

LANCASTER COUNTY PRISON BOARD AGENDA

June 16th, 2016

1. CALL TO ORDER—PUBLIC MEETING BEGINS AT 9:15AM
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT: The Prison Board met in executive session on Thursday, June 16, 2016 beginning at 8:30 am to discuss labor negotiations, litigation, potential litigation, and personnel matters related to the discipline, suspension and termination of employees.
4. APPROVAL OF MINUTES. May 19, 2016. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
 - a. Warden's Report – Cheryl Steberger
 - b. Operations Report – Alexander Croci
 - c. Inmate Services Report – Joseph Shiffer
 - d. Administrative Report – Tammy Moyer
 - e. Security Report – Robert Wolfe
 - f. Facilities Management Report – Charles Douts
6. OLD BUSINESS
7. NEW BUSINESS
 - a. Suicide Prevent Task Force update- Larry George
 - b. Prison Capital Working Group update- Bob Still
8. BUSINESS FROM GUESTS
9. ADJOURN

**June 16, 2016
Lancaster County Prison
625 E King Street
Lancaster PA 17602
Visitation Room**

WARDEN'S REPORT

Cheryl Steberger
Warden

Prison Board
Wardens Report

June 16, 2016

- Self-Harm Statistics
- Staff Member Recognition
- Staff Survey

OPERATIONS REPORT

Alexander Croci
Deputy Warden for Operations

**Operations Prison Board Report
June 16, 2016**

Inmate Misconduct

	March	April	May
Total:	102	73	104
Major:	26	17	26
Minor:	76	56	78

12 month	High	Low
	October – 133	August - 53
	Major – 31	Major – 37
	Minor – 102	Minor - 16

Use of Force

	March	April	May
Total:	33	40	32

12 month	High	Low
	52 – August	13 – February

Physical assault

Assault on staff by inmate: May 4
Assault on inmate by inmate: May 4

Staff Training & Development

The LCP training Department provided 3,692 hours of training to Corrections Officers, contracted staff and volunteers in the following areas:

- 1,128 hours of Basic Correctional Officer Training
- 202 hours of CERT training
- 64 hours of K9 training
- 1,332 hours of mandatory refresher training
- 624 hours of orientation training for non-security staff
- 406 hours of OJT

Corrections Officer Staffing as of 06/03/16

New Hires: 12
Separations: 3
Promotions: 2
Lateral Changes: 0

Total Compliment: 210
Male: 165

Female: 34
In Training: 11

LCP Central Booking

Total Arraigned: May: 140
Booked at LCP: May: 55
Booked at other Arraigned centers: May: 85
Committed to LCP: May: 96

DNA's collected: May: 20
Sex offenders registered: May: 23

Miscellaneous:

Officers of the Month

Corrections Officer : 12:00 a.m. – 8:00 a.m.
Officer Elizabeth REEVES
Corrections Officer : 8:00 a.m. – 4:00 p.m.
Officer Destiny BELL
Corrections Officer : 4:00 p.m. - 12:00 a.m.
Officer Dean PARMER

See attached for further information.

INMATE SERVICES REPORT

Joseph Shiffer
Deputy Warden for Inmate Services

**Inmate Services Department
Prison Board Report
May, 2016**

New Beginnings class graduated 5 participants on May 27th.

RMO Life Skills class of 10 graduated on 5/20/16.

Four inmates received their high school diploma through the School District of Lancaster's Title I credit recovery program. Arrangements are being made to have a graduation ceremony for these individuals.

See attached program statistical section for further information.

ADMINISTRATIVE SERVICES REPORT

Tammy S. Moyer
Director of Administration

Administrative Services Report

June 2016

On June 3, the prison auditor, Linda Reichard, retired after 22 years of service. The vacancy was posted prior to her departure but it was necessary to repost the position due to only receiving 2 applications. In addition, we have a part time mail clerk vacancy.

On June 8th personnel from Berks County Prison were onsite to meet with our staff to discuss our UCM transition. They are in line to go live at their facility sometime later this summer and were interested in seeing our operations. For oversight and consistent decision making related to the shared data in UCM a governance committee was formed. Adult Probation and Prison representatives have been selected as voting members and we will meet on a monthly basis.

Meetings have been scheduled with all prison department heads to discuss 2017 budgetary needs.

FACILITIES MANAGEMENT REPORT

Charles Douts, Jr
Director

Facilities Management

Monthly Prison Activities Report

June – 2016

Prison:

Personnel

- Five vacant full-time maintenance positions posted, no applicants

Maintenance Items

- Staff working overtime to address maintenance issues
- Preventative maintenance behind schedule
- Continue to work on tool inventory and reduce accumulation of non- essential replacement parts/equipment stored on site
- Heim will provide one dedicated maintenance employee for three month under the Co-Stars program
- Obtaining proposals to replace control panel in MHU
- Scheduling masonry contractor to repair G-2 Urban Yard
- Assisting with the installation of new antennas for radio communication
- Seeking quotes to convert existing supply area into new parts/equipment storage area near current maintenance shop

Projects

- 2016 General Fund Maintenance Projects
 - \$50,000- Interior corridor replacement, P.O issued, contractor will be scheduling repairs
 - \$15,000- Law Library cage, Prison staff desire to reprogram
 - \$6,000- Fencing for female RHU, obtaining quotes
 - \$20,000 – Magnetic access doors, prison staff determining scope

- Third phase of bunk replacement scheduled to start June 27
- Attended Committee for Prison Capital Repairs meeting on June 14

Respectfully Submitted

Charles E. Douts, Jr.

