

# LANCASTER COUNTY PRISON BOARD AGENDA

August 18<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 Thursday, August 18, 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. June 16, 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. Facilities work group report
  - c. PrisonStat report
8. BUSINESS FROM GUESTS
9. ADJOURN

**August 18, 2016  
Lancaster County Prison  
150 North Queen Street  
Commissioner's Conference Room  
7th Floor**

# WARDEN'S REPORT

Cheryl Steberger  
Warden

PRISON BOARD  
WARDEN REPORT  
AUGUST 18, 2016

- Population
- LOCK AND KEY RECEIPT – CHRISTINA FLUEGEL

# OPERATIONS REPORT

Alexander Croci  
Deputy Warden for Operations

**Operations Prison Board Report  
August 18, 2016**

**Inmate Misconduct**

	<b>May</b>	<b>June</b>	<b>July</b>
<b>Total:</b>	104	87	95
<b>Major:</b>	26	11	35
<b>Minor:</b>	78	76	60

<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>May</b>	<b>June</b>	<b>July</b>
<b>Total:</b>	32	22	44

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

**Physical assault**

Assault on staff by inmate: June 5; July 8  
Assault on inmate by inmate: June 0; July 6

**Staff Training & Development**

The LCP training Department provided 1,634.5 hours of training to Corrections Officers, contracted staff and volunteers in the following areas:

- 360 hours of Basic Correctional Officer Training
- 400 hours of CERT training
- 72 hours of K9 training
- 136 hours of mandatory OC training
- 8.5 hours of orientation training for non-security staff
- 360 hours of OJT

**Corrections Officer Staffing as of 08/09/16**

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

Total Compliment: 207  
Male: 165

Female: 35  
In Training: 7

#### LCP Central Booking

Total Arraigned: July: 170  
Booked at LCP: July: 75  
Booked at other Arraigned centers: July: 95  
Committed to LCP: July: 104

DNA's collected: June: 31; July: 23  
Sex offenders registered: June: 27; July: 31

Miscellaneous:

#### Officers of the Month

**Corrections Officer : 12:00 a.m. – 8:00 a.m.**  
Officer Ricky GONZALEZ  
**Corrections Officer : 8:00 a.m. – 4:00 p.m.**  
Officer Bernadette RYCHALSKY  
**Corrections Officer : 4:00 p.m. - 12:00 a.m.**  
None referenced

*See attached for further information.*

# INMATE SERVICES REPORT

Joseph Shiffer  
Deputy Warden for Inmate Services

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

The Prison Rape Elimination Act (PREA) audit was completed on 7/27/16.

RMO Life Skills class of 9 graduated on 7/21/16.

Danny Gonzalez is our new Work release Specialist while Loida Garcia was hired to fill the open Classification specialist position. Both were previously Corrections Officers at Lancaster County Prison.

59 inmates were employed in July and 55 in June, through our Work Release program.

*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

### August 2016

After receiving complaints about our automated phone system we disabled the Automatic Information System. We are currently using the previous phone tree that gives the caller the opportunity to connect with several different department then takes them directly to the receptionist. We also had a request to post the commissary menu on our website so friends and family can see what is available and the cost of items. The menu has been placed on the website and will be updated as needed when new products are added.

As of August 11<sup>th</sup> our dual entry responsibilities ended and our victim/witness notification process is running through Unified Case Management (UCM). This completes the last technical step of the transition process. With this done, we can now turn to training line staff to use the system. On July 8<sup>th</sup> the prison and adult probation hosted officials from Lackawanna County who are interested in converting to UCM. Franklin County has also contacted us to schedule an on-site visit to see the system.

The prison has submitted all required documents for the 2017 budget. We will be scheduling a budget hearing to review expenses and discuss capital requests.

On a bi-annual basis we report on the commissions and expenses out of the "Store" account (Commissary) and the Inmate General Welfare Fund (IGWF). Both are attached to my statistical report as well as an audit of these accounts recently performed for 2014 activity. The audit contains the Controller's findings and recommendations.

# FACILITIES MANAGEMENT REPORT

Charles Douts, Jr  
Director

# Facilities Management

## Monthly Prison Activities Report

August– 2016

### Prison:

#### Personnel

- Five vacant full-time maintenance positions
- Two Facilities non-prison employees report twice a week to assist with tool inventory and maintenance
- Two Facilities non- prison employees are providing on-call after hours response

#### Maintenance Items

- Staff working overtime to address maintenance issues and very demoralized with work load
- Preventative maintenance behind schedule
- Continue to work on tool inventory and reduce accumulation of non- essential replacement parts/equipment stored on site
- Heim will provide one dedicated maintenance employee for three months under the Co-Stars program, reported to work on July 5, undergoing three week security training prior to working
- P.O. issued to convert existing supply area into new parts/equipment storage area near current maintenance shop, new partition completed on August 16
- Attempting to be prepared for Title 37 survey, staff shortage creating issues in responding in a satisfactory manner
- Non-Prison maintenance staff supporting Prison is impacting maintenance response at other County buildings
- Boiler heat exchanger has failed, expect shipment of new unit in late August

## Projects

- 2016 General Fund Maintenance Projects
  - \$50,000- Interior corridor door replacement, contractor scheduling
  - \$15,000- inmate/attorney cubicles, P.O issued
  - \$20,000 – Magnetic access doors, prison staff determining scope
  - Third phase of bunk replacement approximately 70 % complete

Respectfully Submitted

Charles E. Douts, Jr.

