

# LANCASTER COUNTY PRISON BOARD AGENDA

May 19<sup>th</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 Tuesday May 10, 2016 and Monday May 16, 2016 at 9:00am for potential litigation. Additionally, the Prison Board met in executive session on Thursday, May 19, 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. Facility Work Group update- Charlie Douts/ Bob Still
  - c. Chairman updates
8. BUSINESS FROM GUESTS
9. ADJOURN

May 19, 2016  
150 North Queen Street  
Commissioner's Conference Room  
7th Floor

# WARDEN'S REPORT

Cheryl Steberger  
Warden

**WARDENS REPORT**

**PRISON BOARD**

**MAY 19<sup>TH</sup> 2016**

- **Population 980 (+/-)**
- **Self-Harm Statistics**
- **Correction Week**

# OPERATIONS REPORT

Alexander Croci  
Deputy Warden for Operations

**Operations Prison Board Report  
May 19, 2016**

**Inmate Misconduct**

	<b>February</b>	<b>March</b>	<b>April</b>
<b>Total:</b>	66	102	73
<b>Major:</b>	17	26	17
<b>Minor:</b>	49	76	56

<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>February</b>	<b>March</b>	<b>April</b>
<b>Total:</b>	24	33	40

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

**Physical assault**

Assault on staff by inmate: April 1  
Assault on inmate by inmate: April 3

**Staff Training & Development**

The LCP training Department provided 1,807.5 hours of training to Corrections Officers, contracted staff and volunteers in the following areas:

- 392 hours of Basic Correctional Officer Training
- 48 hours of training conducted by the K-9 on scent, cell searches and bit work
- 200 hours of CERT training
- 96 hours of FERT training
- 16 hours of orientation training for medical staff and volunteers
- 330.5 hours of UCM training
- 725 hours of OJT

**Corrections Officer Staffing as of 05/10/16**

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

Total Compliment: 207

Male: 165  
Female: 36  
In Training: 6

#### LCP Central Booking

Total Arraigned: April: 147  
Booked at LCP: April: 56  
Booked at other Arraigned centers: April: 91  
Committed to LCP: April: 93

DNA's collected: April: 31  
Sex offenders registered: April: 24

Miscellaneous:

#### Officers of the Month

**Corrections Officer : 12:00 a.m. – 8:00 a.m.**

**Corrections Officer : 8:00 a.m. – 4:00 p.m.**  
Officer JONES, Marcus

**Corrections Officer : 4:00 p.m. - 12:00 a.m.**

*See attached for further information.*

# INMATE SERVICES REPORT

Joseph Shiffer  
Deputy Warden for Inmate Services

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

New Beginnings class graduated 10 participants on April 27<sup>th</sup>. Next class is scheduled to begin on 5/16/18.

RMO Life Skills class is scheduled to begin on 5/9/16.

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

Concert featuring "The Resistance" was held on 5/12/16. This event was coordinated with John Fox and Have A Heart.

Two inmates earned their GED through IU 13. Four inmates completed requirements for their HS diploma from School District of Lancaster.

Welcome to 4 new Inmate Services staff Quin Shaffer – Inmate Services Specialist, Alex Miller – Prison Rape Elimination Act Case Manager, Toni Warfel Case Manager and Angela Stewart – Classification Specialist began their employment in April.

*See attached program statistical section for further information.*

SECURITY REPORT

Major

Robert Wolfe

# ADMINISTRATIVE SERVICES REPORT

Tammy S. Moyer  
Director of Administration

# Administrative Services Report

## May 2016

On May 25, 2016 we went live with UCM (Unified Case Management). The transition went well and we were supported by both IT staff and CCAP staff. The staff in Commitment and Records did a great job and continue to make suggestions to improve current practices. Very few issues came up and those that did were able to be fixed immediately. We are still doing dual data entry into the new system and the old system until we receive approval through the victim notification agency that the data matches and we are cleared to move to the new system. We continue to hold weekly conference calls with all of the players, including Adult Probation, and will do so until we are running solely on UCM. Lancaster County is the first county in Pennsylvania to have both the Probation Department and the Prison jointly using UCM.

