

LANCASTER COUNTY PRISON BOARD AGENDA
JANUARY 19TH, 2017

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, January 19th, 2017 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. December 15th, 2016. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
 - a. Warden's Report – Cheryl Steberger
 - b. Operations and Security Report – Robert Wolfe
 - c. Inmate Services Report – Joseph Shiffer
 - d. Administrative Report – Tammy Moyer
 - e. Facilities Management Report – Charles Douts
6. OLD BUSINESS
7. NEW BUSINESS
 - a. Have a Heart
 - b. Suicide Prevent Task Force update- Larry George
 - c. Facilities Work Group update
 - d. Prison Stat held on February 7, 2017 at 1:30pm.
8. BUSINESS FROM GUESTS
9. ADJOURN

**January 19, 2017 9:15am
150 North Queen Street
Commissioner's Conference Room
7th Floor**

WARDEN'S REPORT

Cheryl Steberger
Warden

Prison Board
Warden
January 19th, 2016

- Selection of a new Deputy Warden of Operations
- New Administration position in Records
- Opening of Ad-Seg

WARDEN'S REPORT

Cheryl Steberger
Warden

OPERATIONS AND SECURITY REPORT

ROBERT WOLFE
MAJOR

Prison Board
Security Report
January 19th, 2016

- Officers of the Month
 - **Corrections Officer: 12:00 a.m. – 8:00 a.m.**
Officer William Hall
 - **Corrections Officer: 8:00 a.m. – 4:00 p.m.**
Officer Brian Weaver
 - **Corrections Officer: 4:00 p.m. - 12:00 a.m.**
Officer Brian Achey

- Star Award Stanley Johnson
- Painting
- Staff compliment
- Sgt Interviews
- CERT interviews
- Wristbands
- Post orders

INMATE SERVICES REPORT

Joseph Shiffer
Deputy Warden for Inmate Services

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

Mental Illness Substance Abuse Team (MISA), first meeting scheduled for 1/26/17

Turn Around Reentry Program (TARP) is scheduled to begin January.

7 female inmates graduated from the New Beginnings class ON 12/22/16.

See attached program statistical section for further information.

ADMINISTRATIVE SERVICES REPORT

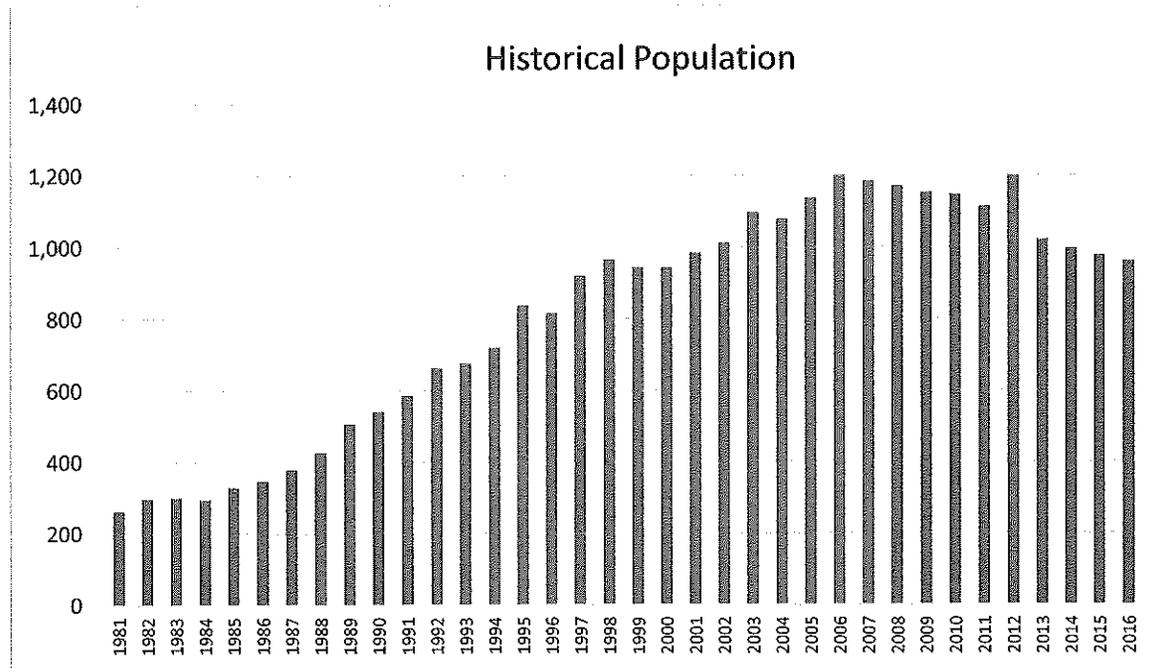
Tammy S. Moyer
Director of Administration

Administrative Services Report

January 2017

Prison policy and procedure continues to be an area where improvement is needed. Old policies need reviewed and revised, new policies need to be written and communication regarding the policies needs to improve. We have developed a plan for the new year that includes a commitment from all department heads. A committee was formed and half day work sessions have been scheduled twice a month for the next 6 months. These work sessions will have decision makers at the table with a specific agenda, focusing on priority policies, making immediate changes as needed. Changes will be announced to staff and copies of all policies will be available on a shared computer drive which will allow access at any time.

The end of year average daily population was 962. There were several times in the first half of 2016 that the population rose over 1000 inmates, but since July we have stayed under 1000 even dipping down to 875 in September.