Director

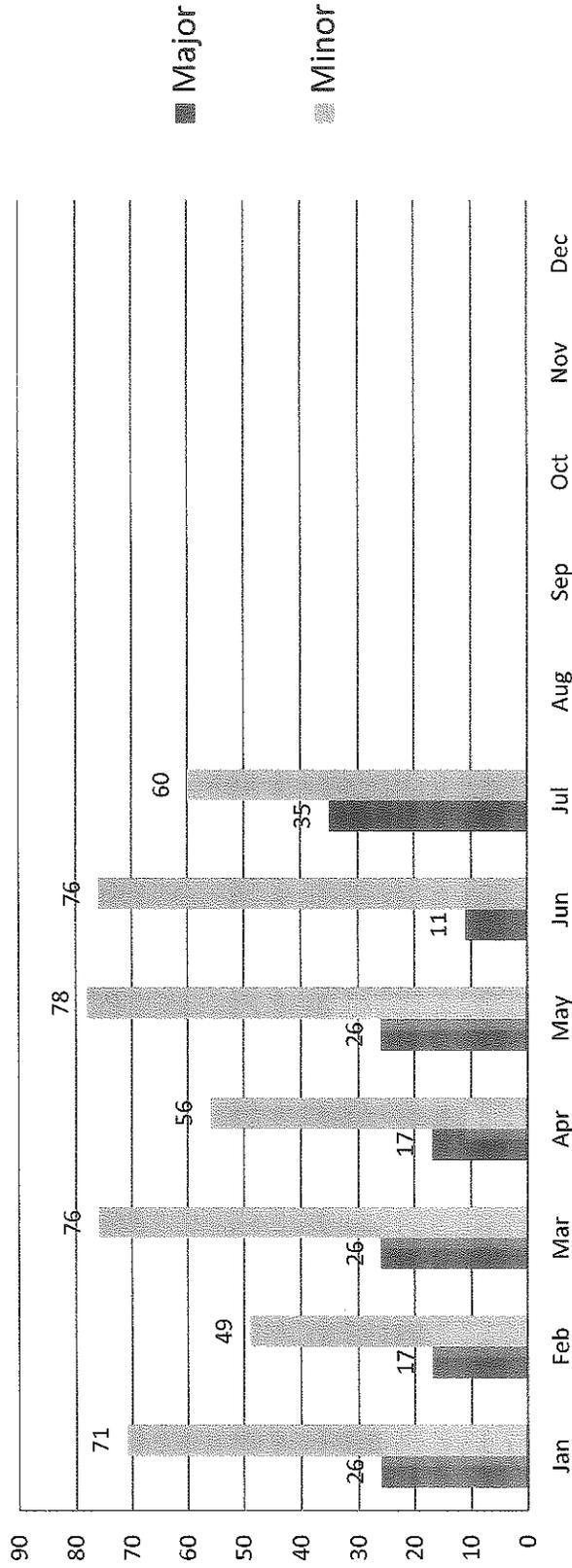
County of Lancaster

Facilities Management

## STATISTICAL ADDENDUM

# OPERATION STATISTICS

# Misconducts 2015



# INMATE SERVICE STATISTICS

### AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>June 2016</u>
Community Employed Males:	52
Community Employed Females:	03
Community Service Males:	01
Community Service Females:	05
<u>Inmates in Treatment Programming:</u>	
Males:	01
Females:	00
<u>Inmate Trustees:</u>	
Male:	17
Female:	00
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	
Females:	

### WORK RELEASE REPORT –June 2016

	<u>June 1016</u>
New Placements:	Male: 27 Female: 02
Pre-incarceration Employment;	Male: 25
Employment secured by inmate	Male 0 Female 0
Employment secured by WR	Male 02 Female 0
Removals from program	Males1 Female 0
Suspensions	Males 0 Female 0
Releases	Males 12 Female01

### WORK RELEASE FINANCES

	<u>05/2016</u>
Board and Lodging	16,664.58
Fines and Costs	17,759.76
Drug Test Fee	540
Inmate Share	52,448.96
Money To Family	28,110.71

COMMUNITY SERVICE MONTHLY STATISTICS

JUNE 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
22	CITY STREETS	4	704	\$5104.00
1	BOOK PICK UP	2	11	\$145.00
8	SACRED HEART	3	192	\$1392.00
22	PRISON DETAIL'S	2	102	\$739.50
JUNE 2016				
4		11	1109	7380.50
YEAR TO DATE 2015				
28		84	6989	38913.75
JUNE 2015				
8		21	1498	\$10925.75
YEAR TO DATE 2015				
33		105	62615	\$43434.50

COMMUNITY SERVICE MONTHLY REPORT & STATISTICS  
JUNE 2016

submitted by: Dave Leeper

date: July 09, 2016

During the month of JUNE there was a total of (4) project the prison community service detail took part in. The duties preformed were the cleaning of city streets. Sacred Heart school was helped with moving of items and the library of Lancaster was helped with book pick up. The prison was helped with cleaning of the parking lot and weeding. Pluse I did 41 BACKGROUND CHECKS.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR JUNE 2016

DATE: July 09, 2016

SUBMITTED BY : DAVE LEEPER

	JUNE 15	15 TOTALS	JUNE 16	TOTALS 16
# Inmates on program	12	64	07	45
Average age	36	37	34	35
Skilled Labor	02	07	00	02
Un Skilled Labor	10	57	07	43
White	07	38	05	33
Black	02	11	01	07
Hispanic	04	16	01	04

Asian	00	00	00	00
#inmates used	21	105	11	84
#projects	08	33	04	28
# man hours	1498	6261	1109	6989
Total dollar amount	10925.75	43434.50	7380.00	389137.50
#inmates removed	01	02	00	01
past participant	03	12	00	04

TO: Tony Haws  
FROM: Thomas Romanowski  
DATE: 7/8/16  
RE: JUNE 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 JUNE was ITP Program \$8,311.75 and Block CQ \$1,740.00 Year to Date - ITP Program - \$49,574.25 Block CQ - \$10,048.00

#### 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 36 of items were notarized for the month of JUNE and 187 YTD.

#### SERVSAFE

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

#### VETERANS COURT & SUPPORT SERVICES

Volunteers of America will be providing support and case assessment to the inmate veterans on an as needed basis. Inmate veterans contacted 1. Inmate veterans interviewed in JUNE. YTD interviewed 8. 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

JUNE 2016

ITP PAYROLL – 2016 - \$8,311.75      2015 – \$5,438.00

MONTHLY

2016 / 2015

INMATE TRUSTEES PLACED –      44 / 27  
    KITCHEN –                      43 / 27  
    CQ'S –                            01 / 00

2016 / 2015

INMATE TRUSTEES RELEASED –    29 / 20  
    KITCHEN –                      29 / 19  
    CQ'S –                            00 / 01

2016 / 2015

INMATE TRUSTEES REMOVED –      19 / 21  
    DISCIPLINARY -      16 / 16              KIT -16 / 16              CQ - 00 / 00  
    MEDICALLY -        01 / 04              KIT 01 / 04              CQ - 00 / 00  
    WORK RELEASE -    02 / 00              KIT - 02 / 00              CQ - 00 / 00  
    TREATMENT -        00 / 01              KIT - 00 / 01              CQ - 00 / 00

YEARLY

2016 / 2015

INMATE TRUSTEES PLACED –      208 / 182  
    KITCHEN –                      207 / 180  
    CQ'S –                            01 / 00  
    SUPPLY -                        00 / 02

2016 / 2015

INMATE TRUSTEES RELEASED –    132 / 107  
    KITCHEN –                      132 / 102  
    CQ'S –                            00 / 02  
    SUPPLY -                        00 / 03