The next step is to roll computers out onto the housing areas so that officers are able to connect to the information and allow them to process some of their work electronically. To ensure we are taking a realistic approach a computer committee consisting of 5 officers and 2 supervisors has been established to discuss the process. The first meeting will be held shortly.

Also, we will have two newly created inmate search tools that will now pull information from UCM instead of OMS. One application will be for the general public, the other will be for law enforcement. Both will be available through the website next Monday.

# FACILITIES MANAGEMENT REPORT

Charles Douts, Jr  
Director

# Facilities Management

## Monthly Prison Activities Report

May – 2016

### Prison:

#### Personnel

- Five vacant full-time maintenance positions, interviews scheduled

#### 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
- Kitchen floor repairs in process using outside contractor

#### Projects

- 2016 General Fund Maintenance Projects
  - \$50,000- Interior corridor replacement, P.O issued, doors being manufactured
  - \$15,000- Law Library cage, reviewing proposal
  - \$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 May 12

Respectfully Submitted

Charles E. Douts, Jr.

Director

County of Lancaster

Facilities Management

# STATISTICAL ADDENDUM

# OPERATION STATISTICS



**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.

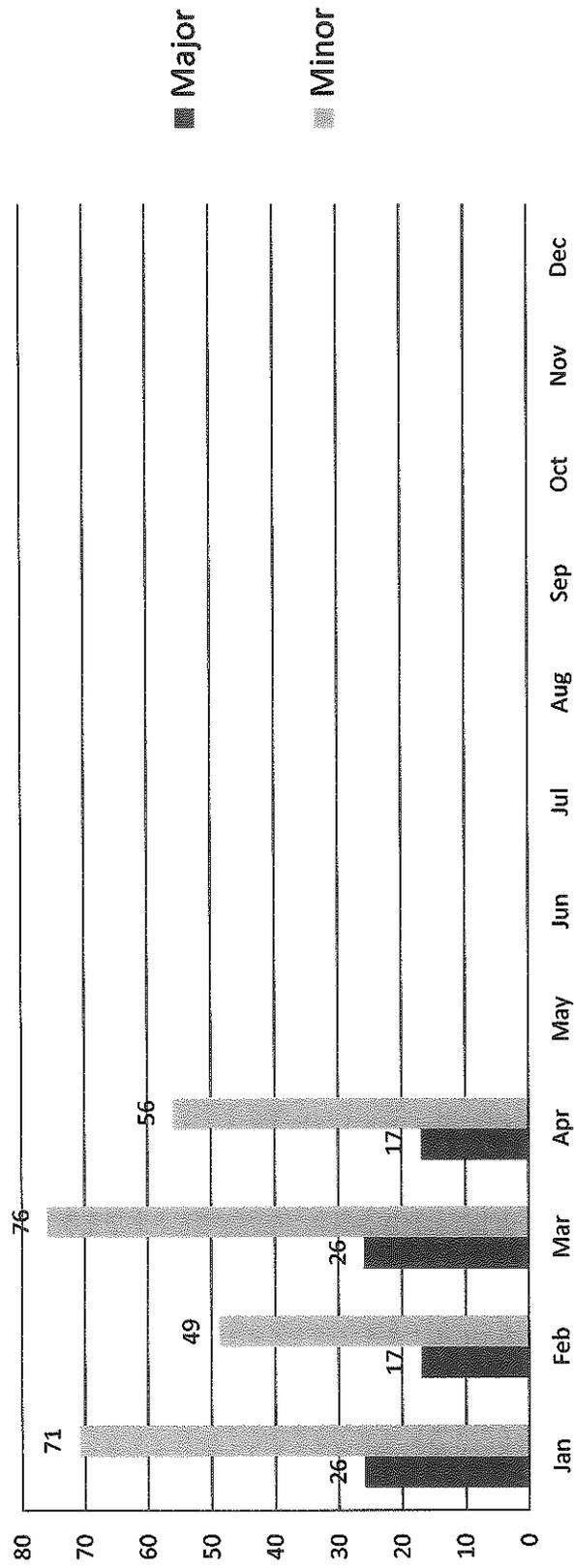
**Chemical Agent** - Chemical agents include pepper spray, pepper ball gun, etc. This will also include medication approved by the Psychiatrist to sedate an unruly inmate.

