

**LANCASTER COUNTY PRISON BOARD AGENDA**  
**APRIL 21<sup>st</sup>, 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, April 21, 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. March 17, 2016. Submitted independently by the Board Secretary.
5. MONTHLY REPORT
  - a. Warden's Report – Cheryl Steberger
  - b. Facility Management Report- Charles Douts
6. OLD BUSINESS
7. NEW BUSINESS
  - a. Solicitor Update and Appointment
  - b. Presentation on physical condition of Prison Facility and discussion about future.
8. BUSINESS FROM GUESTS
9. ADJOURN

**April 21, 2016**  
**150 North Queen Street**  
**Commissioner's Conference Room**  
**7th Floor**

# WARDEN'S REPORT

Cheryl Steberger  
Warden

WARDEN REPORT

PRISON BOARD

APRIL 21, 2016

Self-Harm Statistics

Morale

Chocolate Cross Event

Update on Meetings

Attended PCCA Conference

Schedule

Promotions and Recognitions

# OPERATIONS REPORT

Alexander Croci  
Deputy Warden for Operations

## Operations Prison Board Report April 21, 2016

### Inmate Misconduct

	<b>January</b>	<b>February</b>	<b>March</b>
<b>Total:</b>	97	66	102
<b>Major:</b>	26	17	26
<b>Minor:</b>	71	49	76

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

### Use of Force

	<b>January</b>	<b>February</b>	<b>March</b>
<b>Total:</b>	34	24	33

<b>12 month</b>	<b>High</b>	<b>Low</b>
	52 – August	13 – February

### Physical assault

Assault on staff by inmate: March 3  
Assault on inmate by inmate: March 5

### Staff Training & Development

The LCP training Department provided 2,240 hours of training to Corrections Officers, contracted staff and volunteers in the following areas:

- 648 hours of Basic Correctional Officer Training
- 1,352 hours of training on Supervisor development
- 64 hours of training conducted by the K-9 on scent, cell searches and bit work
- 224 hours of CERT training
- 120 hours of FERT training
- 12 hours of training for medical staff

### Corrections Officer Staffing as of 04/04/16

New Hires: 7  
Separations: 0  
Promotions: 0  
Lateral Changes: 0

Total Compliment: 203  
Male: 161

Female: 35  
In Training: 7

#### LCP Central Booking

Total Arraigned: March: 164  
Booked at LCP: March: 55  
Booked at other Arraigned centers: March: 109  
Committed to LCP: March: 104

DNA's collected: March: 33  
Sex offenders registered: March: 27

Miscellaneous:

#### Officers of the Month

**Corrections Officer : 12:00 a.m. – 8:00 a.m.**  
**Officer Steven O'CONNER**  
**Corrections Officer : 8:00 a.m. – 4:00 p.m.**  
**Officer Andrew GEBHARDT**  
**Corrections Officer : 4:00 p.m. - 12:00 a.m.**  
**Officer**

*See attached for further information.*

# INMATE SERVICES REPORT

Joseph Shiffer  
Deputy Warden for Inmate Services

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

New Beginnings class graduated 6 participants. April class began on 4/18/16

RMO Life Skills class graduated 11 participants.

Thanks to Justice & Mercy for handing out chocolate crosses on 3/24/16.

D-Block Garden is scheduled to begin on 4/20/16. Garden in County Park is set to start in May.

Met with John Fox of Have A Heart regarding concert which is scheduled for May.

New Work Release Administrator Jon Collins started his duties on 4/4/16.

*See attached program statistical section for further information.*

# ADMINISTRATIVE SERVICES REPORT

Tammy S. Moyer  
Director of Administration

# Administrative Services Report

## April 2016

We are still on schedule to start using the Unified Case Management computer system on the 25<sup>th</sup> of this month. Staff from CCAP, County IT, County APPS, and Prison staff have been holding planning meetings and conference calls about three times a week for the past few months to prepare for next Monday. We also visited Monroe County Prison to study their process, as they are the only correctional facility currently using this program. Training for our commitment and records staff is happening all this week. During the day of conversion and the remainder of that week CCAP and IT will have staff at the prison to help employees with the transition and address any issues.

**SECURITY REPORT**

**Major**

**Robert Wolfe**

# FACILITIES MANAGEMENT REPORT

Charles Douts, Jr  
Director

# Facilities Management

## Monthly Prison Activities Report

April- 2016

### Prison:

#### Personnel

- Three vacant full-time maintenance positions, three new personnel hired, one resignation, one transferred and promoted to downtown maintenance mechanic.