Director

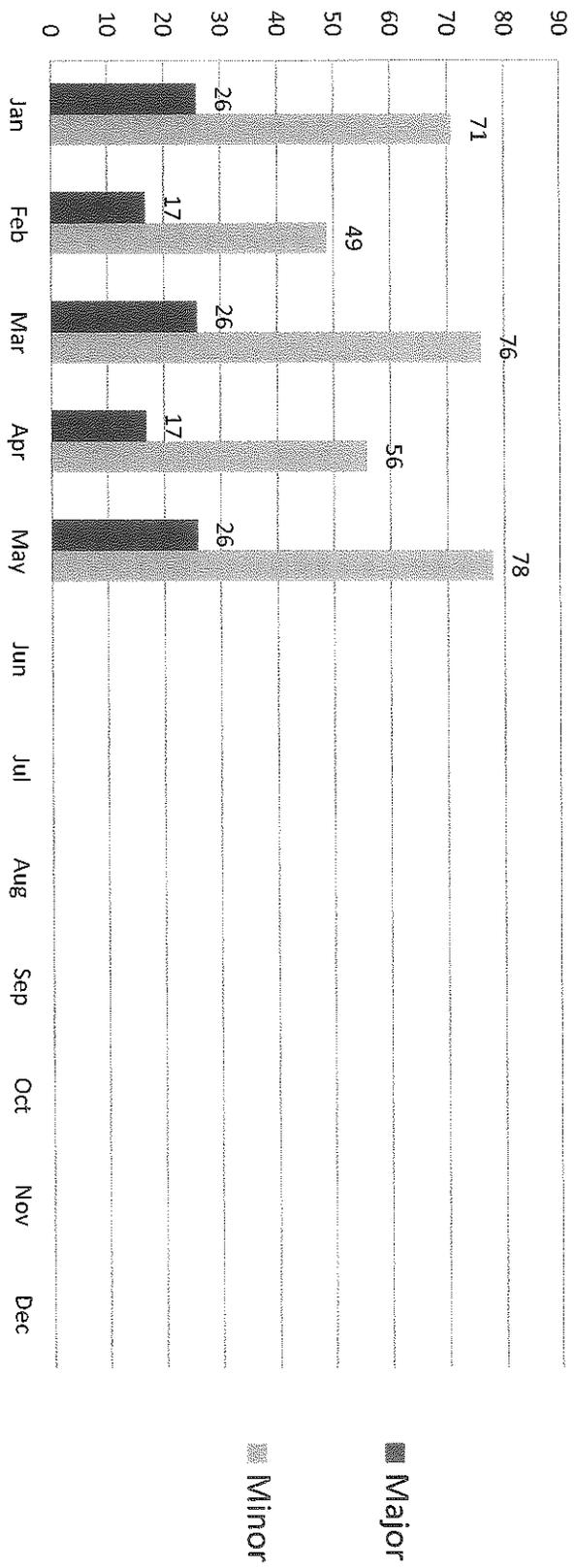
County of Lancaster

Facilities Management

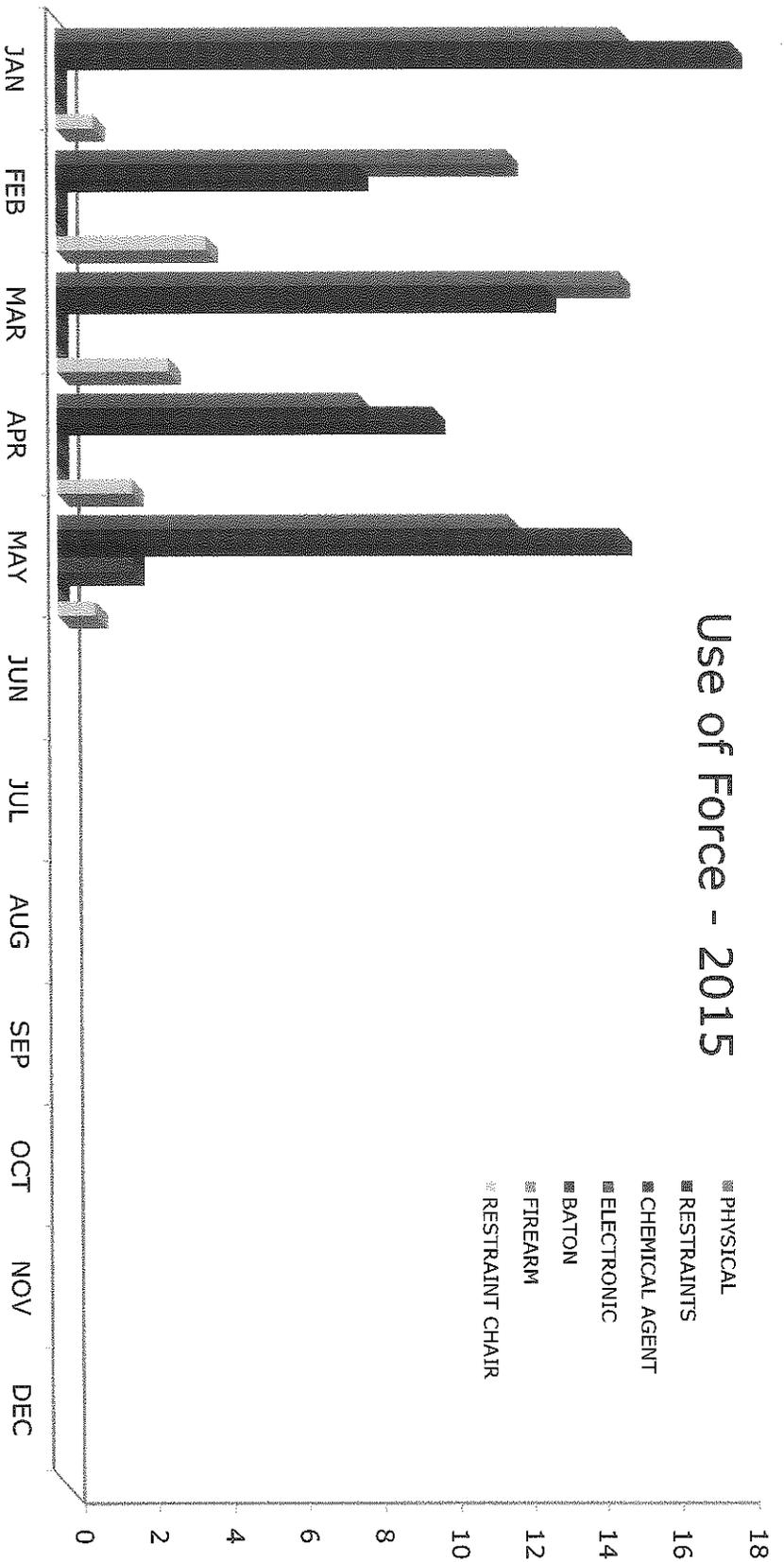
STATISTICAL ADDENDUM

OPERATION STATISTICS

Misconducts 2015



Use of Force - 2015



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PHYSICAL	15	12	15	8	12							
RESTRAINTS	18	8	13	10	15							
CHEMICAL AGENT	0	0	0	0	2							
ELECTRONIC	0	0	0	0	2							
BATON	0	0	0	0	0							
FIREARM	0	0	0	0	0							
RESTRAINT CHAIR	1	4	3	2	1							

Ave Daily Pop.	975.48	995.68	1018.29	989.27	1003.55							
----------------	--------	--------	---------	--------	---------	--	--	--	--	--	--	--

Physical - Physical force is when a staff member has to physically place their hands on an inmate for the purpose of protecting another inmate or staff member. This includes separating inmates in a physical altercation and placing inmates on the ground for control purposes.