**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.

# Misconducts 2015



**Misconduct/Use of Force  
APRIL 2016**

**APR. Use of Force**

**Total - 20**

PHYSICAL UOF - 8  
CUFFS - 10  
SHACKLES - 0  
MPID - 0  
TAC 700 PEPPERBALL - 0  
MK9-OC -  
EBID Shield - 0  
RESTRAINTCHAIR - 2  
TASER - 0

**Physical assault - 8**

Assault on staff by inmate - 1  
Assault on inmate by inmate - 3

**APR Misconducts**

**Total - 73**

**Major - 17**

Assault on Staff 1  
Assault on inmate - 3  
Mutual combative fight 6  
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 - 6  
INCLUDES TOBACCO  
Program Violation - 0  
Unauthorized Area - 0  
Escape(WR Walkaway) - 0  
Threatening Staff - 0  
Possession of Contraband - 0  
Indecent Exposure - 0

**Minor consisted of the  
following: -56**

Creating a disturbance  
Theft  
Health and safety hazard  
Disrespect to staff  
Contraband  
Interfering with staff duties  
Destruction of county property  
Other minor offenses not  
categorized

**Adam Walsh Reg./DNA**

**AWA - 24**

**DNA - 31**

# INMATE SERVICE STATISTICS



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
In-House EKG's	33	34	35	36									138
In-House X-Ray's	35	22	56	32									145
MD Sick Call	81	46	33	65									225
NP/PA Sick Call	571	532	518	516									2137
MD/PA/CRNP Sick Call	652	578	551	581	0	0	0	0	0	0	0	0	2362
Nurse Sick Call	678	662	704	679									2713
MD Physicals	1	0	1	0									2
NP/PA Physicals	58	65	74	14									211
Nursing Physicals	304	250	353	344									1251
Annual Physicals	17	7	11	3									38
Psychiatrist / Group Seen	0	0	0	0									0
Psychiatrist / Individ. Seen	205	200	223	209									837
Psychologist Group	0	0	0	0									0
Psychologist Individ. Seen	640	352	408	289									1689
M.H. Worker Groups	0	0	0	0									0
M.H. Worker Individ. Seen	491	597	723	693									2504
Involuntary M.H. Commitments	2	2	2	2									8
<b>Total Inmates Seen by Dentist</b>	130	147	119	102	0	0	0	0	0	0	0	0	498
Extractions	32	21	10	17									80
Fillings	11	36	7	6									60
Exams	77	87	93	77									334
Other	10	3	9	2									24
Inmates seen by Oral Surgeon	0	1	0	0									1
In-House Surgeries	5	2	4	3									14
# Inmates @ in-house clinics	314	293	346	340									1293
# Intake Screening	433	473	507	491									1904

*A. Funchbaugh BSN, RN, CCHP, HSA*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Pharmacy</b>													
# of patients on Medical Meds	302	276	263	277									1118
% ADP on Medical Meds	31.0%	28.0%	26.0%	28.4%	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	12									32
% ADP on HIV Meds	0.8%	0.5%	0.7%	1.2%	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	379									1511
% ADP on Psych Meds	40.5%	36.4%	37.5%	38.9%	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	215									831
% of ADP on OTC Meds	22.9%	19.0%	20.4%	22.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	21%
# of Patients on MH Scale as Category - A				28									28
% of Patients on MH Scale as Category - A	0.0%	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.8%
# of Patients on MH Scale as Category - B				165									165
% of Patients on MH Scale as Category - B	0.0%	0.0%	0.0%	16.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%
# of Patients on MH Scale as Category - C				259									259
% of Patients on MH Scale as Category - C	0.0%	0.0%	0.0%	26.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	26.3%
# of Patients on MH Scale as Category - D				56									56
% of Patients on MH Scale as Category - D	0.0%	0.0%	0.0%	5.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.7%
# of Grievances	10	10	4	1									25
# of Adverse Patient Occurrences	23	40	35	48									146
HIV Test Done	91	112	130	104									437
HIV Cases	8	5	8	12									33
AIDS Cases	0	0	0	0									0
Hepatitis Cases	77	70	79	77									303
Syphilis Cases	0	0	0	0									0
Gonorrhea Cases	0	0	0	2									2
# of Pregnant Females	9	9	12	7									37
# of Miscarriages	0	1	0	0									1
# of Abortions	0	0	0	0									0
# of Deliveries	0	0	0	1									1
# of patients isolated to rule out MRSA	5	4	2	4									15
# of confirmed MRSA cases	1	0	2	1									4
TB Cases	0	0	0	0									0
PPD Test	424	464	502	471									1861
(+) PPD's	4	4	5	4									17
RPR Test	2	1	3	6									12
Inmates on Suicide Watch	73	81	91	92									337
# of Inmates Detoxed	134	143	139	122									538
# of Inmates on Restraints	1	1	2	1									5
# of Shifts involving Restraints	1	9	3	1									14
# of Medical Transport	51	61	47	50									209