#### Maintenance Items

- Staff is working overtime to keep up, but preventative maintenance is lagging.
- Working with D.W. Croci to implement new tool policy and material inventory policies and procedures
- Showers in one portion of C-Main being remodeled
- Kitchen flooring ,ceiling and walk-in cooler being temporarily patched and repaired

#### Projects

- General Fund 2016 Maintenance Projects
  - \$50,000 Interior corridor door replacement, P.O issued
  - \$36,000 Interior ceiling repairs, P.O issued
  - \$15,000 New cage for Law Library, Prison staff determining scope
  - \$6,000 New fencing for female RHU, Prison staff determining scope
  - \$20,000 Magnetic access doors, Prison staff determining scope
  - \$12,000 Replace dryer- complete

- \$13,000 Replace washer-complete
- \$10,000 Replace fire suppression unit in kitchen hood-complete

- 2016 Capital Projects

- P.O issued for 3<sup>rd</sup> phase of bunk replacement, bunks being manufactured and expect installation to be scheduled in May.
- Prepared Power Point presentation to highlight major maintenance items

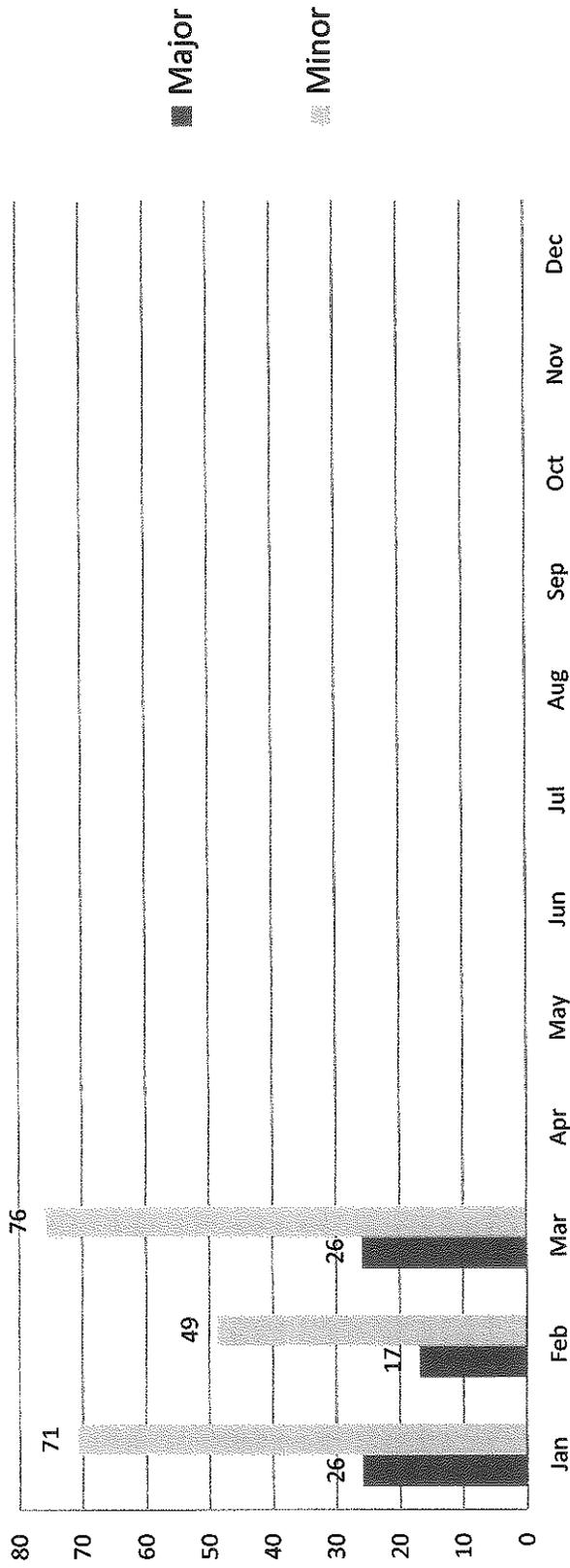
Respectfully Submitted

Charles E. Douts, Jr.  
Director  
County of Lancaster  
Facilities Management

## STATISTICAL ADDENDUM

# OPERATION STATISTICS

# Misconducts 2015





**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

# PRIME CARE MEDICAL, INC.

Statistical Summary Report  
Year 2016

Facility: 68 - LNCP - Lancaster County Prison

Rev A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly ADP	974	986	1010										990
Death	0	0	0										0
Inpatient Hosp	1	2	3										6
Total Patient Days	11	17	15										43
<b>Total Outside Consultations</b>	<b>52</b>	<b>74</b>	<b>50</b>	<b>0</b>	<b>176</b>								
Allergy	0	0	0										0
Cardiology	1	0	0										1
Chest Disease	0	0	0										0
Dermatology	0	0	0										0
Dialysis	0	1	0										1
ENT	2	1	1										4
Emergency Room	8	15	7										30
Ambulance Trips	0	10	3										13
Gastroenterology	1	0	1										2
General Medicine	1	0	0										1
General Surgery	0	0	0										0
Gynecology	0	0	0										0
Hematology	0	1	0										1
Methadone	2	6	4										12
Neurology	0	1	1										2
Neurosurgery	0	0	0										0
Obstetrics	13	12	13										38
Oncology	0	0	0										0
Ophthalmology	0	2	1										3
Orthopedics	17	10	11										38
Physical Therapy	1	2	0										3
Plastic Surgery	0	1	0										1
Podiatry	0	0	0										0
Proctology	0	0	0										0
Psychiatry	0	1	0										1
Surgery Performed	0	2	0										2
Thoracic Surgery	0	0	0										0
Urology	0	1	3										4
Outside X-Rays	0	0	0										0
Wound Clinic	0	1	1										2
Diagnostic Test (outside)	3	6	1										10
<b>Other Trips / Outside Consults</b>	<b>3</b>	<b>1</b>	<b>3</b>										<b>7</b>