Restraints - Restraints are any mechanical item used to restrain an inmate. This will include handcuffs, leg irons, 4-point restraints, etc.

Chemical Agent - Chemical agents include pepper spray, pepper ball gun, etc. This will also include medication approved by the Psychiatrist to sedate an unruly inmate.

Electronic Control Device- E.B.I.D (Electronic Body Immobilizing Device)

Baton - The baton could be wood, plastic or metal used to gain control on an inmate.

Firearms- This includes side arms or shotgun.

INMATE SERVICE STATISTICS

PRIMECARE MEDICAL, INC.

Statistical Summary Report Year 2016

Facility: 68 - LNCP - Lancaster County Prison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly ADP	974	966	1010	974	992								987
Death	0	0	0	0	0								0
Inpatient Hosp	1	2	3	3	3								12
Total Patient Days	2	4	15	20	20								61
Total Outside Consultations	57	71	50	51	57	0	0	0	0	0	0	0	286
Allergy	0	0	0	0	0								0
Cardiology	1	0	0	0	5								6
Chest Disease	0	0	0	0	0								0
Dermatology	0	0	0	0	0								0
Dialysis	0	1	0	0	0								0
ENT	2	0	1	0	0								1
Emergency Room	8	15	7	5	9								3
Ambulance Trips	6	10	3	1	3								44
Gastroenterology	1	0	1	1	2								23
General Medicine	0	0	0	0	0								5
General Surgery	0	0	0	0	0								0
Gynecology	0	0	0	0	0								0
Hematology	0	1	0	0	0								0
Methadone	2	6	4	14	2								1
Neurology	0	1	1	0	0								28
Neurosurgery	0	0	0	0	0								2
Obstetrics	14	13	13	13	16								69
Oncology	0	0	0	0	0								0
Ophthalmology	0	3	1	2	0								0
Orthopedics	18	12	11	6	13								6
Physical Therapy	0	0	0	2	1								60
Plastic Surgery	0	0	0	1	2								3
Podiatry	0	0	0	0	0								3
Proctology	0	0	0	0	0								0
Psychiatry	0	0	0	0	0								0
Surgery Performed	0	0	0	0	0								0
Thoracic Surgery	0	0	0	0	0								0
Urology	0	1	3	3	0								0
Outside X-Rays	0	0	0	0	0								7
Wound Clinic	0	2	1	0	0								0
Diagnostic Test (outside)	2	4	1	0	2								3
Other Trips / Outside Consults	3	2	3	3	2								9
													13

T. Hunchbaugh BA, RN, CC-IT, RMA, NHA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
In-House EKG's	33	34	35	36	37								175
In-House X-Ray's	35	22	56	32	38								183
MD Sick Call	81	46	33	65	69								294
NP/PA Sick Call	571	532	518	516	574								2711
MD/PA/CRNP Sick Call	652	578	551	581	643	0	0	0	0	0	0	0	3005
Nurse Sick Call	678	652	704	679	646								3359
MD Physicals	1	0	1	0	0								2
NP/PA Physicals	58	65	55	14	11								203
Nursing Physicals	304	250	353	344	335								1586
Annual Physicals	17	7	11	3	7								45
Psychiatrist / Group Seen	0	0	0	0	0								0
Psychiatrist / indiv. Seen	205	200	223	209	241								1078
Psychologist Group	0	0	0	0	0								0
Psychologist Individ. Seen	640	352	408	289	273								1982
M.H. Worker Groups	0	0	0	0	0								0
M.H. Worker Individ. Seen	491	597	723	693	728								3232
Involuntary M.H. Commitments	2	2	2	2	1								9
Total Inmates Seen by Dentist	130	147	119	102	140	0	0	0	0	0	0	0	638
Extractions	32	21	10	17	16								96
Fillings	11	36	7	6	2								62
Exams	77	87	93	77	101								435
Other	10	3	9	2	21								45
Inmates seen by Oral Surgeon	0	1	0	0	1								2
In-House Surgeries	5	2	4	3	2								16
# Inmates @ in-house clinics	314	293	346	340	317								1810
# Intake Screening	433	473	507	491	469								2373

A. Hunchbaugh BSN, RN, CCNP, NSA

Pharmacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# of patients on Medical Meds	302	276	263	277	300								1418
% ADP on Medical Meds	31.0%	28.0%	26.0%	28.4%	30.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29%
# of patients on HIV Meds	8	5	7	12	9								41
% ADP on HIV Meds	0.8%	0.5%	0.7%	1.2%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1%
# of patients on Psych Meds	394	359	379	379	386								1897
% ADP on Psych Meds	40.5%	36.4%	37.5%	38.9%	38.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38%
# of patients on OTC Meds	223	187	206	215	167								998
% of ADP on OTC Meds	22.9%	18.0%	20.4%	22.1%	16.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20%
# of Patients on MH Scale as Category - A				28	26								54
% of Patients on MH Scale as Category - A	0.0%	0.0%	0.0%	2.9%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
# of Patients on MH Scale as Category - B				165	168								333
% of Patients on MH Scale as Category - B	0.0%	0.0%	0.0%	16.9%	16.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
# of Patients on MH Scale as Category - C				259	366								625
% of Patients on MH Scale as Category - C	0.0%	0.0%	0.0%	26.6%	36.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
# of Patients on MH Scale as Category - D				56	62								118
% of Patients on MH Scale as Category - D	0.0%	0.0%	0.0%	5.7%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
# of Grievances	10	10	4	1	9								34
# of Adverse Patient Occurrences	23	40	35	48	60								208
HIV Test Done	91	112	130	104	93								530
HIV Cases	8	5	8	12	9								8
AIDS Cases	0	0	0	0	0								0
Hepatitis Cases	77	70	79	77	64								367
Syphilis Cases	0	0	0	0	0								0
Gonorrhea Cases	0	0	0	2	0								2
# of Pregnant Females	9	8	12	7	8								45
# of Miscarriages	0	1	0	0	0								1
# of Abortions	0	0	0	0	0								0
# of Deliveries	0	0	0	1	0								1
# of patients isolated to rule out MRSA	5	4	2	4	4								19
# of confirmed MRSA cases	1	0	2	1	1								5
TB Cases	0	0	0	0	0								0
PPD Test	424	464	502	471	450								2311
(+) PPD's	4	4	5	4	9								26
RPR Test	2	1	3	6	4								16
Inmates on Suicide Watch	73	81	91	92	88								425
# of Inmates Detoxed	134	143	139	122	129								667
# of Inmates on Restraints	1	1	2	1	0								5
# of Shifts Involving Restraints	1	9	3	1	0								14
# of Medical Transport	51	61	47	50	54								263

P. J. Lumbrough BSN, RN, CCM, MS

... ..