*T. Fenchbaugh BSN, RN, CCAMP, NHA*

	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													

*T. Hunchbaugh BSN, RN, CCNP, HSA*

### AVERAGE DAILY PARTICIPATION

Average Daily Participants:	<u>APRIL 2016</u>	<u>APRIL 2015</u>
Community Employed Males:	47	46
Community Employed Females:	4	4
Community Service Males:	6	4
Community Service Females:	1	0
<u>Inmates in Treatment Programming:</u>		
Males:	0	2
Females:	0	0
<u>Inmate Trustees:</u>		
Male:	14	21
Female:	0	1
<u>Unassigned Inmates housed in Work Release:</u>		
Males:	5	6
Females:	7	2

### WORK RELEASE REPORT –APRIL 2016

	<u>APRIL 2016</u>	<u>APRIL 2015</u>
New Placements:	Male: 16	21
	Female: 3	1
Pre-incarceration Employment;	Male: 16	20
	Female: 3	0
Employment secured by inmate	Male 0	0
	Female 0	0
Employment secured by WR	Male 0	1
	Female 0	1
Removals from program	Males 2	0
	Female 1	0
Suspensions	Males 0	1
	Female 0	0
Releases	Males 14	11
	Female 03	3

### WORK RELEASE FINANCES

	<u>04/2016</u>	<u>03/2015</u>
Board and Lodging	11,903.01	16,443.31
Fines and Costs	13,135.57	17,006.91
Health and Comfort	3,219.50	4,511.00
Family	17,020.27	20,316.18

COMMUNITY SERVICE MONTHLY STATISTICS

April 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
21	CITY STREETS	4	672	\$4872.00
1	BOOK PICK UP	2	11	\$145.00
3	FACILITY'S LAN.CO	1	30	\$217.50
10	VOTER REG	3	270	\$1957.50
Apr 2016 4		10	983	\$7191.50
YEAR TO DATE 2016 22				
Apr 2015 TOTALS 4		10	707	\$5191.75
YEAR TO DATE 2015 18		50	2877	\$21470.00

COMMUNITY SERVICE MONTHLY REPORT & STATISTICS  
April, 2016

Submitted by: Dave Leeper

date: May.08,2016

During the month of April there was a total of (4) 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 helped with the moving and returning of voting machines .Facilities was helped Also a total of 52 background check were done.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR April 2016

DATE: Apr 8., 2016

SUBMITTED BY : DAVE LEEPER

	April 15	15TOTALS	April 16	TOTALS 16
# Inmates on program	11	42	08	27
Average age	37	36	36	36
Skilled Labor	02	04	01	01
Un Skilled Labor	09	38	07	26
White	06	26	05	21
Black	01	08	02	04
Hispanic	04	08	01	01
Asian	00	00	00	00
#inmates used	10	50	10	50
#projects	04	14	04	18
# man hours	707	2877	983	3153
Total dollar amount	5191.75	21470.00	7191.50	23469.75
#inmates removed	00	01	00	00
past participant	02	07	01	03

TO: Tony Haws  
FROM: Thomas Romanowski  
DATE: 5/11/16  
RE: APRIL 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 APRIL was ITP Program \$7,573.75 and Block CQ \$1,484.00 Year to Date - ITP Program - \$31,256.50 Block CQ - \$6294.25

**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 30 of items were notarized for the month of APRIL and 125 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 0. Inmate veterans interviewed in APRIL. YTD interviewed 6. I have participated in Veterans Court on Thursday afternoons and have identified inmate veterans for the program.