*T. Funchbaugh* 4/8/16  
PCM Forms Manual 2008

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
In-House EKG's	29	34	35										98
In-House X-Ray's	36	22	56										114
MD Sick Call	81	46	33										160
NP/PA Sick Call	571	532	518										1621
MD/PA/CRNP Sick Call	652	578	551	0	0	0	0	0	0	0	0	0	1781
Nurse Sick Call	678	652	806										2136
MD Physicals	1	0	1										2
NP/PA Physicals	58	65	74										197
Nursing Physicals	304	250	353										907
Annual Physicals	17	7	11										35
Psychiatrist / Group Seen	0	0	0										0
Psychiatrist / Indiv. Seen	205	200	223										628
Psychologist Group	0	0	0										0
Psychologist Indiv. Seen	640	352	408										1400
M.H. Worker Groups	0	0	0										0
M.H. Worker Indiv. Seen	491	597	723										1811
Involuntary M.H. Commitments	2	2	2										6
<b>Total Inmates Seen by Dentist</b>	130	147	119	0	0	0	0	0	0	0	0	0	396
Extractions	32	21	10										63
Fillings	11	36	7										54
Exams	77	87	93										257
Other	10	3	9										22
Inmates seen by Oral Surgeon	0	0	0										0
In-House Surgeries	5	2	4										11
# Inmates @ in-house clinics	314	293	346										953
# Intake Screening	433	473	507										1413

*P. Funchbaugh 4/8/16*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Pharmacy</b>													
# of patients on Medical Meds	302	276	263										841
% ADP on Medical Meds	31.0%	28.0%	26.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28%
# of patients on HIV Meds	8	5	7										20
% ADP on HIV Meds	0.8%	0.5%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	.1%
# of patients on Psych Meds	394	359	379										1132
% ADP on Psych Meds	40.5%	36.4%	37.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38%
# of patients on OTC Meds	223	187	206										616
% of ADP on OTC Meds	22.9%	19.0%	20.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	21%
# of Grievances	10	10	4										24
# of Adverse Patient Occurrences	23	40	35										98
HIV Test Done	91	112	130										333
HIV Cases	8	5	8										7
AIDS Cases	0	0	0										0
Hepatitis Cases	77	70	79										226
Syphilis Cases	0	0	0										0
Gonorrhea Cases	0	0	0										0
# of Pregnant Females	9	9	12										30
# of Miss Carriages	0	1	0										1
# of Abortions	0	0	0										0
# of Deliveries	0	0	0										0
# of patients isolated to rule out MRSA	5	4	2										11
# of confirmed MRSA cases	1	0	2										3
TB Cases	0	0	0										0
PPD Test	424	464	502										1390
(+) PPD's	4	4	5										13
RPR Test	2	1	3										6
Inmates on Suicide Watch	73	81	91										245
# of Inmates Detoxed	134	143	139										416
# of Inmates on Restraints	1	1	2										4
# of Shifts involving Restraints	1	9	3										13
# of Medical Transport	51	59	47										157