2016 / 2015

INMATE TRUSTEES REMOVED –      95 / 106  
    DISCIPLINARY -      67 / 87              KIT – 66 / 87              CQ – 01 / 00  
    MEDICALLY -        09 / 06              KIT – 09 / 06              CQ - 00 / 00  
    WORK RELEASE –    13 / 11              KIT - 12 / 10              CQ – 01 / 01  
    TREATMENT -        06 / 02              KIT - 06 / 02              CQ – 00 / 00

LANCASTER COUNTY PRISON  
PROFESSIONAL VISITOR REGISTER

FOR  
JUNE 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	215	1157	207	1299
PUBLIC DEFENDER	85	508	77	420
PUB. DEF INV	49	218	60	307
PAROLE/PROBATION	25	99	15	86
SPECIAL OFFENDER	0	0	0	5
CHILDREN&YOUTH	18	129	14	121
PA. PRISON SOCIETY	10	74	1	17
TOTAL	402	2185	374	2255

PUBLIC DEFENDER VISITS JUNE 2016

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
BATT, JOSEPH	1												1							2	1	1	1			1					8	
BLANCK, DAVID																																0
BROWN, TODD															1																	1
CONRAD, DOUGLAS																				1							1					2
CORSO, MICHAEL	1	1	1		2	1	2	2	2	1			2	2	2	1							1									18
DAMIANO, ANTHONY		1								1		1	1			1					1	1	1			1						8
DIXON, STACIE																						1										1
DONNELLY, ELIZABETH	1	1					1																			1						4
ENCARNACION, SAMUEL																1																1
EVANS, CARRIE																																0
FOGIE, RICHARD	1	1	2				1					1	1	1	1	1	1			1	1											10
GLATFELTER, PETER																																0
GLICK, MARY JEAN																																0
HOWE, DAVID			2							1			1	1	1	1	1				1							1				8
KAUFFMAN, CODY	2						1	1	1			1	1							1	2					1	1					12
KAYE, DAN							1					1	1	1																		3
KELLEHER, DIANA																																0
LOW, ELIZABETH																																0
MICHAEL, PHILLIP	1																				1											2
MONSON, COURTNEY	1		1				1		1	1																						5
MORRISON, KATHLEEN	1						1	1	1	1							1				2						1	1				9
NORTON, MELISSA																																0
PIPENBERG, AMANDA																																0
PODRAZA, KANE																										1		1				2
RAMPAUL, BEVERLY																																0
ROMANO, DAVID																																0
SPADE, ANDREW																																0
SPOTTS, PATRICIA																																0
STRASZYNSKI, DANIEL									1	1					1	1																4
TALLARICO, CHRIS			2	1								1	1	1								1										7
VIRGIL, TINA												1	1	1	2	2	2	2	1	2	2	1	2	2	1	1	1	1	1	1	20	
ZELINSKY, JOHN									1												1			1								3
ZIMMERMAN, CHAD	1								1											1							1		1			6
TOTAL	6	7	7	2	0	2	7	3	8	6	0	1	5	10	5	7	7	0	0	4	8	9	5	6	0	1	7	2	4	5	0	134

## COUNSELING DEPARTMENT

MONTHLY REPORT FOR JUNE 2016

DEPARTMENTS

COUNSELORS	741
CLASSIFICATION	163
CHAPLAIN	700
PROBATION/ PAROLE	705
PUBLIC DEFENDER	660
MH/MR	96
VOC./ EVAL.	403
RECREATION	4
WORK RELEASE	333
DRUG & ALCOHOL	413
EDUCATION	55
MEDICAL	55
BAIL ADMIN.	61
DEPUTY WARDEN IS	158
DOM. REL.	46
TOTAL	4593

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Counselor Coleman assist with the answering of requests, seeing inmates, calling and emailing attorneys, P.O.'s, and assisted with intakes. Mr. Coleman did assist with classification duties while we are looking for a replacement. He did train two new counselors Alex Miller and Toni Warfel in the classification office. In addition, requests were answered over a month period all were copied and placed in inmate's behavioral files. He did answer phone calls for blocks 3-2, G-2 and documented all in OMS. In addition counselor Coleman did work on getting inmates signed up for various treatment facilities by completing application, referrals, and phone interviews. In addition, 17 inmates where signed up for medical insurance with the Department of Welfare to be utilized for release or rehab facilities. He also did assist in training the new staff members in the classification department, help them answer request, and helped them perform their duties on the blocks.

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

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

Inmate Services Specialist Arelis Sable continues to work with the Inmate Services Team. In July, 2016, she counseled 96 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 37 intake reviews and provided translation services for 3 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 08 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.

Inmate Service Specialist Quinn Shaffer works in the Medical Housing Unit (MHU) as well as pod 3-5. He has worked with inmates answering requests and speaking to them personally as shown in UCM. Mr. Shaffer is also a Mental Health Court Team Member and has had 5 Team Meetings at the court house as well as attended 2 Mental Health Court sessions. Mr. Shaffer has assisted with completing inmate intakes on G2, and MHU. Mr. Shaffer also provides inmates with Drug Court and Mental Health Court Applications and assists the inmate with filling them out if needed. And lastly, Medical Assistance applications were handed out to those inmate who requested for one. Mr. Shaffer has met with Lancaster County Behavioral Health and Developmental Services on Tuesday June 28<sup>th</sup> at 2 pm and met Rebecca Sangrey who is the MH Intake and Assessment Unit Supervisor as well as met Heather Pack who is the new Forensic Case Manager. Also this month Mr. Shaffer assisted with 2 telephone testimonies. Also this month Mr. Shaffer assisted with gathering information on sending an inmate into a rehab called White Deer Run. He also assisted with answering requests from blocks 3-2 and G2

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.

Counselor Stewart assisted with the answering of requests, seeing inmates, and emailing attorneys. Counselor Stewart did assist with entering data, reports, and misconducts into UCM as well as completing the classification sheets daily. Counselor Stewart assisted in answering requests for all blocks. All requests were copied and placed in inmate's behavioral files.

PREA Specialist Alex Miller trained in the classification department to fill in for other counselors. She conducted institutional moves as well as entering incident information in UCM and keeping track of misconducts. She is responsible for all 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 assisted with female intakes, 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. She also assists with reviewing inmates on special statuses, to determine if they can be removed. Also participated in PREA incident reviews and has been assisting in preparation for the upcoming audit.

