

Lebanon County Correctional Facility



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Tina M. Litz,
Warden

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

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

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: February 2025 Prison Board
2-3-25 through 2-28-25

2-3-25: Completed daily DW of Treatment tasks, completed parole recommendations
2-4-25: Completed daily DW of Treatment Tasks, assisted with disciplinary boards, answered inmate grievances
2-5-25: Completed daily DW of Treatment Tasks
2-6-25: Completed daily DW of Treatment tasks, attended administrative meeting, completed parole recommendations, answered inmate grievances
2-7-25: Completed daily DW of Treatment tasks, attended drug court
2-10-25: Completed daily DW of Treatment tasks, attended MISA meeting
2-11-25: Family Sick Day
2-12-25: Completed daily DW of Treatment tasks, meeting with Oasis Commissary Services, completed parole recommendations, answered inmate grievances
2-13-25: Completed daily DW of Treatment tasks, answered inmate grievances
2-14-25: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates, answered inmate grievances, completed parole recommendations
2-17-25: County Holiday
2-18-25: Completed daily DW of Treatment tasks, answered inmate grievances
2-19-25: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended Prison Board, completed parole recommendations
2-20-25: Completed daily DW of Treatment tasks, attended administrative meeting
2-21-25: Completed daily DW of Treatment tasks
2-24-25: Completed daily DW of Treatment tasks
2-25-25: Completed daily DW of Treatment tasks, attended Drug Court
2-26-25: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances, held disciplinary boards
2-27-25: Completed daily DW of Treatment tasks, created Ramadan list, completed parole recommendations, answered inmate grievances, Professionalism/Ethics/PREA training
2-28-25: Vacation Day

February 2025: 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,

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Rebecca Davis,
Deputy Warden of Treatment

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

probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs. This month the treatment team participated in training on ethics, professionalism and PREA

Number of DNA's done for the month: 12

Number of grievances for the month: 16

Approximate number of request slips completed: 900, Intakes of new commitments: 44, Public

Defender applications: 19

Respectfully,

A handwritten signature in black ink that reads 'Rebecca Davis'. The signature is written in a cursive style with a large, looping flourish at the end.

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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

Tina Litz,
Warden

Ray H. Arnold,
Director of Work Release
Scott Hocker
Captain of Security

March 19, 2025

To: Lebanon County Prison Board
From: Ray H. Arnold, Director of Work Release
Subject: Monthly Prion Board Report.
Re: 02/01/2025 – 02/28/2025

BOARD MEMBERS:

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

PARTICIPANTS

	February 2025	February 2024
Inmates Employed in the Community:	11	20
Inmates added to the Program:	04	08
Inmates removed from the Program:	01	01
Removed for a Major Misconduct:	01	00

REQUEST SLIPS / COUNSELING

	February 2025	February 2024
Request Slips:	140	110
Intakes:	03	0

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	February 2025	February 2024
Inmates Seeking Employment:	04	06
Total Number of Travel Passes (TP):	12	14
Travel Passes for Employment:	09	12
Travel Passes for Work Related Items:	03	02
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 February 2025	Year to date 2025
AMOUNT RECEIVED	\$18,927.24	\$37,066.24
ROOM AND BOARD	\$4,459.12	\$9,160.43
FINES AND COSTS	\$4,062.00	\$7,348.00
DISTRICT JUSTICES	\$40.00	\$90.00
PROCESSING FEE	\$25.00	\$125.00
DRUG TESTING	\$320.00	\$720.00
SUPERVISION FEE	\$640.00	\$1,440.00
MONEY DEDUCTED	\$9,546.12	\$18,883.43
INMATE BALANCE	\$9,381.12	\$18,182.81
COST RECOVERY - Room & Board RB	\$80.14	\$362.00

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 02/16/2025 and 02/23/2025.

Disciplinary Boards

Served as Disciplinary Board Chairperson for the week 2/3/2025 and 2/23/2025.

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.

Assisted with Staff Interviews new hires.

Assisted with investigations and interviews for staff issues.

Assisted with Intake Camera issues.

On Call Warden

Worked as on call Warden this month.

Work Release

Work Release Classification was held this month, and 05 inmates were approved.

Assisted Inmates with employment placement.

Picked up pay checks for work release participants.

Conducted job site checks.

Conducted training for Inmates to better themselves in applying for employment.