*St. Jernigan*  
4/18/10

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

*J. Funchbaugh*  
 4/8/14

### AVERAGE DAILY PARTICIPATION

Average Daily Participants:	MARCH 2016	MARCH 2015
Community Employed Males:	49	46
Community Employed Females:	6	4
Community Service Males:	3	4
Community Service Females:	0	0
 <u>Inmates in Treatment Programming:</u>		
Males:	0	2
Females:	0	0
 <u>Inmate Trustees:</u>		
Male:	18	21
Female:	0	1
 <u>Unassigned Inmates housed in Work Release:</u>		
Males:	5	6
Females:	7	2

### WORK RELEASE REPORT --February 2016

	<u>March 2016</u>	March 2015
New Placements:	Male: 15	21
	Female: 3	1
Pre-incarceration Employment;	Male: 15	20
	Female: 3	0
Employment secured by inmate	Male 1	0
	Female 0	0
Employment secured by WR	Male 10	1
	Female 2	1
Removals from program	Males 2	0
	Female 1	0
Suspensions	Males 0	1
	Female 0	0
Releases	Males 12	11
	Female 03	3

### WORK RELEASE FINANCES

	<u>03/2016</u>	<u>02/2015</u>
Board and Lodging	16,443.31	10,250.74
Fines and Costs	17,006.91	11,371.06
Health and Comfort	4511.00	3466.00
Family	20,316.18	16,328.49

COMMUNITY SERVICE MONTHLY STATISTICS

March 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
26	CITY STREETS	4	736	\$5336.00
1	BOOK PICK UP	2	11	\$145.00
9	FACILITY'S LAN.CO	2	40	\$290.00
Mar 2016 3		8	884	\$6409.00
YEAR TO DATE 2016 14		40	2170	\$16278.25
Mar 2015 TOTALS 4		08	695	\$6815.00
YEAR TO DATE 2015 14		40	2170	\$26547.50

**COMMUNITY SERVICE MONTHLY REPORT & STATISTICS**  
**March, 2016**

Submitted by: Dave Leeper

date: Apr.1,2016

During the month of March there was a total of (3) project the prison community service detail took part in. The duties preformed were the library of Lancaster helped with a book sale, also the cleaning of city streets. Facilities was helped Also a total of 40 background check were done.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR March 2016

DATE: Apr.1., 2016

SUBMITTED BY : DAVE LEEPER

	March 15	15 TOTALS	March 16	TOTALS 16
# Inmates on program	10	31	06	19
Average age	37	36	35	36
Skilled Labor	01	02	00	00
Un Skilled Labor	09	29	06	19
White	06	20	05	16
Black	02	07	01	02
Hispanic	02	04	00	00
Asian	00	00	00	00
#inmates used	08	40	08	40
#projects	04	14	03	14
# man hours	695	2170	884	2170
Total dollar amount	5038.75	16278.25	6815.00	16278.25
#inmates removed	00	01	00	00
past participant	02	05	01	02

TO: Tony Haws  
FROM: Thomas Romanowski  
DATE: 4/1/16  
RE: MARCH 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 MARCH was ITP Program \$6,971.25 and Block CQ \$1,474.75 Year to Date - ITP Program - \$23,682.75 Block CQ - \$4,810.25

**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 37 of items were notarized for the month of MARCH and 95 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 3. Inmate veterans interviewed in MARCH. YTD interviewed 6. I have participated in Veterans Court on Thursday afternoons and have identified inmate veterans for the program.



LANCASTER COUNTY PRISON  
PROFESSIONAL VISITOR REGISTER

FOR  
MARCH 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	209	554	222	638
PUBLIC DEFENDER	91	249	65	192
PUB. DEF INV	37	97	60	150
PAROLE/PROBATION	17	42	19	43
SPECIAL OFFENDER	0	0	1	4
CHILDREN&YOUTH	23	73	17	49
PA. PRISON SOCIETY	12	29	0	8
TOTAL	389	1044	384	1084