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Prime Care Responsible													
Monthly Environmental Checks													
Staff Meeting Date													
QI Meeting Date													
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings													
Staff In-services Topics													
Jan													
Feb													
Mar													
Apr													
May													
Jun													
Jul													
Aug													
Sep													
Oct													
Nov													
Dec													

T. Hunchbaugh BSN, RN, CCHP, ASA

AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>MAY 2016</u>	<u>MAY 2015</u>
Community Employed Males:	48	43
Community Employed Females:	07	06
Community Service Males:	11	07
Community Service Females:	01	0
<u>Inmates in Treatment Programming:</u>		
Males:	0	1
Females:	1	0
<u>Inmate Trustees:</u>		
Male:	19	20
Female:	0	0
<u>Unassigned Inmates housed in Work Release:</u>		
Males:	10	08
Females:	02	03

WORK RELEASE REPORT –APRIL 2016

	<u>MAY 2016</u>	<u>MAY 2015</u>
New Placements:	Male: 15	17
	Female: 04	02
Pre-incarceration Employment;	Male: 15	17
	Female: 04	02
Employment secured by inmate	Male 0	0
	Female 0	0
Employment secured by WR	Male 0	0
	Female 0	0
Removals from program	Males1	0
	Female 0	0
Suspensions	Males 0	0
	Female 0	0
Releases	Males 16	
	Female 01	3

WORK RELEASE FINANCES

	<u>05/2016</u>	<u>04/2015</u>
Board and Lodging	14,859.74	16,421.21
Fines and Costs	10,741.86	13,587.26
Health and Comfort	3,656.00	4,355.00
Family	18,080.00	19,824.00

COMMUNITY SERVICE MONTHLY STATISTICS

MAY 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
25	CITY STREETS	4	704	\$5104.00
1	BOOK PICK UP	2	11	\$145.00
1	LIBRARY SALE LOAD TRUCK	7	84	\$609.00
9	VOTER REG	3	216	\$1566.00
2	LIBRARY SALE	2	72	\$522.00
1	LIBRARY clean-up	5	30	\$217.50
MAY 2016 6		23	1117	\$8163.50
YEAR TO DATE 2016 24		73	5880	\$31633.25
May 2015 TOTALS 7		34	1886	\$13738.75
YEAR TO DATE 2015 25		84	4763	\$32508.75

COMMUNITY SERVICE MONTHLY REPORT & STATISTICS

May, 2016

Submitted by: Dave Leeper

date: JUNE 2, 2016

During the month of May there was a total of (6) project the prison community service detail took part in. The duties performed were the library of Lancaster helped with a book sale. Voter reg was given help and the prison was helped with a gardener and parking lot cleaner . Also a total of 60 background check were done.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR May 2015

DATE: June 2, 2016

SUBMITTED BY : DAVE LEEPER

	MAY 2015	15TOTALS	MAY 16	TOTALS 16
# Inmates on program	10	32	11	38
Average age	37	38	36	36
Skilled Labor	01	05	01	02
Un Skilled Labor	09	47	10	36
White	05	31	07	28
Black	01	09	02	06
Hispanic	04	12	02	03
Asian	00	00	00	00
#inmates used	34	84	23	73
#projects	07	25	06	24
# man hours	1886	4763	1117	5880
Total dollar amount	\$13738.75	\$32508.75	8163.50	31633.25
#inmates removed	00	01	01	01
past participant	02	09	01	04

COMMUNITY SERVICE MONTHLY STATISTICS

MAY 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
25	CITY STREETS	4	704	\$5104.00
1	BOOK PICK UP	2	11	\$145.00
1	LIBRARY SALE LOAD TRUCK	7	84	\$609.00
9	VOTER REG	3	216	\$1566.00
2	LIBRARY SALE	2	72	\$522.00
1	LIBRARY clean-up	5	30	\$217.50
MAY 2016 6		23	1117	\$8163.50
YEAR TO DATE 2016 24		73	5880	\$31633.25
May 2015 TOTALS 7		34	1886	\$13738.75
YEAR TO DATE 2015 25		84	4763	\$32508.75

COMMUNITY SERVICE MONTHLY REPORT & STATISTICS
May, 2016

Submitted by: Dave Leeper

date: JUNE 2, 2016

During the month of May there was a total of (6) project the prison community service detail took part in. The duties performed were the library of Lancaster helped with a book sale. Voter reg was given help and the prison was helped with a gardener and parking lot cleaner . Also a total of 60 background check were done.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR May 2015

DATE: June 2, 2016

SUBMITTED BY : DAVE LEEPER

	MAY 2015	15TOTALS	MAY 16	TOTALS 16
# Inmates on program	10	32	11	38
Average age	37	38	36	36
Skilled Labor	01	05	01	02
Un Skilled Labor	09	47	10	36
White	05	31	07	28
Black	01	09	02	06
Hispanic	04	12	02	03
Asian	00	00	00	00
#inmates used	34	84	23	73
#projects	07	25	06	24
# man hours	1886	4763	1117	5880
Total dollar amount	\$13738.75	\$32508.75	8163.50	31633.25
#inmates removed	00	01	01	01

past participant	02	09	01	04
------------------	----	----	----	----

TO: Tony Haws
FROM: Thomas Romanowski
DATE: 6/3/16
RE: MAY 2016 MONTHLY REPORT

INMATE TRUSTEE PROGRAM

Job requests, Interview, Placement, Payroll (stipends), Counseling for the Inmate Trustee Program is being conducted on a daily basis with no problems noted. Emphasis is still being placed on manning of all department with special note to kitchen. Payroll for the month of MAY was ITP Program \$10,006.00 and Block CQ \$2,013.75 Year to Date - ITP Program - \$41,262.50 Block CQ - \$8,308.00

LAW LIBRARY

3 Computers have been placed in Law Library and are being used by the inmates. Quick Reference Guide is being developed for research. I have visited with several inmates for feedback about the computers while they were in the law library - all feedback has been positive and no complaints.

VOLUNTEER APPLICATION PROCESS

Logging of all applications on computer database continue with no noted problems. New volunteer policy created - effective 16 Apr 12. Volunteer Service Card to be issued to all volunteers.

NOTARY

Notary requests are being processed with no problems noted. A total 26 of items were notarized for the month of MAY and 151 YTD.

SERVSAFE

The ServSafe Training and Certification Program provides the individual with the knowledge, skills, and abilities needed to do the job. It leads the way in setting high food safety standards.