FACILITIES MANAGEMENT REPORT

Charles Douts, Jr
Director

Facilities Management

Monthly Prison Activities Report

January– 2017

Prison:

Personnel

- Seven vacant full-time maintenance positions
- Two Facilities non- prison employees are supplementing work force and providing on-call after hours response
- RFP for outsourcing of Prison Maintenance recommendation will be provided to the Board of Commissioners for approval on January 18

Maintenance Items

- Co-Stars maintenance employee through the Heim Company assisting with preventative maintenance will continue until March 2017
- Staff support from Parks providing snow/ice maintenance
- Monitoring and attempting to maintain temperatures within acceptable ranges during cold spells

Projects

- Prepared prioritized list of Capital Projects, waiting on response
- Attending Prison renovation meetings
- Coordinated technical support for financial options

Respectfully Submitted

Charles E. Douts, Jr.

Director

County of Lancaster, Facilities Management

STATISTICAL ADDENDUM

OPERATION STATISTICS

Misconduct/Use of Force December 2016

DEC. Use of Force

Total - 22

PHYSICAL UOF - 9
CUFFS – 8
SHACKLES – 0
MPID – 0
TAC 700 PEPPERBALL – 0
MK9-OC - 2
EBID Shield - 0
Taser – 1
Restraint Chair – 2

Physical assault – 8

Assault on staff by inmate – 3
Assault on inmate by inmate – 5

DEC. Misconducts

Total - 95

Major – 22

Assault on Staff – 3
Assault on inmate – 5
Mutual combative fight – 9
Creating a Disturbance - 0
Disobeying a directive – 0
Possession of a weapon – 0
Health and Safety Hazard – 0
Breach of security – 0
Destruction of county property
– 0
Intro of Contraband – 1
Possession of Drugs – 4 – THIS
INCLUDES TOBACCO
Unauthorized Area – 0
Escape(WR Walkaway) - 0
Threatening Staff – 0
Possession of Contraband – 0
Indecent Exposure - 0

Minor consisted of the
following: - 72

Assault - 0
Assault on Staff - 0
Horseplay - 4
Creating a Disturbance - 8
Disobeying a Directive - 11
Disrespect to Staff – 10
Health and Safety Hazzard – 7
Hoarding Meds - 2
Interfering with staff - 5
Possession of Contra - 8
Possession of Drugs - 1
Program Violation - 2
Unauthorized Comm – 3
Threatening Staff – 4
Breech of Security - 5
Tattoonad other forms of self-
mutilation - 2

Adam Walsh Reg./DNA

AWA – 20

DNA - 33

MONTHLY CORRECTIONAL OFFICER STAFFING REPORT

December 2016

TO: Major Wolfe, Robert

FROM: Lt RITTER, Gregory J.

DATE: 04 January 2017

HIRED:	00 (0-Male) (0-Females)
RESIGNATIONS:	3 (2-Male) (1-Females)
TERMINATIONS:	1-(0-Males) (1-Females)
PROMOTIONS:	0
LATERAL CHANGES:	0
STAFFING TOTAL AS OF:	208-(163-Males) (31-Females) (14 in Training) (Maximum Allowable Staffing for CO's, 206 Primary List / 15 Training List)
COMMENTS:	

INMATE SERVICE STATISTICS

PRIME CARE 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	986	1010	974	992	987	958	909	901	932	938	940	958
Death	0	0	0	0	0	0	0	0	0	0	0	0	0
Inpatient Hosp	1	2	3	3	3	3	2	4	2	6	3	6	38
Total Patient Days	2	4	15	20	20	10	9	18	5	7	7	46	163
Total Outside Consultations	57	71	50	51	57	61	38	67	56	65	62	71	706
Allergy	0	0	0	0	0	0	0	0	0	0	0	0	0
Cardiology	1	0	0	0	5	3	2	2	0	1	0	1	15
Chest Disease	0	0	0	0	0	0	0	0	0	0	0	0	0
Dermatology	0	0	0	0	0	0	0	1	0	0	0	0	1
Dialysis	0	1	0	0	0	0	0	0	0	0	0	0	0
ENT	2	0	1	0	0	2	0	0	1	0	0	0	6
Emergency Room	8	15	7	5	9	11	12	9	6	6	11	18	117
Ambulance Trips	6	10	3	1	3	4	2	5	3	3	4	2	46
Gastroenterology	1	0	1	1	2	1	1	0	0	0	0	0	7
General Medicine	0	0	0	0	0	0	0	0	0	0	0	0	0
General Surgery	0	0	0	0	0	0	1	0	0	0	0	0	1
Gynecology	0	0	0	0	0	0	0	0	0	0	0	0	0
Hematology	0	1	0	0	0	1	0	0	0	0	0	0	2
Methadone	2	6	4	14	2	0	0	23	9	19	18	1	98
Neurology	0	1	1	0	0	1	0	1	1	0	0	0	5
Neurosurgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Obstetrics	14	13	13	13	16	17	9	12	16	7	12	8	150
Oncology	0	0	0	0	0	0	0	0	0	0	0	0	0
Ophthalmology	0	3	1	2	0	0	1	0	1	0	0	1	10
Orthopedics	18	12	11	6	13	9	3	10	10	16	7	22	137
Physical Therapy	0	0	0	2	1	1	0	0	1	0	0	2	7
Plastic Surgery	0	0	0	1	2	0	0	0	0	0	0	1	4
Podiatry	0	0	0	0	0	0	0	0	0	0	0	3	3
Proctology	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychiatry	0	0	0	0	0	0	0	0	0	0	0	0	0
Surgery Performed	0	0	0	0	0	0	0	0	1	0	0	1	2
Thoracic Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0
Urology	0	1	3	3	0	1	2	0	1	1	0	0	12
Outside X-Rays	0	0	0	0	0	0	0	0	0	0	0	0	0
Wound Clinic	0	2	1	0	0	0	0	0	2	2	2	0	9
Diagnostic Test (outside)	2	4	1	0	2	5	1	0	1	4	1	3	24
Other Trips / Outside Consults	3	2	3	3	2	5	4	3	3	6	3	2	39