PUBLIC DEFENDER VISITS MARCH 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	
BLANCK, DAVID																																	0
BROWN, TODD																																	0
CONRAD, DOUGLAS				1					1							1													1				4
CORSO, MICHAEL								1							1	1													1			5	
DAMIANO, ANTHONY	1							1						1	1																	5	
DIXON, STACIE																				1													1
DONNELLY, ELIZABETH								1							1																		4
ENCARNACION, SAMUEL									1				1														1	1					5
EVANS, CARRIE																																	0
FOGIE, RICHARD	1	2	1	2			2	2	1	2	1			2	2	1					2	1	1	1				2	1	2		31	
GIBSON, ANNE																																	0
GLATFELTER, PETER								1		1						1						1							1				5
GLICK, MARY JEAN																																	0
KARL, JAMES																																	0
KAYE, DAN							1		1					1	1														1				5
KELLEHER, DIANA																																	0
LOW, ELIZABETH																																	0
MICHAEL, PHILLIP																																	0
MONSON, COURTNEY		1					1								1							1			1								8
MORRISON, KATHLEEN							1		1				1	1	1						2							1					9
NORTON, MELISSA								1							1						1									1			5
PIPENBERG, AMANDA														1							1								1				5
RAMPAUL, BEVERLY										1																							1
ROMANO, DAVID																																	0
SCHULZ, CURT																																	0
SPADE, ANDREW	1																	1										1					5
SPAHN, MERRILL																																	0
SPOTTS, PATRICIA	1																																1
STRASZYSKI, DANIEL																																	5
TALLARICO, CHRIS	1								1																					1			4
WELLENER, BARRIE		1						1	1						1	1					1	1	1						1			9	
ZELINSKY, JOHN	1							1	1					1	1								2						1				8
ZIMMERMAN, CHAD																																	3
TOTAL	6	4	5	5	0	0	7	7	7	5	3	0	1	7	7	8	5	9	0	0	11	6	2	3	0	1	1	6	5	7	0	128	

DEPARTMENTS

COUNSELORS	893
CLASSIFICATION	133
CHAPLAIN	792
PROBATION/ PAROLE	700
PUBLIC DEFENDER	593
MH/MR	140
VOC./ EVAL.	401
RECREATION	36
WORK RELEASE	287
DRUG & ALCOHOL	472
I.U. #13	59
MEDICAL	46
BAIL ADMIN.	41
DEPUTY WARDEN IS	214
DOM. REL.	28
TOTAL	4835

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Counselor Coleman did complete his 16 year of service with the county and 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 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, 3-5, MHU 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, nine inmates where signed up for medical insurance with the Department of Welfare to be utilized for release or rehab facilities. Did have 9 graduates of the RMO class that I facilitated in the school area of the jail. In addition, I did assist in completing intakes while the G-1 counselor was out.

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 March she counseled 215 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 79 intake reviews and provided translation services for 6 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 12 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 3-11-16.

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 CADIC / Substance Abuse Counselor Lancaster County  
Prison

MARCH 2016

NUMBER OF PROGRAM PARTICIPANTS : 12

AVERAGE AGE: 28

RACE:

CAUCASIAN: 8  
AFRICAN AMERICAN: 1  
HISPANIC: 3  
ASIAN:  
OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 11th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 3

MARITAL STATUS:

MARRIED: 1  
WIDOWED:  
DIVORCED:  
REMARIED:  
SEPARATED:  
NEVER MARRIED: 11

SUBSTANCE ABUSE USE:

DRUGS ONLY: 5  
ALCOHOL ONLY: 3  
BOTH: 3

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 10    14 Total experiences-both  
inpatient and outpatient

AVERAGE NUMBER OF INCARCERATIONS: 27

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 12

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 MARCH, 2016**

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 472	1369
Number of Inmates Seen: 182	631
Number of Inmates moved to 2-1: 62	134
Number of Inmates who completed 2-1: 15	49
Number of Inmates who failed to finish 2-1: 21	62
12- released	31
03- did not do assignments	8
04-disciplinary problems	16
00- asked to move	01
00- went to work release	00
01- went to MHU	01
01-moved by classification	02
00- protective custody	01
00 -went to ITP	00
Number of AA/NA Meetings: 12	36
Number of Substance Abuse Groups: 30	90
Number of Evaluations done for court/legal system:6	34
Number of outpatient counseling appointments set up: 1	4
Number of Referrals to Teen Challenge, Potter's House 10 Salvation Army, RMO, etc.	29
Number of Treatment Court applications: 5	21

Norbert attended a day long d/a training on Screening and Assessment on 3/11/16 at Compass Mark.

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

MARCH - 2016

NUMBER OF PROGRAM PARTICIPANTS: Twelve, 12x – Counting program participants who started from January and February .

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 6

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 0

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 07

Disciplinary: 0

Released: 3

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: 1

AVERAGE AGE: 30.2 yrs.

RACE:

CAUCASIAN: 5

AFRICAN AMERICAN: 1

HISPANIC: 0

ASIAN: 0

OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.3

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1x

MARITAL STATUS: MARRIED: 1

DIVORCED: 0

WIDOWED: 0

SEPARATED: 0

REARRIED: 0

NEVER MARRIED: 5

SUBSTANCE ABUSE USE: DRUGS ONLY: 3

ALCOHOL ONLY: 0

BOTH: 3

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 05

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 March. Anger management waiting decreased this month to 02. Class size continues to range from 04 minimum to 10 students maximum. This month there were seven (07) inmates who did not complete the anger track. Track participants continue to be required to complete four (4) written assignments as part of the anger management track requirement.