VETERANS COURT & SUPPORT SERVICES

Volunteers of America will be providing support and case assessment to the inmate veterans on an as needed basis. Inmate veterans contacted 1. Inmate veterans interviewed in MAY. YTD interviewed 7. I have participated in Veterans Court on Thursday afternoons and have identified inmate veterans for the program.

LANCASTER COUNTY PRISON
PROFESSIONAL VISITOR REGISTER

FOR
MAY 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	199	942	227	1092
PUBLIC DEFENDER	82	423	71	343
PUB. DEF INV	37	169	40	247
PAROLE/PROBATION	12	74	10	71
SPECIAL OFFENDER	0	0	0	5
CHILDREN&YOUTH	18	111	29	107
PA. PRISON SOCIETY	16	64	2	16
TOTAL	364	1783	379	1881

PUBLIC DEFENDER VISITS MAY 2016

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL			
BATT, JOSEPH										1		1					1		1	1					1	1					1	9			
BLANCK, DAVID											1																					1	1		
BROWN, TODD																										1							1	1	
CONRAD, DOUGLAS					1					1													1										4	4	
CORSO, MICHAEL						1			1								1																5	5	
DAMIANO, ANTHONY	1		1							1								1							1								6	6	
DONNELLY, ELIZABETH					1				1											2						1							6	6	
ENCARNACION, SAMUEL													1																				1	1	
EVANS, CARRIE																																	0	0	
FOGIE, RICHARD	1	2	1	1	1	1			2	1	3	2	2		2	1	1	1	1	2		1	1	2	2	2				2			33	33	
GLATFELTER, PETER																																	0	0	
GLICK, MARY JEAN																			1														0	0	
HOWE, DAVID									1			1														1							4	4	
KAUFFMAN, CODY			1	1	1				1		1						1	1				1		1							1		10	10	
KAYE, DAN						1																				1							2	2	
KELLEHER, DIANA																																	0	0	
LOW, ELIZABETH																																	0	0	
MICHAEL, PHILLIP			1							1		1													1								5	5	
MONSON, COURTNEY				1	1	1			1	1		1					1			1						1							8	8	
MORRISON, KATHLEEN					1					1	1											1	1										5	5	
NORTON, MELISSA																																	0	0	
PIPENBERG, AMANDA	1																																1	1	
RAMPAUL, BEVERLY																				1														1	1
ROMANO, DAVID																																		0	0
SPADE, ANDREW																			1															1	1
SPOTTS, PATRICIA																																		0	0
STRASZYNSKI, DANIEL											1														1									3	3
TALLARICO, CHRIS			1							1														1										5	5
ZELINSKY, JOHN				1					1			1				1									1									6	6
ZIMMERMAN, CHAD										1																								2	2
																																		0	0
																																		0	0
																																		0	0
TOTAL	1	2	5	5	4	5	0	0	6	9	9	4	9	0	4	4	2	7	8	0	0	3	4	8	7	6	0	0	0	8			119	119	

COUNSELING DEPARTMENT

MONTHLY REPORT FOR MAY 2016

DEPARTMENTS

COUNSELORS	810
CLASSIFICATION	194
CHAPLAIN	887
PROBATION/ PAROLE	711
PUBLIC DEFENDER	597
MH/MR	135
VOC./ EVAL.	408
RECREATION	7
WORK RELEASE	366
DRUG & ALCOHOL	496
EDUCATION	57
MEDICAL	64
BAIL ADMIN.	47
DEPUTY WARDEN IS	189
DOM. REL.	50
TOTAL	5018

Counselor Coleman assist with the answering of requests, seeing inmates, calling and emailing attorneys, P.O.'s, and assisted with intakes. Mr. Coleman did assist with entering data, reports, and misconducts into OMS as well as completing the classification sheets daily. He did assist with seeing inmates on blocks 3-2, g-2, and where ever he was paged to call or report. In addition, requests were answered over a month period all were copied and placed in inmate's behavioral files. He did answer phone calls for blocks 3-2, G-2 and documented all in OMS. In addition counselor Coleman did work on getting inmates signed up for various treatment facilities by completing application, referrals, and phone interviews. In addition, 17 inmates where signed up for medical insurance with the Department of Welfare to be utilized for release or rehab facilities. In addition, he did assist in completing intakes and assisted with the transition to a new computer system UCM. He also did assist in training the new staff members in the classification department and to their duties on the blocks.

Counselor Dickson responds to inmate questions on all housing units, at night. She is responsible for all intakes on G-1, MHU, G-2, Adseg and Class, until we hire more counselors. She continues to call, e-mail and holds conference calls with various inmates' attorneys, ICE as well as Adult Probation and Parole services. Counselor Dickson assists inmates in obtaining information about their cases including: court dates, communicating with their attorneys, parole plans, Sentencing dates and Birth certificates and social security cards. In addition, Ms. Dickson conducted AA/NA meetings for females and males. Counselor Dickson also clears inmates off HA/BA status and

moves inmates out of G-1, if deemed necessary. She has been assisting with a mental health group on Wednesday afternoon in partnership with Mental Health America. In addition, Counselor Dickson and Officer Riley are in charge of hiring female inmates for jobs at LCP. She also gives new commits (G-1) an intake packet. It provides, visitation times and days for every block, hands out a 2-1 application, if inmates want to participate in the program, a suicidal hotline paper, and information on rehabs, jobs, food, health insurance and many other benefits in the Lancaster area. Also, provides inmates with drug, mental health, VA court applications. . She also, helps with Family services advocate, to schedule meetings with inmates and their children, also, helps make sure the application are filled out properly. Also, has been helping out with PREA.

Inmate Services Specialist Arelis Sable continues to work with the Inmate Services Team. In May she counseled 175 inmates via inmate request responses or direct services from female population housed in 2-5, C-2, C-2A and D-Blk. Mrs. Sable completed 65 intake reviews and provided translation services for 5 inmates. Translation services were provided for Prime Care medical and mental health staff as well as security staff in the Commitment area. She also coordinated/facilitated 8 groups on various topics for the female population and completed follow up 90 day reviews as needed. Mrs. Sable also provided recommendations for inmates that are in conflict and provided conflict resolution services along with recommendations to the Classification Committee. Completed mandatory training.

Inmate Service Specialist Quinn Shaffer works in the Medical Housing Unit (MHU) as well as pod 3-5. He has worked with inmates answering requests and speaking to them personally as shown in UCM. Mr. Shaffer is also a Mental Health Court Team Member and has had 5 Team Meetings at the court house as well as attended 5 Mental Health Court sessions. Mr. Shaffer has assisted with completing several inmate intakes on G-1, and MHU. Mr. Shaffer also provides inmates with Drug Court and Mental Health Court Applications and assists the inmate with filling them out if needed. And lastly, Medical Assistance applications were handed out to those inmate who requested for one.