Rev B

1 of 4
Dr. Minerva R. BSA/RN/CCAP/NSA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
In-House EKG's	33	34	35	35	37	43	35	37	45	31	40	30	436
In-House X-Ray's	35	22	56	32	38	25	26	43	40	33	35	39	424
MD Sick Call	81	46	33	65	69	42	53	66	60	36	25	55	631
NP/PA Sick Call	571	532	518	516	574	519	459	483	471	439	356	422	5880
MD/PA/CRNP Sick Call	652	578	551	581	643	561	512	549	531	475	381	477	6491
Nurse Sick Call	678	652	704	679	646	636	517	589	613	648	802	621	7785
MD Physicals	1	0	1	0	0	0	0	0	0	1	0	0	3
NP/PA Physicals	58	65	55	14	11	7	16	21	3	36	14	0	300
Nursing Physicals	304	250	363	344	335	299	252	305	299	282	262	217	3502
Annual Physicals	17	7	11	3	7	5	3	12	7	3	15	0	90
Psychiatrist / Group Seen	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychiatrist / Indiv. Seen	205	200	223	209	241	236	183	237	222	194	240	198	2588
Psychologist Group	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychologist Indiv. Seen	640	352	408	289	273	315	105	289	221	313	303	408	3916
M.H. Worker Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
M.H. Worker Indiv. Seen	491	597	723	693	728	766	1193	1139	1049	776	826	568	9549
Involuntary M.H. Commitments	2	2	2	2	1	0	0	0	0	0	0	0	9
Total Inmates Seen by Dentist	130	147	119	102	140	94	115	141	110	97	87	94	1378
Extractions	32	21	10	17	18	32	26	41	25	18	23	34	285
Fillings	11	36	7	6	2	3	2	3	2	7	1	1	81
Exams	77	87	93	77	101	52	63	75	79	63	62	57	886
Other	10	3	9	2	21	7	24	22	4	9	1	2	114
Inmates seen by Oral Surgeon	0	1	0	0	1	1	1	0	0	1	0	0	5
In-House Surgeries	5	2	4	3	2	3	1	4	3	2	7	1	37
# Inmates @ In-house clinics	314	293	346	340	317	333	317	317	326	324	312	318	3857
# Intake Screening	433	473	507	491	469	427	417	458	505	465	441	453	5539

D. Plunkborough BSN, RN, CCNP, NBR

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# of patients on Medical Meds	302	276	263	277	300	292	223	298	286	265	289	317	3388
% ADP on Medical Meds	31.0%	28.0%	26.0%	28.4%	30.2%	29.6%	23.3%	32.8%	31.7%	28.4%	30.8%	33.7%	30%
# of patients on HIV Meds	8	5	7	12	9	11	11	13	14	15	16	16	137
% ADP on HIV Meds	0.8%	0.5%	0.7%	1.2%	0.9%	1.1%	1.1%	1.4%	1.6%	1.6%	1.7%	1.7%	1%
# of patients on Psych Meds	394	359	379	379	386	367	356	332	337	348	339	352	4328
% ADP on Psych Meds	40.5%	36.4%	37.5%	38.9%	38.9%	37.2%	37.2%	36.5%	37.4%	37.3%	36.1%	37.4%	38%
# of patients on OTC Meds	223	187	206	215	167	232	235	88	82	61	92	53	1841
% ADP on OTC Meds	22.9%	19.0%	20.4%	22.1%	16.8%	23.5%	24.5%	9.7%	9.1%	6.5%	9.8%	5.6%	16%
# of Patients on MH Scale as Category - A				28	26	39	49	61	59	69	102	118	551
% of Patients on MH Scale as Category - A	0.0%	0.0%	0.0%	2.9%	2.6%	4.0%	5.1%	6.7%	6.5%	7.4%	10.9%	12.6%	6.5%
# of Patients on MH Scale as Category - B				185	168	160	160	162	177	187	199	192	1570
% of Patients on MH Scale as Category - B	0.0%	0.0%	0.0%	16.9%	16.9%	16.2%	16.7%	17.8%	19.6%	20.1%	21.2%	20.4%	18.4%
# of Patients on MH Scale as Category - C				269	366	341	331	335	356	318	336	331	2973
% of Patients on MH Scale as Category - C	0.0%	0.0%	0.0%	26.6%	36.9%	34.5%	34.6%	36.9%	39.5%	34.1%	36.8%	35.2%	34.9%
# of Patients on MH Scale as Category - D				56	62	75	78	53	64	65	65	66	584
% of Patients on MH Scale as Category - D	0.0%	0.0%	0.0%	5.7%	6.3%	7.6%	8.1%	5.8%	7.1%	7.0%	6.9%	7.0%	6.8%
# of Adverse Patient Occurrences	10	10	4	1	9	16	6	13	12	18	13	14	125
HIV Test Done	23	40	35	48	56	33	37	26	23	25	35	29	410
HIV Cases	91	112	130	104	93	103	58	69	55	82	61	55	1013
AIDS Cases	8	5	8	12	9	12	13	15	17	20	18	16	13
Hepatitis Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Syphilis Cases	77	70	79	77	64	72	70	82	93	103	105	112	1004
Gonorrhea Cases	0	0	0	0	0	0	0	0	1	0	0	0	1
# of Pregnant Females	0	0	0	2	0	1	0	0	2	1	0	0	6
# of Miscarriages	9	9	12	7	8	10	5	10	9	9	9	10	107
# of Abortions	0	1	0	0	0	2	0	0	0	0	0	0	3
# of Deliveries	0	0	0	0	0	0	0	0	0	0	0	0	0
# of patients isolated to rule out MRSA	5	4	2	4	4	2	4	7	5	4	6	3	50
TB Cases	1	0	2	1	1	0	0	3	3	1	3	2	17
PPD Test	0	0	0	0	0	0	0	0	0	0	0	0	0
(+) PPDs	424	484	502	471	417	401	405	442	476	444	384	439	5269
RPR Test	4	4	5	4	9	7	1	5	4	5	2	3	53
Inmates on Suicide Watch	2	1	3	6	4	4	0	5	7	8	4	1	45
# of Inmates Detoxed	73	81	91	92	88	81	85	101	83	83	92	81	1031
# of Inmates on Restraints	134	143	139	122	88	73	76	80	66	90	144	83	1238
# of Shifts Involving Restraints	1	1	2	1	0	2	6	4	1	2	0	1	21
# of Medical Transport	1	9	3	1	0	2	18	7	1	3	0	1	45
	51	61	47	50	54	57	38	62	53	61	58	69	658