**MARCH, 2016**  
**SUBSTANCE ABUSE EDUCATION UNIT**  
**PARTICIPANT PROFILE**

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

**SUBSTANCE ABUSE EDUCATION UNIT**

**INMATE PROFILE**

**MARCH, 2016**

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	62	134	
Number of inmates previously on pod 2-1	22	257	25	57	
Number of inmates that did not complete 2-1	23	262	21	62	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	06	72	4	17	
Released	07	70	12	31	
Did not complete assignments	05	36	03	8	
Asked to move off	03	25	0	1	
Went to work release	01	05	0	0	
Went to MHU	00	05	1	2	
Placed on P.C.	0	00	00	01	
Moved by classification	01	19	1	2	
Moved to ITP	00	06	0	0	
Average Age	26.7	27.11	26.2	26.19	
Race	-----	-----			
Black	13	130	10	23	
White	36	227	31	67	
Asian	01	03	0	1	
Hispanic	18	198	21	41	
Other	0	00	0		
Average school grade completed	11.3	11.04	10/8	11.00	
Number of inmates that furthered education	05	51	5	11	
Number with prior substance abuse treatment	30	369	30	62	

Average # of substance abuse placements	3.2	3.40	3.8	4.0	
Marital status	-----	-----			
Married	06	68	6	11	
Widowed	00	01	0	0	
Divorced	04	60	4	9	
Remarried	00	00	2	2	
Separated	03	34	3	7	
Never Married	55	519	47	105	
Substance abuse use	-----	-----			
Drugs only	32	344	30	63	
Alcohol only	2	52	2	6	
Both drugs and alcohol	34	412	30	65	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	29	83	
Number of inmates involved in other prison programs	25	237	22	59	
Chaplains programs	20	198	13	43	
Anger Management	09	81	06	15	
Thresholds	n/a	n/a	00	00	
Fatherhood	96	560	92	92	
Education	01	08	01	02	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	48	107	
Number of inmates on 2-1 waiting list	13	182	9	19	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	09	31	
Obtain a sponsor	12	103	6	16	
Nothing	08	98	08	21	
Inpatient treatment	14	182	07	22	

	Outpatient treatment	14	161	06	14	
Counseling	Religious	10	111	07	17	
	Other	13	149	08	17	

# *Recreation Monthly Report*

*March, 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 wiffle ball, volleyball, and basketball, now to include interest in kickball.
2. Approximately 770 inmates attended recreational activities during the month. 67 recreation periods were held during the month.
3. Inmate cleaners were used from 2-1 to clean the 3<sup>rd</sup> 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 also assisted K-9 in administering the K-9 handler's testing on Wednesday March 30, 2016.

*Mark Rockafellow*

*Acting Recreation Director*

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

**Month of March 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
13		23
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
12		27
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
75%		84%
<b>Total Students Transferred to Other Institutions</b>		<b>Year to Date</b>
0		0
<b>Total Released from Prison</b>		<b>Year to Date</b>
0		3
<b>Total Received GED This Month</b>		<b>Year to Date</b>
1 ***		6
<b>Total GED Subtests Passed This Month</b>		<b>Year to Date</b>
5		20
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
Blacks	5	9
Caucasians	5	5
Hispanics	3	9
Others	0	0

Wyman Fowler - Instructor

\*\*\* 2 other men passed the GED on April 1<sup>st</sup> which will be reported in next month's monthly report

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

**Month of March 2016**

<b>Total Students This Month</b>	<b>Year to Date</b>
14	21
<b>Carry over Students from Last Month</b>	<b>Class Requests This Month</b>
5	10
<b>Total Students Transferred to Other Institutions</b>	<b>Year to Date</b>
0	2
<b>Total Released from Prison</b>	<b>Year to Date</b>
0	4
<b>Total GED Sections Attempted/Passed: Graduated This Month</b>	<b>Year to Date</b>
10:5:0	14:7:0
<b>Racial Breakdown of Students</b>	<b>Year to Date</b>
Afro – Americans 4	4
Caucasians 9	16
Hispanics 1	1
Others 0	0

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Mary Edith Leichliter - Instructor