LANCASTER COUNTY PRISON INMATE TRUSTEE PROGRAM

CENSUS REPORT & DEMOGRAPHIC

TOTAL = 65 PARTICIPANTS

APR 2016

ITP PAYROLL -- 2016 - \$7,573.75      2015 -- \$5,715.25

MONTHLY

2016 / 2015

INMATE TRUSTEES PLACED --      32 / 30  
    KITCHEN --                    32 / 30  
    CQ'S --                        00 / 00

2016 / 2015

INMATE TRUSTEES RELEASED --    22 / 24  
    KITCHEN --                    22 / 23  
    CQ'S --                        00 / 01

2016 / 2015

INMATE TRUSTEES REMOVED --      14 / 12  
    DISCIPLINARY -    09 / 07      KIT - 09 / 07      CQ - 00 / 00  
    MEDICALLY -        01 / 00      KIT 01 / 00      CQ - 00 / 00  
    WORK RELEASE -    03 / 04      KIT - 03 / 04      CQ - 00 / 00  
    TREATMENT -        01 / 01      KIT - 01 / 01      CQ - 00 / 00

YEARLY

2016 / 2015

INMATE TRUSTEES PLACED --      131 / 117  
    KITCHEN --                    131 / 117  
    CQ'S --                        00 / 00

2016 / 2015

INMATE TRUSTEES RELEASED --    84 / 61  
    KITCHEN --                    81 / 60  
    CQ'S --                        00 / 01

2016 / 2015

INMATE TRUSTEES REMOVED --      58 / 66  
    DISCIPLINARY -    40 / 54      KIT - 39 / 54      CQ - 01 / 00  
    MEDICALLY -        08 / 01      KIT - 08 / 01      CQ - 00 / 00  
    WORK RELEASE --    07 / 10      KIT - 07 / 09      CQ - 00 / 01  
    TREATMENT -        03 / 01      KIT - 03 / 01      CQ - 00 / 00

LANCASTER COUNTY PRISON  
PROFESSIONAL VISITOR REGISTER  
FOR  
APRIL 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	183	743	227	865
PUBLIC DEFENDER	88	341	80	272
PUB. DEF INV	33	132	57	207
PAROLE/PROBATION	20	62	18	61
SPECIAL OFFENDER	0	0	1	5
CHILDREN&YOUTH	20	93	29	78
PA. PRISON SOCIETY	19	48	6	14
TOTAL	363	1419	418	1502

## COUNSELING DEPARTMENT

MONTHLY REPORT FOR APRIL 2016

DEPARTMENTS

COUNSELORS	728
CLASSIFICATION	176
CHAPLAIN	715
PROBATION/ PAROLE	656
PUBLIC DEFENDER	529
MH/MR	91
VOC./ EVAL.	424
RECREATION	3
WORK RELEASE	308
DRUG & ALCOHOL	396
EDUCATION	49
MEDICAL	44
BAIL ADMIN.	25
DEPUTY WARDEN IS	163
DOM. REL.	29
TOTAL	4339

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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. In addition, I did assist in completing intakes while the G-1 counselor was out and did assist with the transition to a new computer system UCM.

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 CADC / Substance Abuse Counselor Lancaster County Prison

APRIL 2016

NUMBER OF PROGRAM PARTICIPANTS : 10

AVERAGE AGE: 27

RACE:

CAUCASIAN: 8  
AFRICAN AMERICAN: 0  
HISPANIC: 2  
ASIAN:  
OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 11th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1

MARITAL STATUS:

MARRIED:  
WIDOWED:  
DIVORCED: 1  
REMARRIED:  
SEPARATED:  
NEVER MARRIED: 9

SUBSTANCE ABUSE USE:

DRUGS ONLY: 4  
ALCOHOL ONLY: 2  
BOTH: 4

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 8 12 Total experiences-both inpatient and outpatient