Inmate Services Supervisor Haws continues to assist DW of Inmate Services with the daily duties and responsibilities associated with the Inmate Services Staff. Mr. Haws continues to assist the Inmate Services staff with daily duties as needed due to being short staffed. He was given the extra duties of being the PREA Manager for the prison as well as the point of contact for litigation issues that may come up. All Inmate Services staff completed their required annual spring trainings.

WOMEN'S DRUG AND ALCOHOL GROUP

Compiled by: Mary Clary / BS CADAC / Substance Abuse Counselor Lancaster County
Prison

MAY 2016

NUMBER OF PROGRAM PARTICIPANTS : 12

AVERAGE AGE: 28

RACE:

CAUCASIAN: 8
AFRICAN AMERICAN: 2
HISPANIC: 2
ASIAN:
OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 12th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 2

MARITAL STATUS:

MARRIED:
WIDOWED:
DIVORCED:
REMARIED:
SEPARATED:
NEVER MARRIED: 12

SUBSTANCE ABUSE USE:

DRUGS ONLY: 6
ALCOHOL ONLY: 2
BOTH: 4

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 10 15 Total experiences-both
inpatient and outpatient

AVERAGE NUMBER OF INCARCERATIONS: 23

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 14

NARRATIVE: FIVE WOMEN COMPLETED THE GROUP THIS MONTH

**SUBSTANCE ABUSE DEPARTMENT
LANCASTER COUNTY PRISON
MONTHLY REPORT**

Mary Clary, BS CADC
Norbert Sotomayor , BA CADC

Month MAY, 2016

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 202	1571
Number of Inmates Seen: 206	998
Number of Inmates moved to 2-1: 50	230
Number of Inmates who completed 2-1: 12	74
Number of Inmates who failed to finish 2-1: 9	82
05- released	40
02- did not do assignments	13
00-disciplinary problems	18
01- asked to move	03
00- went to work release	00
0- went to MHU	02
00-moved by classification	02
00- protective custody	01
01 -went to ITP	01
Number of AA/NA Meetings: 12	60
Number of Substance Abuse Groups: 30	150
Number of Evaluations done for court/legal system: 6	48
Number of outpatient counseling appointments set up: 1	5
Number of Referrals to Teen Challenge, Potter's House: 8	44
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 7	41

Norbert and Mary both attended security training at The Training Center this month.

Mary attended a training with Compass Mark for CADC credits.

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

MAY - 2016

NUMBER OF PROGRAM PARTICIPANTS: Twelver, 12x – Counting program participants who started from March and April.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 7

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 1

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 08

Disciplinary: 1

Released: 2

No paperwork: 3

Asked to move off: 0

Went to Work release: 0

MHU: 0

PC: 0

Classification: 0

ITP: 0

Moved off 2-1 block: 2

AVERAGE AGE: 29.0 yrs.

RACE:

CAUCASIAN: 5

AFRICAN AMERICAN: 1

HISPANIC: 1

ASIAN: 0

OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.3

NUMBER OF INMATES WHO FURTHERED EDUCATION: None.

MARITAL STATUS: MARRIED: 1

DIVORCED: 1

WIDOWED: 0

REMARIED: 0

SEPARATED: 0

NEVER MARRIED: 5

SUBSTANCE ABUSE USE: DRUGS ONLY: 4

ALCOHOL ONLY: 0

BOTH: 3

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 06

TOTAL NUMBER WHO HAD PRIOR ANGER MANAGEMENT TX: 01

TOTAL NUMBER IF INMATES INVOLVED ON OTHER PROGRAMS: 100% (2-1 pod)

NUMBER OF INMATES IN ANGER MANAGEMENT WAITING LIST: 02

NARRATIVE: Cycle of six to eight anger management classes continues to run as usual. There was no interruptions to the monthly cycle of classes for the month of April. Anger management waiting list decreased this month to 02. Class size continues to range from 04 minimum to 10 students maximum. Track participants continue to be required to complete four (4) written assignments as part of the anger management track requirement.

**SUBSTANCE ABUSE EDUCATION UNIT
PARTICIPANT PROFILE**

Compiled by: Norbert Sotomayor, CADAC & Mary Clary, CADAC / Lancaster County Prison.

SUBSTANCE ABUSE EDUCATION UNIT

INMATE PROFILE

MAY, 2016

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	50	230	
Number of inmates previously on pod 2-1	22	257	21	98	
Number of inmates that did not complete 2-1	23	262	09	82	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	06	72	2	19	
Released	07	70	5	40	
Did not complete assignments	05	36	02	13	
Asked to move off	03	25	1	3	
Went to work release	01	05	0	0	
Went to MHU	00	05	0	3	
Placed on P.C.	0	00	00	01	
Moved by classification	01	19	0	2	
Moved to ITP	00	06	1	1	
Average Age	26.7	27.11	26.4	26.12	
Race	-----	-----			
Black	13	130	08	41	
White	36	227	24	114	
Asian	01	03	1	3	
Hispanic	18	198	17	70	
Other	0	00	0		
Average school grade completed	11.3	11.04	10.9	11.02	
Number of inmates that furthered education	05	51	4	21	
Number with prior substance abuse treatment	30	369	25	119	

Average # of substance abuse placements	3.2	3.40	3.8	3.9	
Marital status	-----	-----			
Married	06	68	6	22	
Widowed	00	01	0	0	
Divorced	04	60	4	18	
Remarried	00	00	2	4	
Separated	03	34	4	13	
Never Married	55	519	34	173	
Substance abuse use	-----	-----			
Drugs only	32	344	25	110	
Alcohol only	2	52	0	7	
Both drugs and alcohol	34	412	25	113	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	28	141	
Number of inmates involved in other prison programs	25	237	25	104	
Chaplains programs	20	198	16	73	
Anger Management	09	81	07	28	
Thresholds	n/a	n/a	00	00	
Programing					
Fatherhood	96	560	96	280	
Education	01	08	02	04	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	41	184	
Number of inmates on 2-1 waiting list	13	182	02	31	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	15	60	
Obtain a sponsor	12	103	5	28	
Nothing	08	98	09	37	
Inpatient treatment	14	182	16	49	

	Outpatient treatment	14	161	11	34	
Counseling	Religious	10	111	10	36	
	Other	13	149	09	32	