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

**March 2016**

**TOTAL STUDENTS**

Males 11  
Females 0

**TRANSFERRED TO  
OTHER INSTITUTIONS**

Males 0  
Females 0

**INTERVIEWED STUDENTS**

This Month:

Males 14  
Females 0

**RELEASED STUDENTS:**

Males 0  
Females 0

Year to Date

Males 185  
Females 5

**GRADUATED STUDENTS:**

Males 1  
Females 0

**CARRY OVER  
(FROM LAST MONTH)**

Males 11  
Females 0

**RACIAL BREAKDOWN**

African American 6  
Caucasian 3  
Hispanic 2  
Others 0

**SPECIAL EDUCATION  
STUDENTS**

Males 1  
Females 0

Note: Youthful offenders update  
Attendance this month has dropped to 24%

- C.A. – 1/6 – 17%; Reduced class time due to discipline
- J.J. – 1/10 – 10%
- D.R. – 4/9 – 44% - 1 Misconduct
- L.Y. – 0/10 – 25% - 1 Misconduct

Note: 18+ inmates attendance rate – 77%

**AUGUST 2015 – AUGUST 2016 SCHOOL YEAR**

# **Chaplain's Office Monthly Report**

## **March 2016**

### **CHAPLAINCY HOURS**

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF FEBRUARY: **STAFF – 545.75 HOURS**                      **VOLUNTEERS – 290.75 HOURS**

### **INMATE REQUESTS**

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **896** INMATE REQUESTS.

### **DEATH & MEDICAL EMERGENCY NOTIFICATIONS**

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH **7** DEATH AND **6** MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### **CORRESPONDENCE BIBLE STUDIES**

EMMAUS BIBLE STUDY	DISTRIBUTED - <b>36</b>	COMPLETED - <b>23</b>
	ACTIVE STUDENTS - <b>11</b>	NEW STUDENTS - <b>3</b>
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - <b>18</b>	COMPLETED - <b>15</b>
ROMANS BIBLE STUDY	DISTRIBUTED - <b>58</b>	COMPLETED - <b>49</b>
GOSPEL ECHOES STUDY	DISTRIBUTED - <b>18</b>	COMPLETED - <b>9</b>

### **CLERGY VISITATION**

**212** CLERGY VISITATIONS WERE SCHEDULED THROUGH THE CHAPLAIN'S OFFICE.

MARCH 2016

Chaplain's Office

Activity Sheet Monthly Report

	services conducted	services year to date	average attendance	attendance year to date	attendance per service
<b>Protestant Worship Services</b>					
Sunday 2-1	4	12	37	501	42
Sunday WR	4	11	6	50	5
Sunday Women	4	12	41	506	42
Wednesday MHU	4	11	15	160	15
Wednesday 3rd	5	13	44	548	42
Wednesday 3rd	5	13	21	322	25
Saturday G-1 & G-2	3	11	27	205	19
Saturday 2-2 & ITP	3	11	22	404	37
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	1	3	0	18	6
Mass 3rd floor Men	1	3	9	28	9
Bible Study 2nd, M & grd	4	10	6	47	5
Bible Study 3rd	4	10	6	57	6
<b>Study Group - Women</b>					
Meditation	5	10	3	41	4
Study Group	3	11	10	125	11
Confession / Inner Healing	0	0	ERR	0	ERR
<b>Study Group - Men</b>					
2-1	7	22	12	268	12
2-2	4	13	18	222	17
2-2, M & grd	5	13	18	216	17
3rd	11	32	11	326	10
Work release	5	13	6	71	5
Spanish 3rd	4	11	10	117	11
Spanish 2nd, M & grd	3	11	11	107	10
Confession	0	2	ERR	4	2
<b>D &amp; A Programming</b>					
Inside Out 2-1	5	13	10	156	12
Women	4	11	9	110	10
<b>Muslim Services</b>					
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

## March 2016 POPULATION & STATISTICS

### A. MONTHLY POPULATION (Inhouse and Elsewhere)

	MALE	FEMALE	TOTAL
Population on February 29, 2015:	853	146	999
Population on March 31, 2016:	883	142	1,025
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	MALE	FEMALE	TOTAL	YTD
	841	131	972	835	140	975	975
JANUARY	839	140	978	850	145	995	985
FEBRUARY	855	142	996	870	149	1,018	993
MARCH	852	160	1,012				
APRIL	818	166	984				
MAY	794	156	951				
JUNE	807	141	948				
JULY	797	143	940				
AUGUST	822	140	962				
SEPTEMBER	834	139	973				
OCTOBER	863	138	1,001				
NOVEMBER	842	137	979				
DECEMBER							