Reentry Specialist Toni Warfel spent the first half of the month training in the classification department. There she assisted with institutional moves, data entry, and classification of inmates. Counselor Warfel works closely with the Reentry Management Organization to help inmates secure housing and case management services upon release. She assists the inmates with their applications for the program and creates their referrals. Counselor Warfel also helps with answering inmate requests on a daily basis. She assists inmates in signing up for classes, getting information on their cases, making phone calls to treatment facilities, contacting their probation officers and public defenders. Counselor Warfel facilitates inmates in applying for medical assistance as well as specialty courts. She assists other counselors in completing both general and PREA intakes of newly committed inmates. At this time she does go over applications for the 2-1 program, RMO, specialty courts, and working and treatment programs offered by LCP.

## **WOMEN'S DRUG AND ALCOHOL GROUP**

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

**JUNE 2016**

**NUMBER OF PROGRAM PARTICIPANTS : 11**

**AVERAGE AGE: 27**

**RACE:**

**CAUCASIAN: 7  
AFRICAN AMERICAN: 2  
HISPANIC: 2  
ASIAN:  
OTHER:**

**AVERAGE SCHOOL GRADE COMPLETED: 12th**

**NUMBER OF INMATES WHO FURTHERED EDUCATION: 2**

**MARITAL STATUS:**

**MARRIED:  
WIDOWED:  
DIVORCED:  
REMARRIED:  
SEPARATED:  
NEVER MARRIED: 11**

**SUBSTANCE ABUSE USE:**

**DRUGS ONLY: 5  
ALCOHOL ONLY: 2  
BOTH: 4**

**HAD PRIOR SUBSTANCE ABUSE TREATMENT: 14    20 Total experiences-both inpatient and outpatient**

**AVERAGE NUMBER OF INCARCERATIONS: 20**

**TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 13**

**NARRATIVE: FOUR WOMEN COMPLETED THE GROUP THIS MONTH**

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

Mary Clary, BS CADC  
Norbert Sotomayor , BA CADC

**Month JUNE, 2016**

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 396	1967
Number of Inmates Seen: 102	1222
Number of Inmates moved to 2-1: 55	284
Number of Inmates who completed 2-1: 15	89
Number of Inmates who failed to finish 2-1: 16	98
07- released	47
04- did not do assignments	17
04-disciplinary problems	22
01- asked to move	04
00- went to work release	00
0- went to MHU	02
00-moved by classification	02
00- protective custody	01
00 -went to ITP	01
Number of AA/NA Meetings: 12	72
Number of Substance Abuse Groups: 30	180
Number of Evaluations done for court/legal system: 9	62
Number of outpatient counseling appointments set up: 0	5
Number of Referrals to Teen Challenge, Potter's House: 5	52
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 7	54

Norbert did attend a day long d/a training about PCPC, per PCB hours and credentialing, 6/23/16.

Mike smith from CAP had Parenting Lectures at the block up to 6/28/16.

**SUBSTANCE ABUSE EDUCATION UNIT  
PARTICIPANT PROFILE**

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

## SUBSTANCE ABUSE EDUCATION UNIT

### INMATE PROFILE

JUNE, 2016

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	54	284	
Number of inmates previously on pod 2-1	22	257	20	118	
Number of inmates that did not complete 2-1	23	262	16	98	
Why they did not complete 2-1	-----	-----			
Disciplinary problems	06	72	4	23	
Released	07	70	7	47	
Did not complete assignments	05	36	04	17	
Asked to move off	03	25	1	4	
Went to work release	01	05	0	0	
Went to MHU	00	05	0	3	
Placed on P.C.	0	00	00	01	
Moved by classification	01	19	0	2	
Moved to ITP	00	06	0	1	
Average Age	26.7	27.11	26.7	26.17	
Race	-----	-----			
Black	13	130	10	51	
White	36	227	27	141	
Asian	01	03	0	3	
Hispanic	18	198	17	87	
Other	0	00	0		
Average school grade completed	11.3	11.04	11.2	11.10	
Number of inmates that furthered education	05	51	5	26	
Number with prior substance abuse treatment	30	369	30	149	

Average # of substance abuse placements	3.2	3.40	3.1	3.7	
Marital status	-----	-----			
Married	06	68	5	27	
Widowed	00	01	0	0	
Divorced	04	60	5	23	
Remarried	00	00	2	4	
Separated	03	34	3	16	
Never Married	55	519	41	214	
Substance abuse use	-----	-----			
Drugs only	32	344	29	139	
Alcohol only	2	52	0	7	
Both drugs and alcohol	34	412	25	138	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	25	166	
Number of inmates involved in other prison programs	25	237	24	128	
Chaplains programs	20	198	18	91	
Anger Management	09	81	09	37	
Thresholds	n/a	n/a	00	00	
Programing					
Fatherhood	96	560	96	376	
Education	01	08	00	04	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	46	230	
Number of inmates on 2-1 waiting list	13	182	10	41	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	16	76	
Obtain a sponsor	12	103	7	35	
Nothing	08	98	07	44	
Inpatient treatment	14	182	14	63	

	Outpatient treatment	14	161	10	44	
Counseling	Religious	10	111	12	48	
	Other	13	149	10	42	

**JUNE, 2016**

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

**JUNE - 2016**

NUMBER OF PROGRAM PARTICIPANTS: Fourteen, 14x – Counting program participants who started in April and May.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 7

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 1

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 08

Disciplinary: 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: 2

AVERAGE AGE: 29.5 yrs.

RACE:

CAUCASIAN: 5  
AFRICAN AMERICAN: 1  
HISPANIC: 1  
ASIAN : 0  
OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.3

NUMBER OF INMATES WHO FURTHERED EDUCATION: 1x

MARITAL STATUS: MARRIED: 2

DIVORCED: 1

WIDOWED: 0

SEPARATED: 0

REMARIED: 0

NEVER MARRIED: 4

SUBSTANCE ABUSE USE: DRUGS ONLY: 4

ALCOHOL ONLY: 0

BOTH: 3

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 07

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: 07

NARRATIVE: Cycle of six to eight anger management classes continues to run as usual. There was a two week interruption to the monthly cycle of classes for the month of June – Counselor Training and Maintenance work at the block. Anger management waiting list increased this month to 07. 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

*May, 2016*

1. Recreation is being conducted on a daily basis. Basketball and volleyball are the main activities for the male inmates, to include interest in table tennis. The female inmates have had an interest in Whiffle ball, volleyball, and basketball. The female inmates have taken a strong interest in the exercise videos that were implemented in the month of May. The male inmates have also started to take interest in the exercise video programs.
2. Approximately 570 inmates attended recreational activities during the month. 50 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 Wednesday June 15th , and Wednesday June 22nd.