D. Punchbrough BSN, RN, CCAP, NRP

	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													

D. Punchbaugh BSN, RN, CCNP, NBSA

AVERAGE DAILY PARTICIPATION

Average Daily Participants:	<u>December 2016</u>
Community Employed Males:	40
Community Employed Females:	11
Community Service Males:	08
Community Service Females:	00

Inmates in Treatment Programming:

Males: 01
Females: 01

Inmate Trustees:

Male: 15
Female: 00

Unassigned Inmates housed in Work Release:

Males: 12
Females: 00

WORK RELEASE REPORT –December 2016

December 2016

New Placements:	Male: 16 Female: 01
Pre-incarceration Employment; Employment secured by inmate	Male: 12 Male 0 Female 0
Employment secured by WR	Male 04 Female 00
Removals from program	Males: 02 Female 0
Suspensions	Males 02 Female 01
Releases	Males 17 Female 01

WORK RELEASE FINANCES

	<u>12/2016</u>
Board and Lodging	16,562.86
Fines and Costs	10,775.65
Drug Test Fee	621
Inmate Share	
Money To Family	16,742.03

TO: Tony Haws
FROM: Thomas Romanowski
DATE: 1/12/17
RE: DECEMBER 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 DECEMBER was ITP Program \$5,419.50 and Block CQ \$1,189.25 Year to Date - ITP Program - \$91,443.65 Block CQ - \$17,875.00

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 1 of items were notarized for the month of DECEMBER and 285 YTD.

SERVS SAFE

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 0. Inmate veterans interviewed in DEC. YTD interviewed 12. I have participated in Veterans Court on Thursday afternoons and have identified inmate veterans for the program.

LANCASTER COUNTY PRISON
PROFESSIONAL VISITOR REGISTER
FOR
DECEMBER 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	173	2199	206	2559
PUBLIC DEFENDER	97	1051	89	929
PUB. DEF INV	34	445	28	539
PAROLE/PROBATION	16	193	14	191
SPECIAL OFFENDER	0	1	0	11
CHILDREN&YOUTH	24	273	20	226
PA. PRISON SOCIETY	14	172	8	42
TOTAL	358	4334	365	4497

DEPARTMENTS

COUNSELORS	917
CLASSIFICATION	189
CHAPLAIN	823
<hr/>	
PROBATION/ PAROLE	704
PUBLIC DEFENDER	618
MH/MR	67
VOC./ EVAL.	441
RECREATION	8
WORK RELEASE	270
DRUG & ALCOHOL	258
EDUCATION	59
MEDICAL	64
BAIL ADMIN.	41
DEPUTY WARDEN IS	113
DOM. REL.	42
TOTAL	4614

Counselor Coleman did assist with the answering of requests, seeing inmates, calling and emailing attorneys, P.O.'s, and assisted with intakes. Mr. Coleman did assist with classification duties while people the position is empty. 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 UCM. In addition counselor Coleman did work on getting inmates signed up for various treatment facilities by completing application, referrals, and phone interviews.

Counselor Shaffer responded to inmate requests. He also completed initial intakes as well as the PREA intakes 5 times this month. Mr. Shaffer attended Mental Health Court Team Meeting 4 times as well Court 4 times. He organized a Mental Health Committee meeting along with Christina Fluegel from Records. Mr. Shaffer also has counseled several inmate on 3-5 as well as met with inmates on MHU which included court dates, communication with public defenders, parole plans as well as release dates. MA applications were handed out along with 2 applications for applying for Social Security Cards and Birth Certificates. Mr. Shaffer handed out several application for Drug Court as well as Mental Health Court. Mr. Shaffer has also been giving out topics for inmates on 3-5 to journal about which have seemed to be beneficial for those who partake in them. Those questions include: Write about a time when you did something you were afraid to try. How did you feel afterwards? Make a list of questions you would like to have answered about your past or even currently? Write about a person you admire. What qualities do you have in common with this person? Make a list of people you can genuinely trust and who

would be there to support you? How would you think your parents views would change if they lived your life for one day? What do you uniquely off to this world? How can you use this to improve your surroundings? Write about an accomplishment you are proud of and what you did to get there. How can you use those skills in accomplishing other goals? These were just a few of the topics used.