Continued to Train Work Release Assistant Counselor.

Attended mandatory training – Ethics and PREA Training.

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

Philhower, Carl
Akulov, Anatoli
Wanner, Anthony

Hearth Restaurant
Self Employed (Electrician)
Weaber Inc.

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

Pimentel, Brian

Major Misconduct

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
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February 17, 2025

Prison Board for February 2025

- 2-18-2025 Assisted with Loudermill hearing of correctional staff that violated Code of Ethics And Policy and Procedures. Attended Administration meeting, various topics Were discussed.
- 2-19-2025 Attended a meeting Warden Litz, Sgt. Bartashus, and maintenance to discuss upcoming Projects.
- 2-20-2025 Attended meeting with Deputy Warden Diehl, Sgt. Gibson with outside vender. Attended an Administration meeting, Various topics were discussed.
- 2-21-2025 Attended a meeting with Deputy Warden Diehl, Sgt. Gibson, and maintenance to discuss upcoming projects.
- 2-24-2025 Attended a meeting with Deputy Warden Diehl and correctional staff about attendance.
- 2-25-2025 Toured areas of the facility with Deputy Warden Diehl and Director of Work Release Ray Arnold.
- 2-26-2025 Attended meeting with Deputy Warden Diehl and correctional staff to discuss various topics.
- 2-27-2025 Attended meeting with Deputy Warden Diehl and Union, and correctional staff. Off site with Deputy Warden Diehl to Boyer Radio, and Major League to order staff uniforms.
- 2-28-2025 Checked various websites for pricing for staff safety gloves. Received a quote and ordered gloves.


Captain Scott M. Hocker

Daily Duties:

- Oversees all correctional shift work, periodically attending each work shift, in accordance with established schedules or evident need.
- Assists the Deputy Warden in staffing shifts and scheduling days off.
- Ensures that operational reports, logs, and memos from staff are complete, accurate, and timely filled
- Daily, inspects the Prison and premises, ensuring correction of evident deficiencies, ensures Supervisors are advised of corrective measures taken.
- Investigates complaints (issued by staff, inmates, agencies of criminal justice/law enforcement, and/or the general public) reporting findings to the Warden or the Deputy Warden of Security, composes and issues to proper authority reports on same.
- Counsel/discipline subordinate personnel when necessary, documenting and coordinating such action with either the Deputy Warden of Security or the Warden.
- Collaborate with all prison departments in coordinating complimentary activities.
- Attends Department Head Meetings and Staff Meetings, as the Prison Warden directs, and performs related tasks as necessary
- Other various tasks not mentioned above

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

Tina M. Litz, Warden
Heather Diehl, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Ray Arnold, Director of Work Release
Capt. Scott Hocker, Director of Security
Edward Potter Jr., Director of Training

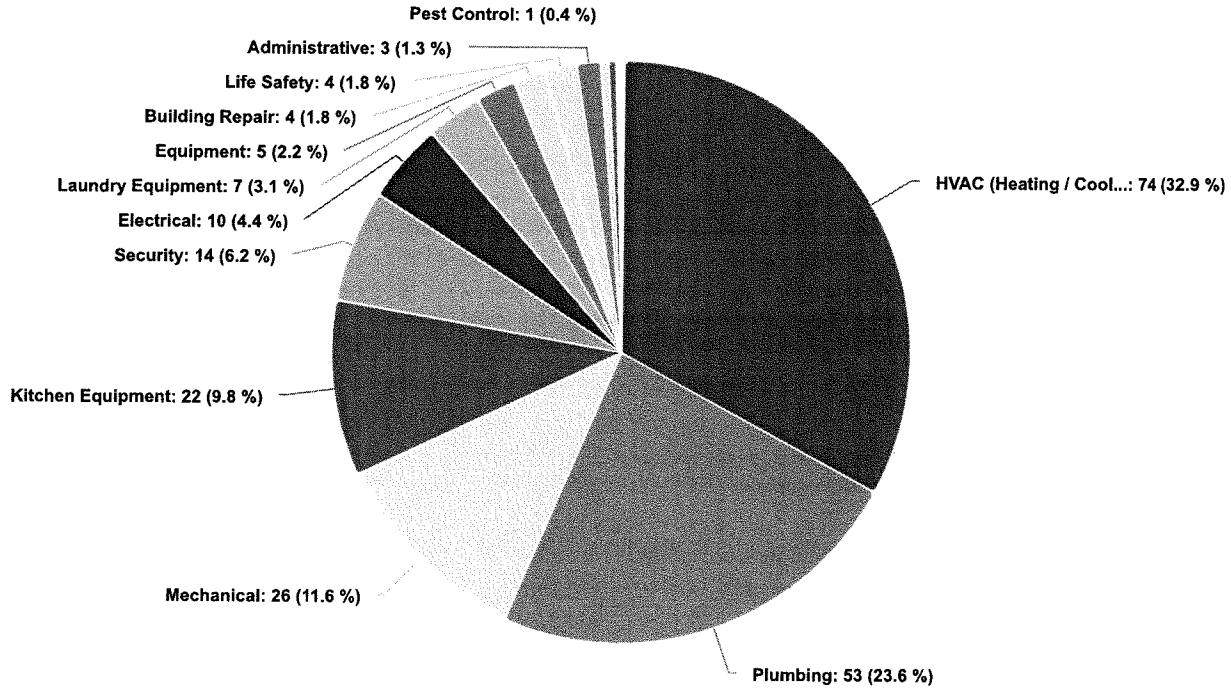
730 E. Walnut Street
Lebanon, PA 17042
Phone: 717-274-5451
Fax: 717-274-1338