## C. ADMISSIONS

	2015	2016
Total admissions for the month of March:	499	507
Total admissions year-to-date:	1,367	1,391

Total admissions for the month of March:  
Total admissions year-to-date:

	MALE			FEMALE			TOTAL		
	MAR	YTD	AVG	MAR	YTD	AVG	MAR	YTD	AVG
COUNTY PAROLE / PROBATION VIOLATOR	79	211	70	29	71	24	108	282	94
HELD FOR DRUG COURT	9	26	9	7	18	6	16	44	15
HELD FOR MENTAL HEALTH COURT	4	8	3	4	5	2	8	13	4
HELD FOR OTHER JURISDICTION	13	27	9	2	11	4	15	38	13
HELD FOR TRIAL / HEARING	247	637	212	38	129	43	285	766	255
HELD FOR VETERANS COURT	3	4	1	0	1	0	3	5	2
SENTENCED BY COURT OF COMMON PLEAS	46	157	52	13	36	12	59	193	64
SENTENCED BY MDJ	6	24	8	1	4	1	7	28	9
STATE PAROLE VIOLATOR	3	17	6	2	4	1	5	21	7
TRANSFER FROM OTHER INSTITUTION	1	1	0	0	0	0	1	1	0
<b>TOTALS / AVERAGES:</b>	<b>411</b>	<b>1,112</b>	<b>371</b>	<b>96</b>	<b>279</b>	<b>93</b>	<b>507</b>	<b>1,391</b>	<b>464</b>

## D. DISCHARGES

	2015	2016
Total discharges for the month of March:	435	483
Total discharges year-to-date:	1,280	1,345

	MALE			FEMALE			TOTAL		
	MAR	YTD	AVG	MAR	YTD	AVG	MAR	YTD	AVG
BAIL POSTED	57	139	46	15	39	13	72	178	59
BENCH WARRANT DISMISSED	36	74	25	9	28	9	45	102	34
CASE DISMISSED	1	3	1	1	3	1	2	6	2
CHARGE(S) WITHDRAWN	1	2	1	0	0	0	1	2	1
DETAINER LIFTED / EXPIRED	1	3	1	0	2	1	1	5	2
EXPIRATION OF MAXIMUM SENTENCE	31	83	28	8	18	6	39	101	34
EXTRADITION ORDER	4	8	3	0	0	0	4	8	3
FINES AND COSTS PAID	0	0	0	0	1	0	0	1	0
GUILTY PLEA	6	16	5	0	3	1	6	19	6
NOLLE PROSEQUI	0	1	0	0	0	0	0	1	0
NON-SUPPORT RELEASE / NO PURGE	7	28	9	1	1	0	8	29	10
OTHER RELEASE	3	5	2	1	3	1	4	8	3
PAROLED BY COURT OF RECORD	106	340	113	36	103	34	142	443	148
PAROLED TO / BY DRUG COURT	1	13	4	2	6	2	3	19	6
PROBATION	4	14	5	1	5	2	5	19	6
PURGED	6	21	7	1	1	0	7	22	7
RELEASED TO HOUSE ARREST	21	43	14	10	19	6	31	62	21
RETURNED / SENT TO OTHER COUNTY	38	115	38	10	27	9	48	142	47
RETURNED TO DOC	29	54	18	1	4	1	30	58	19
SENTENCED TO DOC	29	92	31	0	6	2	29	98	33
TERMINATED PROBATION / PAROLE	2	6	2	0	1	0	2	7	2
TIME SERVED PER MDJ / PROTHONOTARY	2	11	4	2	3	1	4	14	5
TRANS. TO MENTAL HEALTH FACILITY	0	1	0	0	0	0	0	1	0
<b>TOTALS / AVERAGES:</b>	<b>385</b>	<b>1,072</b>	<b>357</b>	<b>98</b>	<b>273</b>	<b>91</b>	<b>483</b>	<b>1,345</b>	<b>448</b>

## E. POPULATION DISTRIBUTION BY STATUS

2015		2016	
TRIAL	SENTENCED	TRIAL	SENTENCED
714	253	847	126
693	280	846	141
724	267	882	131
767	242		
711	269		
736	211		
740	186		
737	185		
758	187		
815	164		
853	146		
824	135		
<b>756</b>	<b>210</b>	<b>858</b>	<b>133</b>
<b>78%</b>	<b>22%</b>	<b>87%</b>	<b>13%</b>



## 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			\$69,405.98		
June			\$69,405.98		
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	107.34 days	109.98
Median Length of Stay	68.92 days	66.76