Counselor Dickson responds to inmate questions on all housing units, at night. She is responsible for G-1 intakes Friday, Saturday and Sunday and responsible for 3-1 MAX unit. 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. 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.

Inmate Services Specialist Arelis Sable continues to work with the Inmate Services Team. In December 2016 she counseled 206 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 70 intake reviews and provided translation services for 4 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 10 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 on 12-19-16.

PREA Specialist Alex Miller is responsible for the male intakes (G-1, MHU, ADSEG, G-2, CLASS) and also the PREA intakes of all the new commitments to LCP, within 72 hours of arrival. She also assists with the female intakes and the classification department, as necessary. At the time of intake, she goes over an orientation with the inmate that includes various topics, hands out a 2-1 application, if inmates want to participate in the program, suicide hotline information, and information on rehabs, jobs, food, health insurance and many other benefits in the area. Also, provides inmates with drug, mental health, VA court applications when requested. She calls, e-mails and holds conference calls with inmates' attorneys and probation officers. PREA Specialist Miller assists inmates in obtaining information about their cases, such as court dates or release dates and answers all requests and direct services for 2-2. She also assists with reviewing inmates on special statuses, to determine if they can be removed. She coordinates and assists with sexual assault counseling every Tuesday, provided by the YWCA. She also has attended sexual assault counselor training in order to provide services to inmates as well. PREA Specialist Miller is responsible for reviewing inmates who are identified as a potential sexual victim or potential

sexual predator based on the PREA intake every 30 days. She also handles inmate reports of PREA incidents and enters the information into the PREA database. After a PREA incident is reported, she is responsible for monitoring said inmate for retaliation for a period of 90 days. Also, has been assisting in making corrections in the facility based on the guidelines set by the PREA auditor.

Counselor Toni Warfel works as the reentry specialist for Lancaster County Prison. This month ~~Counselor Warfel has assisted in filling in for classification as well as filling in for other block~~ counselors who were out. She is the direct liaison for the Lancaster County Reentry Management Organization. In being the liaison, she does help inmates with applications and writes referrals to help inmates find housing and connect them with employment and case management services. She is responsible for running the RMO Life Skills class here at LCP, as well as the New Beginnings program for the women. Counselor Warfel is also responsible for COMPASS in that she does work directly with the county assistance office to sign inmates up for medical assistance prior to release. This month, 8 were signed up for medical assistance. Two people were released into the RMO Intensive program. Counselor Warfel is the block counselor for D-Block and D-Block Annex, which includes the female work release inmates. She does assist inmates throughout the facility by getting release dates and case information, contacting attorneys, facilitating phone calls, providing housing and treatment information, and responding to inmate requests. Counselor Warfel is also responsible for all G-1 intakes every Tuesday. She is currently working closely with Work Release to begin the Turn Around Reentry Program where she will work with inmates on employment skills. She continues to answer any requests and assist in finding inmates that are work release eligible.

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.

DECEMBER, 2016
SUBSTANCE ABUSE EDUCATION UNIT
PARTICIPANT PROFILE

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

SUBSTANCE ABUSE EDUCATION UNIT

INMATE PROFILE

DECEMBER, 2016

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	28	578	
Number of inmates previously on pod 2-1	22	257	10	222	
Number of inmates that did not complete 2-1	23	262	30	237	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	06	72	2	44	
Released	07	70	8	100	
Did not complete assignments	05	36	05	39	
Asked to move off	03	25	5	22	
Went to work release	01	05	2	5	
Went to MHU	00	05	0	6	
Placed on P.C.	0	00	00	01	
Moved by classification	01	19	2	9	
Moved to ITP	00	06	6	13	
Average Age	26.7	27.11	27.4	26.3	
Race	-----	-----			
Black	13	130	05	103	
White	36	227	14	295	
Asian	01	03	0	3	
Hispanic	18	198	09	177	
Other	0	00	0		
Average school grade completed	11.3	11.04	11.1	11.10	
Number of inmates that furthered education	05	51	4	58	

Number with prior substance abuse treatment	30	369	12	318	
Average # of substance abuse placements	3.2	3.40	4.2	3.8	
Marital status	-----	-----			
Married	06	68	3	58	
Widowed	00	01	0	0	
Divorced	04	60	3	48	
Remarried	00	00	1	9	
Separated	03	34	2	34	
Never Married	55	519	19	428	
Substance abuse use	-----	-----			
Drugs only	32	344	14	288	
Alcohol only	2	52	0	16	
Both drugs and alcohol	34	412	14	266	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	18	364	
Number of inmates involved in other prison programs	25	237	10	277	
Chaplains programs	20	198	12	196	
Anger Management	09	81	00	79	
Thresholds	n/a	n/a	00	00	
Fatherhood	96	560	00	472	
Education	01	08	00	06	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	20	462	
Number of inmates on 2-1 waiting list	13	182	01	79	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	10	161	
Obtain a sponsor	12	103	3	68	

sponsor					
Nothing	08	98	03	81	
Inpatient treatment	14	182	05	125	
Outpatient treatment	14	161	04	101	
Religious	10	111	03	100	
Counseling					
Other	13	149	04	102	

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

Mary Clary, BS CADC
Norbert Sotomayor , BA CADC

Month, DECEMBER, 2016

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 396	4442
Number of Inmates Seen: 94	2621
Number of Inmates moved to 2-1: 28	578
Number of Inmates who completed 2-1: 11	177
Number of Inmates who failed to finish 2-1: 30	237
08- released	88
05- did not do assignments	39
02 - disciplinary problems	43
05- asked to move	22
02- went to work release	05
00- went to MHU	05
02-moved by classification	02
00- protective custody	01
06 -went to ITP	11
Number of AA/NA Meetings: 12	144
Number of Substance Abuse Groups: 15	345
Number of Evaluations done for court/legal system: 03	129
Number of outpatient counseling appointments set up: 0	5
Number of Referrals to Teen Challenge, Potter's House: 4	92
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 2	122

Mary has been out on Medical leave since Mid November. Some meetings have not been able to be run due to shortness of staff. Counselor Sotomayor has been sitting at 2-1 answering all d/a request and dealing with all d/a related case management. Counselor Sotomayor took a week off - VAC - in December 2016.