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

February 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Basic Correctional Officer Training Last Day	4 Conducted Interviews for Correctional Officer	5 Academy Graduation	6 Conducted Interviews for Correctional Officer	7 Conducted Interviews for Correctional Officer	8	9
10 Arranged instructor training for Staff	11 -Conducted Interviews for Correctional Officer -Posted Training Notice	12 Conducted Interviews for Correctional Officer	13 Conducted Interviews for Correctional Officer	14 -Updated Professionalism training material and class rosters	15	16
17 Holiday	18 Off	19 Off	20 Off	21 Off	22	23
24 Off	25 Staff Training on Professionalism/Ethics/Sexual Harassment/Prison Rape Elimination Act	26 -Updated training files -Organized new hire packets for Warden review	27 Staff Training on Professionalism/Ethics/Sexual Harassment/Prison Rape Elimination Act	28 -Scheduled and posted for a Make-Up class. -Scheduled staff for Food Safety Training		

Category



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '2/1/2025' AND '2/28/2025'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-9883	MIHR Training on 5s	Training	Trained
Administrative	LCCF-9884	annual Professionalism, Ethics, Sexual Harassment, and PREA training	Training	Trained
Administrative	LCCF-9891	Administration meeting	Administrative	Meetings / Documenting / Ordering
Administrative - 3 Total:				
Building Repair				
Building Repair	LCCF-9888	repair inmate shoes	Constant Use	Repaired
Building Repair	LCCF-9898	Vandalism: [Lose conduit hanging from ceiling]	Vandalism	Repaired
Building Repair	LCCF-9604	Block 4 showers	New Install	Completed
Building Repair	LCCF-9819	Replace station glass	Constant Use	Replaced
Building Repair - 4 Total:				
Computer / Technology				
Computer / Technology	LCCF-9796	TV not working	Abuse	Repaired
Computer / Technology - 1 Total:				
Electrical				
Electrical	LCCF-9814	APC BATTERY BACKUP ON FLOOR IN INTAKE CHIMES ANYTIME THE PRINTER IS USED	Defective Part	Deferred
Electrical	LCCF-9792	Bulb Burned Out	Defective Part	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-9499	Electrical Issue-was reported light issue due to possible water that leaked from block 4 into block 2	Electrical Failure	Repaired
Electrical	LCCF-9698	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9699	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9631	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9697	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9630	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9629	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-9868	Shower Light Non-Operational	Constant Use	Found to be OK

Electrical - 10 Total:

Equipment

Equipment	LCCF-9871	need a way to secure the can opener to the table for safety purposes. possibly a hole to put a lock through	Constant Use	Completed
Equipment	LCCF-9892	install hot water pump	Defective Part	Replaced
Equipment	LCCF-9202	the drain in the dishpit falls off alot. we were wondering if there was a different way it could be secured to stay better	Misalignment	Adjusted
Equipment	LCCF-9781	Cell 28-gate not working	Constant Use	Duplicate Request
Equipment	LCCF-9795	Dish Room Area hose	Defective Part	Replaced

Equipment - 5 Total:

HVAC (Heating / Cooling)

HVAC (Heating / Cooling)	LCCF-9735	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-6493	black mold or what appears to be in the inmate side of the visiting room, also informed Sgt Gibson	Dirt or Foreign Matter	Completed
HVAC (Heating / Cooling)	LCCF-9793	Escort martin water	Escorting - Client Requested	Escorted Contractor
HVAC (Heating / Cooling)	LCCF-9765	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9766	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9767	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9768	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9711	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9712	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9617	HVAC Temperature Cold-inmates reported that cold air was being pushed into the unit. staff varied it seems to be happening but not to the point where it needed addressed during the shift	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9621	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9710	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9731	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9696	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9831	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9832	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9833	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9834	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9723	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9725	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9728	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9820	Alpha block temp	Defective Part	Adjusted
HVAC (Heating / Cooling)	LCCF-9804	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9805	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9806	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9807	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9633	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9634	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9662	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9692	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9674	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9673	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9675	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9676	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9677	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9661	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9668	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9671	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9672	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9667	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9665	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9666	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9693	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9694	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9669	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9670	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9685	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9684	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9681	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9679	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9686	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9680	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-9678	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9663	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9664	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9688	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9726	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9727	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9857	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9854	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9855	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9856	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9695	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9880	RTU-5 is not working correctly. System shows the unit is offline.	Defective Part	Contractor to Repair
HVAC (Heating / Cooling)	LCCF-9632	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9640	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9689	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9620	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9687	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9660	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9683	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9682	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9691	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-9690	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling) - 74 Total:				

Inspection

Inspection	LCCF-9784	unit in the gym is very loud sounds like a car before it backfires and shakes in the ceiling. can hear this from the outside of the facility also	Constant Use	Completed
Inspection - 1 Total:				

Kitchen Equipment

Kitchen Equipment	LCCF-9777	the warmer seems to be broken.	Fuse Blown	Replaced
Kitchen Equipment	LCCF-9741	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9739	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9747	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9628	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9627	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9756	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9755	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-9754	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9753	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9752	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9751	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9745	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9743	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9738	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9758	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9750	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9749	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9748	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9746	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9740	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-9744	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment - 22 Total:				

Laundry Equipment

Laundry Equipment	LCCF-9708	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9709	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9707	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9704	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9703	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9706	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-9705	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment - 7 Total:				

Life Safety

Life Safety	LCCF-9713	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety	LCCF-9843	Johnson Control	Dirt or Foreign Matter	Escorted Contractor
Life Safety	LCCF-9841	Callback: [ECB - Fire alarm strobe lights continuing to stay on.]	Defective Part	Replaced
Life Safety	LCCF-9881	Alarm on fire panel sounding	Dirt or Foreign Matter	Found to be OK
Life Safety - 4 Total:				

Mechanical

Mechanical	LCCF-9862	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9850	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9799	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9859	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9860	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-9849	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9622	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9623	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9826	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9838	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9625	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9827	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9835	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9836	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9811	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9808	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9809	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9800	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9761	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9730	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9770	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9771	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9736	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9737	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9760	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-9773	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical - 26 Total:				

Pest Control

Pest Control	LCCF-9818	Escort Orkin	Escorting - Client Requested	Escorted Contractor
Pest Control - 1 Total:				

Plumbing

Plumbing	LCCF-9719	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9717	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9815	Toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-9610	Sink is leaking in the quarantine room	Constant Use	Duplicate Request
Plumbing	LCCF-9606	block 5 quarantine room sink leaking	Constant Use	Duplicate Request
Plumbing	LCCF-9733	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9732	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9718	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9734	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9714	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9801	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9810	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9812	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9715	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9783	quarantine room sink reported leaking	Misalignment	Repaired
Plumbing	LCCF-9791	Plumbing Issue- BLOCK 4 CELL 64 SINK	Electrical Failure	Replaced
Plumbing	LCCF-9763	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9702	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9729	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9786	Main Floor-BLOCK 2 SHOWER	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9778	clogged toilet	Constant Use	Unclogged
Plumbing	LCCF-9779	Clogged sink	Constant Use	Unclogged
Plumbing	LCCF-9774	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9775	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9762	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9772	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9700	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9716	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9825	Blk 5 cell 75 toilet is clogged.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9829	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9837	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9840	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9828	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9547	washer leaks from pipe/floods area	Constant Use	Deferred
Plumbing	LCCF-9839	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9821	sink clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9616	Officer Hall Claims drain in shower is backing up	Constant Use	Unclogged
Plumbing	LCCF-9813	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9816	water leak	Constant Use	Repaired
Plumbing	LCCF-9802	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9822	water was flooding in the laundry room	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-9701	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9886	Toilet Clogged-block 6 upper urinal clogged	Constant Use	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-9890	OFFICER MICHAEL GERSTNER REPORTED THAT 6 UPPER BATHROOM URINAL SMELLS BAD. WOULD LIKE IT LOOKED AT	Constant Use	Found to be OK
Plumbing	LCCF-9889	Clogged drain	Constant Use	Unclogged
Plumbing	LCCF-9721	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9722	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9720	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9864	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9863	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9851	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9852	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-9861	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing - 53 Total:				