*Mark Rockafellow*

*Acting Recreation Director*

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

**Month of June 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
11		32
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
11		40
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
82%		81%
<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>
2		8
<b>Total Received GED This Month</b>		<b>Year to Date</b>
0		8
<b>Total GED Subtests Passed This Month</b>		<b>Year to Date</b>
0		24
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
Blacks	4	12
Caucasians	4	9
Hispanics	3	11
Others	0	0

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**Wyman Fowler - Instructor**

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

**Month of May 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
7		24
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
7		6
<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		8
<b>Total GED Sections Attempted/Passed: Graduated This Month</b>		<b>Year to Date</b>
3:2:1		17:9:1
<b>Racial Breakdown of Students</b>		<b>Year to Date</b>
Afro – Americans	2	4
Caucasians	3	18
Hispanics	2	2
Others	0	0

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Mary Edith Leichter - Instructor

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

**June 2016**

**TOTAL STUDENTS**

Males 7  
Females 0

**INTERVIEWED STUDENTS**

This Month:

Males 2  
Females 0

Year to Date

Males 206  
Females 5

**CARRY OVER  
(FROM LAST MONTH)**

Males 7  
Females 0

**SPECIAL EDUCATION  
STUDENTS**

Males 0  
Females 0

**TRANSFERRED TO  
OTHER INSTITUTIONS**

Males 1  
Females 0

**RELEASED STUDENTS:**

Males 1  
Females 0

**GRADUATED STUDENTS:**

Males 1  
Females 0

**RACIAL BREAKDOWN**

African American 3  
Caucasian 2  
Hispanic 1  
Others 1

Note: Youthful offenders update  
Attendance this month - 26% overall  
■ W. P. - 7/8 - 88%  
■ L.Y. - 2/8 - 25% (unable to attend RHU)

Note: 18+ inmates attendance rate - 75%

**15-16 School Year - 8 graduates**

**AUGUST 2015 - AUGUST 2016 SCHOOL YEAR**

# **Chaplain's Office Monthly Report**

## **June 2016**

### **CHAPLAINCY HOURS**

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF  
MAY: STAFF – 501.75 HOURS VOLUNTEERS – 451.5 HOURS

### **INMATE REQUESTS**

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY 792 INMATE REQUESTS.

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

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH 8 DEATH AND 5 MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### **CORRESPONDENCE BIBLE STUDIES**

EMMAUS BIBLE STUDY	DISTRIBUTED - 21	COMPLETED - 14
	ACTIVE STUDENTS - 6	NEW STUDENTS - 4
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 8	COMPLETED - 1
ROMANS BIBLE STUDY	DISTRIBUTED - 47	COMPLETED - 25
GOSPEL ECHOES STUDY	DISTRIBUTED - 8	COMPLETED - 5

### **CLERGY VISITATION**

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

JUNE 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	25	27	981	39
Sunday WR	2	21	9	141	7
Sunday Women	2	23	41	963	42
Wednesday MHU	5	23	14	317	14
Wednesday 3rd	5	25	40	992	40
Wednesday 3rd	5	24	33	657	27
Saturday G-1 & G-2	4	24	1	617	26
Saturday 2-2 & ITP	4	24	29	467	19
Sunday G-1	4	12	25	328	27
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	1	6	6	30	5
Mass 3rd floor Men	1	6	7	55	9
Bible Study 2nd, M & grd	4	18	5	77	4
Bible Study 3rd	4	19	7	148	8
<b>Study Group - Women</b>					
Meditation	4	22	5	90	4
Study Group	5	24	12	283	12
Confession / Inner Healing	0	2	ERR	0	0
<b>Study Group - Men</b>					
2-1	8	47	8	529	11
2-2	3	24	17	422	18
2-2, M & grd	3	25	19	424	17
3rd	9	62	6	603	10
Work release	5	25	14	197	8
Spanish 3rd	4	23	13	272	12
Spanish 2nd, M & grd	4	23	12	253	11
Confession	0	6	ERR	17	3
<b>D &amp; A Programming</b>					
Inside Out 2-1	3	24	5	254	11
Women	5	23	15	291	13
<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

Facility: 68 - LNCP - Lancaster County Prison

# PRIME CARE MEDICAL, INC.

Statistical Summary Report  
Year 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly ADP	974	986	1010	974	992	987							987
Death	0	0	0	0	0	0							0
Inpatient Hosp	1	2	3	3	3	3							15
Total Patient Days	2	4	15	20	20	10							71
Total Outside Consultations	57	71	50	51	57	61	0	0	0	0	0	0	347
Allergy	0	0	0	0	0	0							0
Cardiology	1	0	0	0	5	3							9
Chest Disease	0	0	0	0	0	0							0
Dermatology	0	0	0	0	0	0							0
Dialysis	0	0	0	0	0	0							0
ENT	0	1	0	0	0	0							1
Emergency Room	2	0	1	0	0	2							5
Ambulance Trips	8	15	7	5	9	11							55
Gastroenterology	8	10	3	1	3	4							27
General Medicine	1	0	1	1	2	1							6
General Surgery	0	0	0	0	0	0							0
Gynecology	0	0	0	0	0	0							0
Hematology	0	0	0	0	0	0							0
Methadone	0	1	0	0	0	0							1
Neurology	2	6	4	14	2	0							28
Neurosurgery	0	1	1	0	0	1							3
Obstetrics	0	0	0	0	0	0							0
Oncology	14	13	13	13	16	17							86
Ophthalmology	0	0	0	0	0	0							0
Orthopedics	0	3	1	2	0	0							6
Physical Therapy	18	12	11	6	13	9							69
Plastic Surgery	0	0	0	2	1	1							4
Podiatry	0	0	0	1	2	0							3
Proctology	0	0	0	0	0	0							0
Psychiatry	0	0	0	0	0	0							0
Surgery Performed	0	0	0	0	0	0							0
Thoracic Surgery	0	0	0	0	0	0							0
Urology	0	0	0	0	0	0							0
Outside X-Rays	0	1	3	3	0	1							6
Wound Clinic	0	0	0	0	0	0							0
Diagnostic Test (outside)	0	2	1	0	0	0							3
Other Trips / Outside Consults	2	4	1	0	2	5							14
	3	2	3	3	2	5							18