AVERAGE NUMBER OF INCARCERATIONS: 21

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 10

NARRATIVE: THREE WOMEN COMPLETED THE GROUP THIS MONTH

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

Mary Clary, BS CADC  
Norbert Sotomayor , BA CADC

**Month APRIL, 2016**

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 472	1369
Number of Inmates Seen: 161	792
Number of Inmates moved to 2-1: 46	180
Number of Inmates who completed 2-1: 13	62
Number of Inmates who failed to finish 2-1: 11	73
04- released	35
03- did not do assignments	11
02-disciplinary problems	18
01- asked to move	02
00- went to work release	00
01- went to MHU	02
00-moved by classification	02
00- protective custody	01
00 -went to ITP	00
Number of AA/NA Meetings: 12	48
Number of Substance Abuse Groups: 30	120
Number of Evaluations done for court/legal system: 5	42
Number of outpatient counseling appointments set up: 0	4
Number of Referrals to Teen Challenge, Potter's House: 7	36
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 8	34

Mary attended a two hour training, 4-12-16, on Family Systems with Association of CD Professionals.

Norbert and Mary attended a provider meeting at The Drug and Alcohol Commission on 4-12-16.

Norbert attended a 6 hour CADC training about Case Management, on 4/29/16.

**SUBSTANCE ABUSE EDUCATION UNIT  
PARTICIPANT PROFILE**

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

**SUBSTANCE ABUSE EDUCATION UNIT**

**INMATE PROFILE**

**APRIL, 2016**

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	46	180	
Number of inmates previously on pod 2-1	22	257	20	77	
Number of inmates that did not complete 2-1	23	262	11	73	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	06	72	2	19	
Released	07	70	4	35	
Did not complete assignments	05	36	03	11	
Asked to move off	03	25	1	2	
Went to work release	01	05	0	0	
Went to MHU	00	05	1	3	
Placed on P.C.	0	00	00	01	
Moved by classification	01	19	0	2	
Moved to ITP	00	06	0	0	
Average Age	26.7	27.11	26.0	26.11	
Race	-----	-----			
Black	13	130	10	33	
White	36	227	23	90	
Asian	01	03	1	2	
Hispanic	18	198	12	53	
Other	0	00	0		
Average school grade completed	11.3	11.04	10.8	11.0	
Number of inmates that furthered education	05	51	6	17	
Number with prior substance abuse treatment	30	369	22	84	

Average # of substance abuse placements	3.2	3.40	33	3.8	
Marital status	-----	-----			
Married	06	68	5	16	
Widowed	00	01	0	0	
Divorced	04	60	5	14	
Remarried	00	00	0	2	
Separated	03	34	2	9	
Never Married	55	519	34	139	
Substance abuse use	-----	-----			
Drugs only	32	344	22	85	
Alcohol only	2	52	1	7	
Both drugs and alcohol	34	412	23	88	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	30	113	
Number of inmates involved in other prison programs	25	237	20	79	
Chaplains programs	20	198	14	57	
Anger Management	09	81	06	21	
Thresholds	n/a	n/a	00	00	
Fatherhood	96	560	92	184	
Programing					
Education	01	08	00	02	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	36	143	
Number of inmates on 2-1 waiting list	13	182	10	29	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	14	45	
Obtain a sponsor	12	103	7	23	
Nothing	08	98	07	28	
Inpatient treatment	14	182	11	33	

	Outpatient treatment	14	161	09	23	
Counseling	Religious	10	111	09	26	
	Other	13	149	06	23	

APRIL, 2016

## ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

**APRIL - 2016**

NUMBER OF PROGRAM PARTICIPANTS: Thirteen, 13x -- Counting program participants who started from February and March.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 8

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 0

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 09

Disciplinary: 0

Released: 3

No paperwork: 4

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: 29.2 yrs.

### RACE:

CAUCASIAN: 5

AFRICAN AMERICAN: 2

HISPANIC: 1

ASIAN : 0

OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.0

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1x

MARITAL STATUS:

MARRIED: 1

WIDOWED: 0

DIVORCED: 2

REMARIED: 0

SEPARATED: 0

NEVER MARRIED: 5

SUBSTANCE ABUSE USE:

DRUGS ONLY: 4

ALCOHOL ONLY: 0

BOTH: 4

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 08

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: 03

NARRATIVE: Cycle of six to eight anger management classes continues to run as usual. There was one interruptions to the monthly cycle of classes for the month of April – Counselor Training. Anger management waiting increased this month to 03. 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.