MAY, 2016

**Intermediate Unit #13
GED Education Program - Males
Lancaster County Prison**

Month of May 2016

Total Students This Month		Year to Date
16		32
Carry over Students from Last Month		Class Requests This Month
11		44
Total Attendance Per Month (% of)		Year to Date
78%		81%
Total Students Transferred to Other Institutions		Year to Date
0		0
Total Released from Prison		Year to Date
3		6
Total Received GED This Month		Year to Date
0		8
Total GED Subtests Passed This Month		Year to Date
0		24
Racial Breakdown of Students	This Month	Year to Date
Blacks	7	12
Caucasians	6	9
Hispanics	3	11
Others	0	0

Wyman Fowler - Instructor

**Intermediate Unit #13
GED Education Program - Females
At Lancaster County Prison**

Month of May 2016

Total Students This Month		Year to Date
8		24
Carry over Students from Last Month		Class Requests This Month
8		5
Total Students Transferred to Other Institutions		Year to Date
0		2
Total Released from Prison		Year to Date
2		8
Total GED Sections Attempted/Passed: Graduated This Month		Year to Date
0:0:0		14:7:0
Racial Breakdown of Students		Year to Date
Afro – Americans 3		4
Caucasians 3		18
Hispanics 2		2
Others 0		0

Mary Edith Leichliter - Instructor

**SCHOOL DISTRICT OF LANCASTER
EDUCATIONAL PROGRAM
LANCASTER COUNTY PRISON PROGRAM**

May 2016

TOTAL STUDENTS

Males 13
Females 0

**TRANSFERRED TO
OTHER INSTITUTIONS**

Males 2
Females 0

INTERVIEWED STUDENTS

This Month:

Males 10
Females 0

RELEASED STUDENTS:

Males 1
Females 0

Year to Date

Males 204
Females 5

GRADUATED STUDENTS:

Males 4
Females 0

**CARRY OVER
(FROM LAST MONTH)**

Males 12
Females 0

RACIAL BREAKDOWN

African American 7
Caucasian 3
Hispanic 3
Others 0

**SPECIAL EDUCATION
STUDENTS**

Males 1
Females 0

Note: Youthful offenders update

Attendance this month - 26% overall

- C.A. - 5/5 - 100% - Graduated 5/6/16
- J.J. - 0/3 - 0% - Transferred SCI 5/5/16
- L.Y. - 2/19 - 11%

Note: 18+ inmates attendance rate - 60%

AUGUST 2015 - AUGUST 2016 SCHOOL YEAR

Chaplain's Office Monthly Report

May 2016

CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF APRIL: STAFF – 586.25 HOURS VOLUNTEERS – 470 HOURS

INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY 906 INMATE REQUESTS.

DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH 11 DEATH AND 6 MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - 13	COMPLETED - 13
	ACTIVE STUDENTS - 5	NEW STUDENTS - 1
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 9	COMPLETED - 8
ROMANS BIBLE STUDY	DISTRIBUTED - 54	COMPLETED - 42
GOSPEL ECHOES STUDY	DISTRIBUTED - 8	COMPLETED - 5

CLERGY VISITATION

219 CLERGY VISITATIONS WERE SCHEDULED THROUGH THE CHAPLAIN'S OFFICE.

MAY

2016

Chaplain's Office

Activity Sheet Monthly Report

	services conducted	services year to date	average attendance	attendance year to date	attendance per service
Protestant Worship Services					
Sunday 2-1	5	21	41	873	42
Sunday WR	4	19	11	124	7
Sunday Women	5	21	41	882	42
Wednesday MHU	4	18	13	247	14
Wednesday 3rd	4	20	38	793	40
Wednesday 3rd	4	19	29	492	26
Saturday 2-2	4	20	3	501	25
Saturday ITP	4	20	31	462	23
Sunday G-1	5	8	28	228	29
Catholic Services Bilingual					
Mass 2nd floor Men	1	5	2	24	5
Mass 3rd floor Men	1	5	13	48	10
Bible Study 2nd, M & grd	2	14	3	58	4
Bible Study 3rd	2	15	15	122	8
Study Group - Women					
Meditation	4	18	4	72	4
Study Group	4	19	14	225	12
Confession / Inner Healing	0	2	ERR	0	0
Study Group - Men					
2-1	8	39	12	469	12
2-2	4	21	17	370	18
2-2, M & grd	5	22	17	366	17
3rd	9	53	10	549	10
Work release	4	20	10	125	6
Spanish 3rd	5	19	13	220	12
Spanish 2nd, M & grd	4	19	12	204	11
Confession	0	6	ERR	17	3
D & A Programming					
Inside Out 2-1	4	21	10	240	11
Women	4	18	17	217	12
Muslim Services					
Friday - Juma 3rd	0	0	ERR	0	ERR
Friday - Juma 2nd, main & Ground	0	0	ERR	0	ERR
Friday - Juma Women	0	0	ERR	0	ERR

Recreation Monthly Report

May, 2016

1. Recreation is being conducted on a daily basis. Basketball and volleyball are the main activities for the male inmates, to include interest in table tennis. The female inmates have had an interest in Whiffle ball, volleyball, and basketball. The female inmates have taken a strong interest in the exercise videos that were implemented in the month of may.
2. Approximately 623 inmates attended recreational activities during the month. 46 recreation periods were held during the month.
3. Inmate cleaners were used from 2-1 to clean the 3rd floor gym, this is being conducted on a weekly basis.
4. Weekly inspections of the housing area board games were conducted, and accounted for.
5. I assisted with the D-block Garden on Wednesday May 25th, and arraignment court on May 13th.

Mark Rockafellow

Acting Recreation Director

ADMINISTRATIVE SERVICE STATISTICS

PRISON BOARD REPORT

May 2016

POPULATION & STATISTICS

A. MONTHLY POPULATION (Inhouse and Elsewhere)

	MALE	FEMALE	TOTAL
Population on April 30, 2016:	851	160	1,011
Population on May 31, 2016:	837	155	992

OPERATIONAL DATA:

Maximum number of available beds:	907	174	1,081
90% of maximum number of available beds:	816	157	973

B. MONTHLY POPULATION AVERAGES

2015				2016			
MALE	FEMALE	TOTAL	YTD	MALE	FEMALE	TOTAL	YTD
841	131	972	972				
839	140	978	975	JANUARY	835	140	975
855	142	996	982	FEBRUARY	850	145	995
852	160	1,012	990	MARCH	870	149	1,018
818	166	984	988	APRIL	840	148	989
794	156	951	982	MAY	849	162	998
807	141	948	977	JUNE			
797	143	940	973	JULY			
822	140	962	971	AUGUST			
834	139	973	972	SEPTEMBER			
863	138	1,001	974	OCTOBER			
842	137	979	978	NOVEMBER			
				DECEMBER			