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

DECEMBER - 2016

NUMBER OF PROGRAM PARTICIPANTS: Anger Management track was Not run the month of December due to the following reasons: 1) Counselor Clary has been out on Medical and all d/a functions have been taken care of by Counselor Sotomayor

2) Counselor Sotomayor took a week off -- VAC - from 12/8/16 till 12/18/16.

Anger Management track will resume once things normalize staff wise.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: n/a

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: n/a

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: n/a

Disciplinary: n/a

Released: n/a

No paperwork: n/a

Asked to move off: n/a

Went to Work release: n/a

MHU:

PC:

Classification:

ITP:

Moved off 2-1 block: n/a

AVERAGE AGE: n/a

RACE:

CAUCASIAN: n/a

AFRICAN AMERICAN: n/a

HISPANIC: n/a

ASIAN: n/a

OTHER: n/a

AVERAGE SCHOOL GRADE COMPLETED: n/a

NUMBER OF INMATES WHO FURTHERED EDUCATION: n/a

MARITAL STATUS: MARRIED: n/a

WIDOWED: n/a

DIVORCED: n/a

REMARRIED: n/a

SEPARATED: n/a

NEVER MARRIED: n/a

SUBSTANCE ABUSE USE: DRUGS ONLY: n/a

ALCOHOL ONLY: 0

BOTH: 2

NUMBER OF INMATES PREVIOUSLY INCARCERATED: n/a

TOTAL NUMBER WHO HAD PRIOR ANGER MANAGEMENT TX: n/a

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

NUMBER OF INMATES IN ANGER MANAGEMENT WAITING LIST: n/a

NARRATIVE: Anger Management track not run the month of December per reasons stated above. Anger management waiting list has been increasing.

past participant	02	20	02	13

Recreation Monthly Report

December, 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 volleyball, and exercise videos. This past month Yoga was introduced to the D-block, and D-block annex females on Tuesday evenings, there has been a strong interest in this, with hopes of opening this program to other housing areas within the facility in the future. This month Yoga was introduced in Pod 2-5, again with a strong interest in this program.
- 2.** Approximately 463 inmates attended recreational activities during the month of December, 31 recreation periods were held during the month.
- 3.** Inmate cleaners were used from G-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. Games were exchanged in pod 3-1 and 2-2 because of missing game board pieces, and conditions of the game boards. Exercise equipment were placed, and mounted in work-release, pod 2-1, and the 3rd floor gym in August of this year.

Mark Rockafellow

Acting Recreation Director

**Intermediate Unit #13
High School Equivalency (HSE) Program - Females
At Lancaster County Prison**

Month of December 2016

Total Students This Month	Year to Date
13	48
Carry over Students from Last Month	Class Requests This Month
10	10
Total Students Transferred to Other Institutions	Year to Date
0	5
Total Released from Prison	Year to Date
7	25
Total HSE Sections Attempted/Passed: Graduated This Month	Year to Date
11:10:2	51:39:5
Racial Breakdown of Students	Year to Date
Afro – Americans 0	8
Caucasians 11	35
Hispanics 2	5
Others 0	0

Mary Edith Lechliter - Instructor

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

Month of December 2016

Total Students This Month	Year to Date	
11	68	
Carry over Students from Last Month	Class Requests This Month	
6	22 (as of 12/22)	
Total Attendance Per Month (% of)	Year to Date	
86%	82%	
Total Students Transferred to Other Institutions	Year to Date	
1	3	
Total Released from Prison	Year to Date	
0	14	
Total Received GED/HSE This Month	Year to Date	
0	14	
Total GED/HSE Subtests Passed This Month	Year to Date	
7	85	
Racial Breakdown of Students	This Month	Year to Date
Blacks	3	24
Caucasians	5	26
Hispanics	3	23
Others	0	0

Wyman Fowler - Instructor

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

December 2016

TOTAL STUDENTS (month)

Males 14
Females 0

TRANSFERRED STUDENTS

Males 0
Females 0

TOTAL STUDENTS (year)

Males 42
Females 0

RELEASED STUDENTS:

Males 1
Females 0

GRADUATED (year)

Males 10
Females 0

RACIAL BREAKDOWN

African American 5
Caucasian 2
Hispanic 7
Others 0

INTERVIEWED STUDENTS

This Month:

Males 8
Females 1

Year to Date

Males 257
Females 6

**SPECIAL EDUCATION
STUDENTS**

Males 4
Females 0

Note: Youthful offenders update

- No Juveniles currently at LCP

Note: 18+ inmates attendance rate – 60%

AUGUST 2016 – AUGUST 2017 SCHOOL YEAR

Chaplain's Office Monthly Report

December 2016

CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF
NOVEMBER: STAFF – 497.75 HOURS VOLUNTEERS – 339.75 HOURS

CHAPLAINCY VISITS

95 ONE TIME VISITS - MALE
52 MULTIPLE VISITS – MALE

46 ONE TIME VISITS - FEMALE
37 MULTIPLE VISITS – FEMALE

INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY 852 INMATE REQUESTS.

DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH 4 DEATH AND 7 MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - 30	COMPLETED - 14
	ACTIVE STUDENTS - 6	NEW STUDENTS - 2
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 12	COMPLETED - 7
ROMANS BIBLE STUDY	DISTRIBUTED - 51	COMPLETED - 26
GOSPEL ECHOES STUDY	DISTRIBUTED - 14	COMPLETED - 9

CLERGY VISITATION

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

GROUP SESSIONS

NUMBER OF GROUPS	60	TOTAL ATTENDANCE	736
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CHURCH SERVICES

NUMBER OF SERVICES	40	TOTAL ATTENDANCE	832
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DECEMBER 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	4	51	30	2034	40
Sunday WR	4	44	7	370	8
Sunday Women	4	49	44	2028	41
Wednesday MHU	2	43	13	561	13
Wednesday 3rd	4	57	34	1905	33
Wednesday 3rd	4	50	18	1454	29
Saturday 2-2	5	50	7	1264	25
Saturday ITP	5	50	25	634	13
Sunday G-1	4	37	25	963	26
Catholic Services Bilingual					
Mass 2nd floor Men	1	11	7	51	5
Mass 3rd floor Men	1	11	12	97	9
Bible Study 2nd, M & grd	4	36	5	156	4
Bible Study 3rd	3	36	15	298	8
Study Group - Women					
Meditation	2	37	9	156	4
Study Group	5	49	22	692	14
Confession / Inner Healing	0	2	ERR	0	0
Study Group - Men					
2-1	8	92	8	921	10
2-2	3	44	12	647	15
2-2, M & grd	4	49	23	845	17
3rd	11	116	12	1133	10
Work release	3	48	14	471	10
Spanish 3rd	2	45	24	658	15
Spanish 2nd, M & grd	4	47	9	459	10
WR Thurs Study	2	8	4	24	3
D & A Programming					
Inside Out 2-1	4	49	9	470	10
Women	4	49	17	609	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

ADMINISTRATIVE SERVICE STATISTICS

PRISON BOARD REPORT

December 2016 POPULATION & STATISTICS

A. MONTHLY POPULATION (Inhouse and Housed Elsewhere)

	MALE	FEMALE	TOTAL
Population on November 30, 2016:	801	140	941
Population on December 31, 2016:	776	147	923
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	835	140	975	975
839	140	978	975	850	145	995	985
855	142	996	982	870	149	1,018	993
852	160	1,012	990	840	148	989	994
818	166	984	988	849	162	1,003	998
794	156	951	982	849	141	991	987
807	141	948	977	834	145	957	986
797	143	940	973	764	118	908	980
822	140	962	971	802	132	900	971
834	139	973	972	799	134	931	967
863	138	1,001	974	806	137	964	966
842	137	979	978	796	143	934	964

C. POPULATION DISTRIBUTION BY STATUS

2015		2016	
TRIAL	SENTENCED	TRIAL	SENTENCED
714	253	847	126
693	280	846	141
724	267	882	131
767	242	867	117
711	269	pending	pending
736	211	pending	pending
740	186	pending	pending
737	185	pending	pending
758	187	pending	pending
815	164	pending	pending
853	146	pending	pending
824	135	pending	pending
		JANUARY	
		FEBRUARY	
		MARCH	
		APRIL	
		MAY	
		JUNE	
		JULY	
		AUGUST	
		SEPTEMBER	
		OCTOBER	
		NOVEMBER	
		DECEMBER	
756	210	861	129
78%	22%	87%	13%

D. ADMISSIONS AND DISCHARGES

ADMISSIONS 2016	
Total admissions for the Month of December	461
Total Admissions year-to-date	5110
DISCHARGES 2016	
Total Discharges for the Month of December	479
Total Discharges year-to-date	5621

Lancaster County Prison
Population Summary 2016
Total In-house and Housed Elsewhere

Day of Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	972	975	989	1,007	1,006	1,013	969	930	877	933	944	942
2	969	980	980	1,015	1,003	991	969	933	885	936	933	950
3	972	987	981	1,014	1,003	984	969	934	897	943	928	958
4	979	987	999	994	1,007	989	966	921	899	944	918	956
5	992	1,042	1,007	985	989	989	973	916	902	939	927	955
6	994	1,019	1,010	978	987	982	979	923	894	924	937	951
7	980	1,025	1,007	972	990	991	974	922	894	923	945	957
8	984	1,013	1,002	981	994	1,011	966	919	875	929	934	962
9	983	1,007	998	986	1,000	1,003	972	911	876	926	938	958
10	984	1,003	1,001	990	1,009	998	968	900	879	926	920	955
11	979	992	1,012	986	1,015	999	962	894	883	915	929	962
12	983	997	1,011	1,003	1,001	999	965	900	879	911	933	963
13	982	993	1,012	998	1,004	1,005	972	903	887	905	940	951
14	974	992	1,024	998	1,008	1,002	958	906	891	911	942	962
15	975	989	1,026	979	1,007	1,005	958	903	886	918	939	950
16	981	990	1,020	979	1,006	986	960	913	895	921	941	954
17	982	982	1,028	986	999	992	966	910	901	924	938	956
18	981	979	1,038	986	991	992	950	910	900	952	934	956
19	988	981	1,037	987	992	993	955	904	897	942	937	959
20	994	983	1,043	984	1,001	996	960	913	897	941	942	953
21	975	992	1,035	980	1,001	995	953	917	906	939	932	931
22	966	992	1,024	986	1,000	987	950	914	916	944	929	915
23	966	998	1,031	993	1,000	979	953	903	912	945	938	897
24	965	996	1,033	905	999	981	954	905	921	939	942	911
25	971	991	1,034	990	999	984	949	904	923	937	939	908
26	962	996	1,028	998	1,010	985	950	895	924	941	940	908
27	965	1,000	1,030	1,000	1,020	983	947	898	930	932	940	910
28	960	998	1,028	999	1,020	989	928	900	924	928	948	904
29	960	999	1,037	1,008	1,022	978	927	896	931	933	937	908
30	961		1,037	1,011	1,014	963	925	893	931	939	938	915
31	961		1,025		1,013	991	930	882		935		920
Average	975.48	995.68	1,018.29	989.27	1,003.55	991.00	957.32	908.77	900.40	931.45	936.07	939.90
YTD Average	975.48	985.58	996.48	994.68	996.45	995.54	990.08	979.92	971.08	967.12	964.30	962.27