# Recreation Monthly Report

*April, 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 this month.
2. Approximately 757 inmates attended recreational activities during the month. 64 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 assisted with the D-block Garden on 4/18, 4/20, and 4/27.

*Mark Rockafellow*

*Acting Recreation Director*

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

**Month of April 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
11		24
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
8		5
<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>
2		6
<b>Total GED Sections Attempted/Passed: Graduated This Month</b>		<b>Year to Date</b>
0:0:0		14:7:0
<b>Racial Breakdown of Students</b>		<b>Year to Date</b>
Afro – Americans	3	4
Caucasians	6	18
Hispanics	2	2
Others	0	0

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**Mary Edith Leichliter - Instructor**

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

**April 2016**

**TOTAL STUDENTS**

Males 12  
Females 0

**TRANSFERRED TO  
OTHER INSTITUTIONS**

Males 1  
Females 0

**INTERVIEWED STUDENTS**

This Month:

Males 9  
Females 0

**RELEASED STUDENTS:**

Males 1  
Females 0

Year to Date

Males 194  
Females 5

**GRADUATED STUDENTS:**

Males 0  
Females 0

**CARRY OVER  
(FROM LAST MONTH)**

Males 11  
Females 0

**RACIAL BREAKDOWN**

African American 6  
Caucasian 3  
Hispanic 3  
Others 0

**SPECIAL EDUCATION  
STUDENTS**

Males 1  
Females 0

Note: Youthful offenders update  
Attendance this month - 32% overall

- C.A. - 13/14 - 93%
- J.J. - 0/12 - 0%
- D.R. - 0/3 - 0% - Transferred to YIC  
4/19/16
- L.Y. - 0/12 - 0%

Note: 18+ inmates attendance rate - 78%

**AUGUST 2015 - AUGUST 2016 SCHOOL YEAR**

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

**Month of April 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
15		27
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
11		27
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
77%		82%
<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>
2		8
<b>Total GED Subtests Passed This Month</b>		<b>Year to Date</b>
4		24
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
Blacks	5	11
Caucasians	4	6
Hispanics	6	10
Others	0	0

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**Wyman Fowler - Instructor**

# Chaplain's Office Monthly Report

## April 2016

### CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF FEBRUARY: STAFF – 618.75 HOURS VOLUNTEERS – 425 HOURS

### INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY 783 INMATE REQUESTS.

### DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH 0 DEATH AND 1 MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - 20	COMPLETED - 21
	ACTIVE STUDENTS - 9	NEW STUDENTS - 1
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 17	COMPLETED - 15
ROMANS BIBLE STUDY	DISTRIBUTED - 69	COMPLETED - 46
GOSPEL ECHOES STUDY	DISTRIBUTED - 11	COMPLETED - 4

### CLERGY VISITATION

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

APRIL 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	16	42	668	42
Sunday WR	4	15	7	79	5
Sunday Women	4	16	43	679	42
Wednesday MHU	3	14	12	195	14
Wednesday 3rd	3	16	31	641	40
Wednesday 3rd	2	15	28	377	25
Saturday 2-2	5	16	9	376	24
Saturday ITP	5	16	34	450	28
Sunday G-1	3	3	29	88	29
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	1	4	4	22	6
Mass 3rd floor Men	1	4	7	35	9
Bible Study 2nd, M & grd	2	12	3	52	4
Bible Study 3rd	3	13	12	93	7
<b>Study Group - Women</b>					
Meditation	4	14	4	57	4
Study Group	4	15	11	168	11
Confession / Inner Healing	2	2	0	0	0
<b>Study Group - Men</b>					
2-1	9	31	12	376	12
2-2	4	17	20	302	18
2-2, M & grd	4	17	16	281	17
3rd	12	44	11	456	10
Work release	3	16	5	85	5
Spanish 3rd	3	14	13	157	11
Spanish 2nd, M & grd	4	15	12	155	10
Confession	4	6	3	17	3
<b>D &amp; A Programming</b>					
Inside Out 2-1	4	17	11	200	12
Women	3	14	13	150	11
<b>Muslim Services</b>					
Friday - Juma 3rd	1	1	0	0	0
Friday - Juma 2nd, main & Ground	0	0	ERR	0	ERR
Friday - Juma Women	1	1	0	0	0