D. DISCHARGES

Total discharges for the month of May: 2015 2016
 466 472
 Total discharges year-to-date: 2,255 2,324

	MALE			FEMALE			TOTAL		
	MAY	YTD	AVG	MAY	YTD	AVG	MAY	YTD	AVG
BAIL POSTED	35	223	45	21	76	15	56	299	60
BENCH WARRANT DISMISSED	19	119	24	5	45	9	24	164	33
CASE DISMISSED	1	5	1	0	3	1	1	8	2
CHARGE(S) WITHDRAWN	2	4	1	0	0	0	2	4	1
DETAINER LIFTED / EXPIRED	4	10	2	1	3	1	5	13	3
EXPIRATION OF MAXIMUM SENTENCE	36	143	29	9	31	6	45	174	35
EXTRADITION ORDER	2	13	3	0	0	0	2	13	3
FINES AND COSTS PAID	0	2	0	0	1	0	0	3	1
GUILTY PLEA	6	27	5	1	7	1	7	34	7
NOLLE PROSEQUI	1	5	1	0	0	0	1	5	1
NON-SUPPORT RELEASE / NO PURGE	15	58	12	2	4	1	17	62	12
OTHER RELEASE	3	12	2	1	4	1	4	16	3
PAROLED BY COURT OF RECORD	132	608	122	35	163	33	167	771	154
PAROLED BY STATE	2	2	0	0	0	0	2	2	0
PAROLED TO / BY DRUG COURT	6	24	5	0	10	2	6	34	7
PAROLED TO DETAINER	1	4	1	0	2	0	1	6	1
PROBATION	7	33	7	6	16	3	13	49	10
PURGED	4	37	7	0	1	0	4	38	8
RELEASED TO HOUSE ARREST	18	82	16	4	28	6	22	110	22
RETURNED / SENT TO OTHER COUNTY	36	188	38	9	46	9	45	234	47
RETURNED TO DOC	14	80	16	2	6	1	16	86	17
SENTENCED TO DOC	24	149	30	0	13	3	24	162	32
TERMINATED PROBATION / PAROLE	5	13	3	0	2	0	5	15	3
TIME SERVED PER MDJ / PROTHONOTARY	3	19	4	0	3	1	3	22	4
TOTALS / AVERAGES:	376	1,860	372	96	464	93	472	2,324	465

Lancaster County Prison
Population Summary 2016

Day of Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	972	975	989	1,007	1,006							
2	969	980	980	1,015	1,003							
3	972	987	981	1,014	1,003							
4	979	987	999	994	1,007							
5	992	1,042	1,007	985	989							
6	994	1,019	1,010	978	987							
7	980	1,025	1,007	972	990							
8	984	1,013	1,002	981	994							
9	983	1,007	998	986	1,000							
10	984	1,003	1,001	990	1,009							
11	979	992	1,012	986	1,015							
12	983	997	1,011	1,003	1,001							
13	982	993	1,012	998	1,004							
14	974	992	1,024	998	1,008							
15	975	989	1,026	979	1,007							
16	981	990	1,020	979	1,006							
17	982	982	1,028	986	999							
18	981	979	1,038	986	991							
19	988	981	1,037	987	992							
20	994	983	1,043	984	1,001							
21	975	992	1,035	980	1,001							
22	966	992	1,024	986	1,000							
23	966	998	1,031	993	1,000							
24	965	996	1,033	905	999							
25	971	991	1,034	990	999							
26	962	996	1,028	998	1,010							
27	965	1,000	1,030	1,000	1,020							
28	960	998	1,028	999	1,020							
29	960	999	1,037	1,008	1,022							
30	961		1,037	1,011	1,014							
31	961		1,025		1,013							
Average	975.48	995.68	1,018.29	989.27	1,003.55							
YTD Average	975.48	985.58	996.48	994.68	996.45							

2016 Per Diem Costs

Month	Date	In-House Population	Daily Operating Expense	Per Diem Rate	Y-T-D Average
January	1/14/16	953	\$69,405.98	\$72.83	\$72.83
February	2/16/16	963	\$69,405.98	\$72.07	\$72.45
March	3/9/16	981	\$69,405.98	\$70.75	\$71.88
April	4/7/16	954	\$69,405.98	\$72.75	\$72.10
May	5/11/16	992	\$69,405.98	\$69.97	\$71.67
June	6/2/16	971	\$69,405.98	\$71.47	\$71.64
July			\$69,405.98		
August			\$69,405.98		
September			\$69,405.98		
October			\$69,405.98		
November			\$69,405.98		
December			\$69,405.98		

Per Diem Rate is calculated by dividing the Prison's annual operating cost (\$25,333,182.03) to a daily amount then using the in-house population to find the cost per inmate.

2016 Average Length of Stay

	Last Month	This Month
Average Length of Stay	109 days	114 days
Median Length of Stay	67 days	74 days

2016 Inmate Finances

Expenses	January	February	March	April	May	June	July	August	September	October	November	December
Commissary Purchases	\$68,519.94	\$76,190.54	\$62,154.55	\$96,693.63	\$75,941.63							
Phone Calls	\$35,150.50	\$45,502.50	\$33,070.65	\$46,103.75	\$48,396.25							
Housing/Damages Fees Charged	\$155,560.00	\$155,270.00	\$159,300.00	\$147,980.00	\$138,240.00							
Housing/Damages Fees Collected (APEX)	\$2,588.63	\$2,842.11	\$2,921.38	\$1,178.32	\$4,075.73							
Processing Fees Charged	\$10,575.00	\$10,800.00	\$12,425.00	\$12,331.00	\$13,487.00							
Processing Fees Collected	\$9,438.38	\$9,782.08	\$9,979.18	\$10,821.35	\$9,415.13							

Deposits	January	February	March	April	May	June	July	August	September	October	November	December
Cash on person when committed	\$12,893.81	\$15,081.47	\$13,803.66	\$14,594.46	\$15,139.78							
Money Orders deposited during stay	\$22,360.81	\$21,881.22	\$14,827.81	\$9,858.27	\$10,881.27							
Lobby Kiosk Deposits	\$74,328.00	\$91,692.00	\$92,849.00	\$86,474.00	\$82,322.00							
Online Deposits to Inmate Account	\$2,375.00	\$18,839.00	\$35,765.00	\$31,421.49	\$33,541.50							
Total	\$111,957.62	\$147,493.69	\$157,245.47	\$142,348.22	\$141,884.55							