Rev B

*D. J. Jernigan*  
PCMI Forms Manual 2008

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
In-House EKG's	33	34	35	36	37	43							218
In-House X-Ray's	35	22	56	32	38	25							218
MD Sick Call	81	46	33	65	69	42							208
NP/PA Sick Call	571	532	518	516	574	519							336
MD/PA/CRNP Sick Call	652	578	551	581	643	561	0	0	0	0	0	0	3230
Nurse Sick Call	678	652	704	679	646	636							3566
MD Physicals	1	0	1	0	0	0							3995
NP/PA Physicals	58	65	55	14	11	2							2
Nursing Physicals	304	250	353	344	335	299							205
Annual Physicals	17	7	11	3	7	5							1885
Psychiatrist / Group Seen	0	0	0	0	0	0							50
Psychiatrist / Indiv. Seen	205	200	223	209	241	236							0
Psychologist Group	0	0	0	0	0	0							1314
Psychologist Indiv. Seen	640	352	408	289	273	315							0
M.H. Worker Groups	0	0	0	0	0	0							2277
M.H. Worker Indiv. Seen	491	597	723	693	728	766							0
Involuntary M.H. Commitments	2	2	2	2	1	0							3998
Total Immaters Seen by Dentist	130	147	119	102	140	94	0	0	0	0	0	0	9
Extractions	32	21	10	17	15	32							732
Fillings	11	36	7	6	2	3							128
Exams	77	87	93	77	101	52							65
Other	10	3	9	2	21	7							487
Immaters seen by Oral Surgeon	0	1	0	0	1	1							52
In-House Surgeries	5	2	4	3	2	3							3
# Immaters @ in-house clinics	314	293	346	340	317	333							1943
# Intake Screening	433	473	507	491	469	427							2800

*D. Stunckbaugh MD/PA/MSA*

Pharmacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# of patients on Medical Meds	302	276	263	277	300	292							1710
% ADP on Medical Meds	31.0%	28.0%	26.0%	28.4%	30.2%	29.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29%
# of patients on HIV Meds	8	5	7	12	9	11							52
% ADP on HIV Meds	0.8%	0.5%	0.7%	1.2%	0.9%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1%
# of patients on Psych Meds	394	359	379	379	386	367							2264
% ADP on Psych Meds	40.5%	36.4%	37.5%	38.9%	38.9%	37.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38%
# of patients on OTC Meds	223	187	206	215	167	232							1230
% of ADP on OTC Meds	22.9%	19.0%	20.4%	22.1%	16.8%	23.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	21%
# of Patients on MH Scale as Category - A				28	26	39							93
% of Patients on MH Scale as Category - A	0.0%	0.0%	0.0%	2.9%	2.6%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.1%
# of Patients on MH Scale as Category - B				165	168	160							493
% of Patients on MH Scale as Category - B	0.0%	0.0%	0.0%	16.9%	16.9%	16.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%
# of Patients on MH Scale as Category - C				259	366	341							966
% of Patients on MH Scale as Category - C	0.0%	0.0%	0.0%	26.5%	36.9%	34.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	32.7%
# of Patients on MH Scale as Category - D				58	62	75							193
% of Patients on MH Scale as Category - D	0.0%	0.0%	0.0%	5.7%	6.3%	7.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.5%
# of Adverse Patient Occurrences	10	10	4	1	9	16							50
HIV Test Done	23	40	35	48	56	33							235
HIV Test Done	91	112	130	104	93	103							633
AIDS Cases	8	5	8	12	9	12							9
Hepatitis Cases	0	0	0	0	0	0							0
Syphilis Cases	77	70	79	77	64	72							439
Gonorrhea Cases	0	0	0	0	0	0							0
# of Pregnant Females	0	0	0	2	0	1							3
# of Miscarriages	9	9	12	7	8	10							55
# of Abortions	0	1	0	0	0	2							3
# of Deliveries	0	0	0	0	0	0							0
# of patients isolated to rule out MRSA	5	4	2	4	4	2							21
TB Cases	1	0	2	1	1	0							5
PPD Test	0	0	0	0	0	0							0
(+) PPD's	424	464	502	471	417	401							2679
RPR Test	4	4	5	4	9	7							33
Inmates on Suicide Watch	2	1	3	6	4	4							20
# of Inmates Detoxed	73	81	91	92	88	81							506
# of Inmates on Restraints	134	143	139	122	88	73							699
# of Shifts involving Restraints	1	1	2	1	0	2							7
# of Medical Transport	1	9	3	1	0	2							16
	51	61	47	50	54	57							320

*D. Stuenkel, BS, PA, ASA*



### AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>July 2016</u>
Community Employed Males:	55
Community Employed Females:	04
Community Service Males:	00
Community Service Females:	05
<u>Inmates in Treatment Programming:</u>	
Males:	03
Females:	00
<u>Inmate Trustees:</u>	
Male:	14
Female:	00
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	08
Females:	00

### WORK RELEASE REPORT –July 2016

	<u>July 2016</u>
New Placements:	Male: 18 Female: 03
Pre-incarceration Employment; Employment secured by inmate	Male: 11 Male 0 Female 0
Employment secured by WR	Male 06 Female 01
Removals from program	Males: 03 Female 0
Suspensions	Males 01 Female 0
Releases	Males 10 Female 01

### WORK RELEASE FINANCES

	<u>07/2016</u>
Board and Lodging	15,316.82
Fines and Costs	20,975.66
Drug Test Fee	570
Inmate Share	44,533.96
Money To Family	28,539.20

COMMUNITY SERVICE MONTHLY STATISTICS

JULY 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
21	CITY STREETS	4	704	\$5104.00
1	BOOK PICK UP	2	11	\$145.00
13	SACRED HEART	2	208	\$1508.00
21	PRISON DETAIL'S	2	252	\$1824.00
JULY 2016 4		10	1175	8518.75
YEAR TO DATE 2015 32		94	6542	47432.50
JULY 2015 5		15	1843	\$13325.50
YEAR TO DATE 2015 38		120	8103	\$56760.00

COMMUNITY SERVICE MONTHLY REPORT & STATISTICS  
JULY 2016

submitted by: Dave Leeper

date: AUG 09, 2016

During the month of JULY there was a total of (4) project the prison community service detail took part in. The duties preformed were the cleaning of city streets. Sacred Heart school was helped with moving of items and the library of Lancaster was helped with book pick up. The prison was helped with cleaning of the parking lot and weeding. Pulse I did 43 BACKGROUND CHECKS.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR JULY 2016

DATE: July 09, 2016

SUBMITTED BY : DAVE LEEPER

	JULY 15	15 TOTALS	JULY 16	TOTALS 16
# Inmates on program	12	76	8	53
Average age	37	37	34	35
Skilled Labor	01	08	01	03
Un Skilled Labor	11	68	08	44
White	04	42	07	40
Black	02	13	00	07
Hispanic	05	21	01	05
Asian	00	00	00	00
#inmates used	15	120	10	94
#projects	05	38	04	32
# man hours	1842	8103	1175	8164
Total dollar amount	13325.50	56760.00	8518.75	47432.50
#inmates removed	02	04	00	01
past participant	02	14	01	05