# ADMINISTRATIVE SERVICE STATISTICS



## C. ADMISSIONS

Total admissions for the month of April: 2015 2016  
 446 498  
 Total admissions year-to-date: 1,813 1,889

	MALE			FEMALE			TOTAL		
	APR	YTD	AVG	APR	YTD	AVG	APR	YTD	AVG
COUNTY PAROLE / PROBATION VIOLATOR	79	290	73	31	102	26	110	392	98
HELD FOR DRUG COURT	11	37	9	11	29	7	22	66	17
HELD FOR MENTAL HEALTH COURT	1	9	2	1	6	2	2	15	4
HELD FOR OTHER JURISDICTION	11	38	10	1	12	3	12	50	13
HELD FOR TRIAL / HEARING	198	835	209	53	182	46	251	1,017	254
HELD FOR VETERANS COURT	4	8	2	0	1	0	4	9	2
SENTENCED BY COURT OF COMMON PLEAS	48	205	51	8	44	11	56	249	62
SENTENCED BY MDJ	8	32	8	2	6	2	10	38	10
STATE PAROLE VIOLATOR	7	24	6	0	4	1	7	28	7
TRANSFER FROM OTHER INSTITUTION	0	1	0	0	0	0	0	1	0
	21	21	5	3	3	1	24	24	6
<b>TOTALS / AVERAGES:</b>	<b>388</b>	<b>1,500</b>	<b>375</b>	<b>110</b>	<b>389</b>	<b>97</b>	<b>498</b>	<b>1,889</b>	<b>472</b>

## D. DISCHARGES

Total discharges for the month of April: 2015 2016  
 509 509  
 Total discharges year-to-date: 1,789 1,852

	MALE			FEMALE			TOTAL		
	APR	YTD	AVG	APR	YTD	AVG	APR	YTD	AVG
BAIL POSTED	49	188	47	16	55	14	65	243	61
BENCH WARRANT DISMISSED	26	100	25	12	40	10	38	140	35
CASE DISMISSED	1	4	1	0	3	1	1	7	2
CHARGE(S) WITHDRAWN	0	2	1	0	0	0	0	2	1
DETAINER LIFTED / EXPIRED	3	6	2	0	2	1	3	8	2
EXPIRATION OF MAXIMUM SENTENCE	24	107	27	4	22	6	28	129	32
EXTRADITION ORDER	3	11	3	0	0	0	3	11	3
FINES AND COSTS PAID	2	2	1	0	1	0	2	3	1
GUILTY PLEA	5	21	5	3	6	2	8	27	7
NOLLE PROSEQUI	3	4	1	0	0	0	3	4	1
NON-SUPPORT RELEASE / NO PURGE	15	43	11	1	2	1	16	45	11
OTHER RELEASE	4	9	2	0	3	1	4	12	3
PAROLED BY COURT OF RECORD	136	476	119	25	128	32	161	604	151
PAROLED TO / BY DRUG COURT	5	18	5	4	10	3	9	28	7
PAROLED TO DETAINER	3	3	1	2	2	1	5	5	1
PROBATION	12	26	7	5	10	3	17	36	9
PURGED	12	33	8	0	1	0	12	34	9
RELEASED TO HOUSE ARREST	21	64	16	5	24	6	26	88	22
RETURNED / SENT TO OTHER COUNTY	37	152	38	10	37	9	47	189	47
RETURNED TO DOC	12	66	17	0	4	1	12	70	18
SENTENCED TO DOC	33	125	31	7	13	3	40	138	35
TERMINATED PROBATION / PAROLE	2	8	2	1	2	1	3	10	3
TIME SERVED PER MDJ / PROTHONOTARY	6	16	4	0	3	1	6	19	5
<b>TOTALS / AVERAGES:</b>	<b>414</b>	<b>1,484</b>	<b>371</b>	<b>95</b>	<b>368</b>	<b>92</b>	<b>509</b>	<b>1,852</b>	<b>463</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	5/11/16	992	\$69,405.98	\$69.97	\$71.67
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	109.98 days	109.66 days
Median Length of Stay	66.76 days	67.55 days