2017 Per Diem Costs

Month	Date	In-House Population	Daily Operating Expense	Per Diem Rate	Y-T-D Average
January	1/6/17	930	\$73,788.43	\$79.34	\$79.34
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Per Diem Rate is calculated by dividing the Prison's annual operating cost (\$26,932,777.85) to a daily amount then using the in-house population to find the cost per inmate.

2017 Average Length of Stay

Average Length of Stay	December '16	January '17
Median Length of Stay	114 days	115 days
	72 days	74 days

2016 Inmate Finances

65601.64

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Commissary Purchases	\$68,519.94	\$76,190.54	\$62,154.55	\$96,693.63	\$75,941.63	\$71,243.56	\$111,054.23	\$59,609.21	\$75,109.67	\$65,447.58	\$67,055.31	\$90,658.12	\$919,677.97
Phone Calls	\$67,118.79	\$71,964.78	\$78,250.21	\$72,768.67	\$76,389.41	\$69,808.10	\$71,090.56	\$66,523.33	\$63,096.35	\$65,349.21	Pending	Pending	\$702,359.41
Housing/Damages Fees Charged	\$155,560.00	\$155,270.00	\$159,300.00	\$147,980.00	\$138,240.00	\$103,289.00	\$113,320.00	\$205,390.00	\$129,820.00	\$133,624.00	\$138,050.00	\$139,240.00	\$1,719,083.00
Housing/Damages Fees Collected (APEX)	\$2,588.63	\$2,842.11	\$2,921.38	\$1,178.32	\$4,075.73	\$1,356.98	\$839.70	\$805.54	\$4,658.55	\$855.83	\$974.55	Pending	\$29,097.32
Processing Fees Charged	\$10,575.00	\$10,800.00	\$12,425.00	\$12,331.00	\$13,487.00	\$10,925.00	\$10,600.00	\$11,625.00	\$12,200.00	\$11,125.00	\$11,450.00	\$12,250.00	\$139,793.00
Processing Fees Collected	\$9,438.38	\$9,782.08	\$9,979.18	\$10,821.35	\$9,415.13	\$9,530.35	\$6,294.03	\$10,216.62	\$10,718.34	\$9,362.24	\$9,838.25	\$9,757.74	\$115,153.69
Deposits	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Cash on person when committed	\$12,893.81	\$15,081.47	\$13,803.66	\$14,594.46	\$15,139.78	\$12,832.25	\$9,290.09	\$11,242.89	\$15,669.92	\$12,432.33	\$14,834.02	\$12,699.92	\$160,514.60
Money Orders deposited during stay	\$22,360.81	\$21,881.22	\$14,827.81	\$9,858.27	\$10,881.27	\$11,470.51	\$8,575.19	\$10,903.76	\$11,258.88	\$9,916.26	\$26,055.91	\$11,202.80	\$169,192.69
Lobby Kiosk Deposits	\$74,328.00	\$91,692.00	\$92,849.00	\$86,474.00	\$82,322.00	\$78,293.00	\$73,213.00	\$71,152.00	\$70,676.00	\$69,905.00	\$77,547.00	\$84,275.00	\$952,726.00
Online Deposits to Inmate Account	\$2,375.00	\$18,839.00	\$35,765.00	\$31,421.49	\$33,541.50	\$31,705.40	\$31,310.50	\$26,483.00	\$29,033.49	\$32,017.47	\$31,480.00	\$40,521.00	\$344,492.85
Total	\$111,957.62	\$147,493.69	\$157,245.47	\$142,348.22	\$141,884.55	\$134,301.16	\$122,388.78	\$119,781.65	\$126,638.29	\$124,271.06	\$149,916.93	\$148,698.72	\$1,626,926.14

Social Security Incentive - 2016

Month	Cases Reported	Incentive Payment
January	11	\$4,400.00
February	7	\$2,800.00
March	6	\$2,600.00
April	7	\$2,800.00
May	4	\$1,600.00
June	12	\$4,800.00
July	8	\$3,000.00
August	4	\$1,600.00
September	12	\$4,600.00
October	1	\$400.00
November	4	\$1,600.00
December	15	\$6,000.00
Totals	91	\$36,200.00

**\$400.00 paid for reporting within 30 days of confinement

\$200.00 paid for reporting after 30 days but within 90 days of confinement

\$50,000 annual revenue budgeted