TO: Tony Haws  
FROM: Thomas Romanowski  
DATE: 8/8/16  
RE: JULY 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 JULY was ITP Program \$8,031.45 and Block CQ \$1,541.50 Year to Date - ITP Program - \$57,605.70 Block CQ - \$11,589.50

#### 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 16 of items were notarized for the month of JULY and 203 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 JULY. YTD interviewed 8. 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

JULY 2016

ITP PAYROLL – 2016 - \$8,031.45      2015 – \$5,438.00

MONTHLY

2016 / 2015

INMATE TRUSTEES PLACED –      34 / 42  
    KITCHEN –                      34 / 42  
    CQ'S –                            00 / 00

2016 / 2015

INMATE TRUSTEES RELEASED –    19 / 27  
    KITCHEN –                      19 / 26  
    CQ'S –                            00 / 01

2016 / 2015

INMATE TRUSTEES REMOVED –      22 / 25  
    DISCIPLINARY -    19 / 22              KIT -19 / 22              CQ - 00 / 00  
    MEDICALLY -        01 / 01              KIT 01 / 01              CQ - 00 / 00  
    WORK RELEASE -    01 / 02              KIT - 01 / 02              CQ - 00 / 00  
    TREATMENT -        01 / 00              KIT - 01 / 00              CQ - 00 / 00

YEARLY

2016 / 2015

INMATE TRUSTEES PLACED –      242 / 224  
    KITCHEN –                      241 / 222  
    CQ'S –                            01 / 00  
    SUPPLY -                        00 / 02

2016 / 2015

INMATE TRUSTEES RELEASED –    151 / 134  
    KITCHEN –                      151 / 128  
    CQ'S –                            00 / 03  
    SUPPLY -                        00 / 03

2016 / 2015

INMATE TRUSTEES REMOVED –      117 / 131  
    DISCIPLINARY -    86 / 109              KIT – 85 / 109              CQ – 01 / 00  
    MEDICALLY -        10 / 07              KIT – 10 / 07              CQ - 00 / 00  
    WORK RELEASE –    14 / 13              KIT - 13 / 12              CQ – 01 / 01  
    TREATMENT -        07 / 02              KIT - 07 / 02              CQ – 00 / 00

**LANCASTER COUNTY PRISON**  
**PROFESSIONAL VISITOR REGISTER**  
**FOR**  
**JULY 2016**

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	184	1341	213	1519
PUBLIC DEFENDER	75	583	92	514
PUB. DEF INV	39	257	38	349
PAROLE/PROBATION	15	114	20	106
SPECIAL OFFENDER	0	0	1	6
CHILDREN&YOUTH	21	150	17	138
PA. PRISON SOCIETY	16	90	3	20
TOTAL	350	2535	384	2652

PUBLIC DEFENDER VISITS JULY 2016

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
BATT, JOSEPH	2										1							1													11	
BLANCK, DAVID					1		1																								0	
BROWN, TODD						1		1																		1					3	
CONRAD, DOUGLAS														1					1												2	
CORSO, MICHAEL	1											1													1						3	
DAMIANO, ANTHONY								1						1																	4	
DIXON, STACIE																															0	
DONNELLY, ELIZABETH	1							1													1										3	
ENCARNACION, SAMUEL																						1									1	
FOGIE, RICHARD						1					1				1				1						1		1				7	
GLICK, MARY JEAN																															0	
HOWE, DAVID					1						1																				5	
KAUFFMAN, CODY						1				1				1							1										5	
KAYE, DAN														1							1										3	
KELLEHER, DIANA																															0	
MICHAEL, PHILLIP								1																							1	
MONSON, COURTNEY					1								2						1	1											5	
MORRISON, KATHLEEN						1					1										1						1				5	
PODRAZA, KANE					1							2							1		1						1				8	
PORTER, MELISSA B																										1					1	
RAMPAUL, BEVERLY																						1									1	
ROMANO, DAVID																															0	
RUIZ, ALBERTO																									1						1	
SPOTTIS, PATRICIA										1																					1	
STRASZYSKI, DANIEL	1					1								1													1				6	
TALLARICO, CHRIS					1	1		2																	1	1					6	
VIRGIL, TINA	1				2	1	2	2			2	1	1	1	1			2	1	1	2	2			2	1	1	2	1		29	
ZELINSKY, JOHN																															0	
ZIMMERMAN, CHAD																		1													3	
																															0	
																															0	
																															0	
TOTAL	6	0	0	0	7	8	3	11	0	0	6	4	6	4	4	0	0	3	6	4	8	5	0	0	8	4	7	4	6	0	0	114

## COUNSELING DEPARTMENT

MONTHLY REPORT FOR JULY 2016

DEPARTMENTS

COUNSELORS	765
CLASSIFICATION	140
CHAPLAIN	731
PROBATION/ PAROLE	605
PUBLIC DEFENDER	583
MH/MR	69
VOC./ EVAL.	365
RECREATION	8
WORK RELEASE	313
DRUG & ALCOHOL	407
EDUCATION	40
MEDICAL	44
BAIL ADMIN.	48
DEPUTY WARDEN IS	114
DOM. REL.	28
TOTAL	4260

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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 we are looking for a replacement. He did train new counselors in the classification office. 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, 19 inmates were signed up for medical insurance with the Department of Welfare to be utilized for release or at a rehab facilities. He also did assist in classification department with training new staff in helping them answer request and helped them perform their duties on the blocks.

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

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

Inmate Services Specialist Arelis Sable continues to work with the Inmate Services Team. In March she counseled 96 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 37 intake reviews and provided translation services for 5 inmates. Translation services were provided for Prime Care medical and mental health staff as well as security staff in the Commitment area. She also coordinated/facilitated 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.

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 law suit alerts. The prison received its first PREA Audit from 7-25 thru 7-27, we now have 180 days to correct all shortcomings.

Classification Specialist Stewart completed her assigned duties in the Classification Department. She entered data, reports, and misconducts into UCM. She also tracked misconducts and time served. Classification Specialist Stewart completed the daily classification sheets and assisted with moves. She assisted in answering requests for all blocks. All requests were copied and placed in inmate's behavioral files. Classification Specialist Stewart assisted with calling and emailing attorneys. She also assisted with seeing inmates to get Avoid Contacts removed.