Security

Security	LCCF-9858	Inside intake door very hard to close.	Constant Use	Found to be OK
Security	LCCF-9887	Gate (Inner) (GATE-10) not securing	Constant Use	Found to be OK
Security	LCCF-9842	Outmate upper station camera	Defective Part	Replaced
Security	LCCF-9776	Intake door malfunctions when you open it, the locking mechanism stays in the open position	Defective Part	Repaired
Security	LCCF-9787	Door Problem-CENTRAL CONTROL DOOR IS NOT CLOSING	Defective Part	Repaired
Security	LCCF-9782	Female Housing Block 5 yard padlock broken by block 5	Defective Part	Deferred
Security	LCCF-9546	door from dry storage to loading dock will not open with key and should be high priority due to fire safety.	Administrative	Completed
Security	LCCF-8097	Gate Not Opening/Shutting	Dirt or Foreign Matter	Completed
Security	LCCF-8138	Gate Not Opening/Shutting	Misalignment	Found to be OK
Security	LCCF-8382	central control station door does not secure properly, takes several tries to stay closed.	Constant Use	Duplicate Request
Security	LCCF-9240	cell gate not opening	Constant Use	Duplicate Request
Security	LCCF-9241	cell gate not opening	Constant Use	Duplicate Request
Security	LCCF-9612	will not latch. it will hang up about 1 inch before completely closing	Constant Use	Duplicate Request
Security	LCCF-9794	classroom door	Defective Part	Replaced
Security - 14 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	Tina M. Litz, Warden Heather Diehl , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release Director of Security, Edward Potter. Director of Training	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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MARCH 19 , 2025,
MARCH . PRISON BOARD MEETING
DETAIL SECTION

This Report Covers February 1, 2025, to February.28, 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.

200 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. Finished remodeling shower in restricted house unit
7. Painted block 1 shower

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

Total Detail hours worked from February . 1, 2025 through February . 28, 2025

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

Respectfully Submitted,

A handwritten signature in black ink, consisting of several fluid, connected strokes. The signature is positioned above a horizontal line.

Detail SGT Gibson



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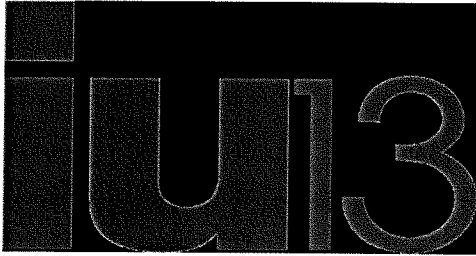
Prison Board Report

February, 2025

Worship Services (English Male)	2	5
Worship Services (Spanish Male)	3	6
Worship Services (English Female)	2	13
12 Step Classes (English Male)		
12 Step Classes (English Female)	2	3
Bible Study Classes (English Male)	3	4
Bible Study Classes (Spanish Male)	1	5
Bible Study Classes (English Female)	2	6
Individual Counseling Sessions	42	
Request Slips Answered	143	
Housing Area Visits	5	
Classes resumed wk of 2/24		

Respectfully Submitted

Rev Marilyn A. Nolte
LCCF Chaplain Manager



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

Monthly Report February 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.

1 - 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

2 - Total Students for month of February

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 February, 2025

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams:	<u>20</u>
(3 sessions per day; 12 sessions missed due to COVID Restrictions and other LCCF health restrictions)	
Request Slips Received:	<u>4</u>

Respectfully Submitted,

Ken Travis
HSE Instructor,
LL IU13 Community Education