Inmate Service Specialist Quinn Shaffer works in the Medical Housing Unit (MHU) as well as pod 3-5. He has worked with inmates answering requests and speaking to them personally as shown in UCM. Mr. Shaffer is also a Mental Health Court Team Member and has had 4 Team Meetings at the court house. Mr. Shaffer scheduled 1 Mental Health Committee Team Meeting with Dr. Lee, Robert with Mental Health, Terry Flinch Baugh Prime Care Supervisor, Christina Fluegel with the Records Department, Officer Adams, Inmate Services Supervisor Anthony Haws, and a few others. Mr. Shaffer has assisted with completing inmate intakes on G2, MHU and G1. Mr. Shaffer also provides inmates with Drug Court and Mental Health Court Applications and assists the inmate with filling them out if needed. Several Medical Assistance applications were handed out to those inmate who requested for one. Mr. Shaffer has met with Lancaster County Behavioral Health and Developmental Services on Tuesday July 15th at 3:30pm and met Rebecca Sangrey who is the MH Intake and Assessment Unit Supervisor, Heather Pack who is the new Forensic Case Manager as well as a few other guests.

Counselor Warfel continues to assist with classification and PREA intakes on G-1 and G-2. During intakes, she gives out 2-1 applications, re-entry manuals, specialty court applications, and provides information on programs within the prison. Counselor Warfel also works closely with Work Release by letting them know when new, eligible inmates come in. Counselor Warfel is responsible for COMPASS in that she does work with the Department of Welfare to get inmates signed up for medical assistance prior to release so that they may have access to medication and rehab facilities. She is also responsible for the Lancaster County RMO classes, in which 9 inmates graduated from during the month of July. Counselor Warfel recently took over as the counselor for all females in D-Block and D-Block Annex. She has worked with inmates on 3-2, G-2, and G-1 as needed. Counselor Warfel assists inmates throughout the facility by getting their release dates and case information, contacting attorneys, facilitating phone calls, providing housing and treatment information, and responding to inmate requests.

## **WOMEN'S DRUG AND ALCOHOL GROUP**

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

**JULY 2016**

**NUMBER OF PROGRAM PARTICIPANTS : 12**

**AVERAGE AGE: 29**

**RACE:**

**CAUCASIAN: 11**  
**AFRICAN AMERICAN: 1**  
**HISPANIC:**  
**ASIAN:**  
**OTHER:**

**AVERAGE SCHOOL GRADE COMPLETED: 11th**

**NUMBER OF INMATES WHO FURTHERED EDUCATION: 3**

**MARITAL STATUS:**

**MARRIED:**  
**WIDOWED:**  
**DIVORCED:**  
**REMARRIED:**  
**SEPARATED: 1**  
**NEVER MARRIED: 11**

**SUBSTANCE ABUSE USE:**

**DRUGS ONLY: 6**  
**ALCOHOL ONLY: 3**  
**BOTH: 3**

**HAD PRIOR SUBSTANCE ABUSE TREATMENT: 12** 18 Total experiences-both inpatient and outpatient

**AVERAGE NUMBER OF INCARCERATIONS: 22**

**TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 12**

**NARRATIVE: FOUR WOMEN COMPLETED THE GROUP THIS MONTH**

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

Mary Clary, BS CADC  
Norbert Sotomayor , BA CADC

**Month JULY, 2016**

<b><u>Statistics:</u></b>	<b><u>Year to Date</u></b>
Number of Requests Received: 396	2374
Number of Inmates Seen: 199	1581
Number of Inmates moved to 2-1: 70	354
Number of Inmates who completed 2-1: 22	111
Number of Inmates who failed to finish 2-1: 29	127
07- released	54
07- did not do assignments	24
06 - disciplinary problems	28
04- asked to move	08
02- went to work release	02
0- went to MHU	02
01-moved by classification	03
00- protective custody	01
02 -went to ITP	03
Number of AA/NA Meetings: 12	84
Number of Substance Abuse Groups: 30	210
Number of Evaluations done for court/legal system: 10	77
Number of outpatient counseling appointments set up: 0	5
Number of Referrals to Teen Challenge, Potter's House: 4	58
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 8	68

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

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

## SUBSTANCE ABUSE EDUCATION UNIT

### INMATE PROFILE

JULY, 2016

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	70	354	
Number of inmates previously on pod 2-1	22	257	22	140	
Number of inmates that did not complete 2-1	23	262	29	127	
Why they did not complete 2-1	-----	-----			
problems					
Disciplinary	06	72	6	29	
Released	07	70	7	54	
assignments					
Did not complete	05	36	07	24	
Asked to move off	03	25	4	8	
Went to work release	01	05	2	2	
Went to MHU	00	05	0	3	
Placed on P.C.	0	00	00	01	
classification					
Moved by	01	19	1	4	
Moved to ITP	00	06	2	5	
Average Age	26.7	27.11	26.6	26.14	
Race	-----	-----			
Black	13	130	12	63	
White	36	227	35	176	
Asian	01	03	0	3	
Hispanic	18	198	23	110	
Other	0	00	0		
Average school grade completed	11.3	11.04	11.4	11.13	
Number of inmates that furthered education	05	51	7	34	
Number with prior substance abuse treatment	30	369	44	193	

Average # of substance abuse placements	3.2	3.40	3.4	3.72	
Marital status	-----	-----			
Married	06	68	7	34	
Widowed	00	01	0	0	
Divorced	04	60	6	29	
Remarried	00	00	2	6	
Separated	03	34	4	20	
Never Married	55	519	51	265	
Substance abuse use	-----	-----			
Drugs only	32	344	35	174	
Alcohol only	2	52	2	9	
Both drugs and alcohol	34	412	33	171	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	40	206	
Number of inmates involved in other prison programs	25	237	28	156	
Chaplains programs	20	198	22	113	
Anger Management	09	81	08	45	
Thresholds	n/a	n/a	00	00	
Fatherhood	96	560	96	472	
Education	01	08	00	04	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	62	292	
Number of inmates on 2-1 waiting list	13	182	08	49	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	21	97	
Obtain a sponsor	12	103	6	41	
Nothing	08	98	10	54	
Inpatient treatment	14	182	12	75	

	Outpatient treatment	14	161	15	59	
Counseling	Religious	10	111	15	63	
	Other	13	149	22	64	

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

**JULY - 2016**

NUMBER OF PROGRAM PARTICIPANTS: Fourteen, 12x – Counting program participants who started in May and June.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 5

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 0

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 07

Disciplinary: 0

Released: 2

No paperwork: 2

Asked to move off: 0

Went to Work release: 0

MHU: 0

PC: 0

Classification: 0

ITP: 0

Moved off 2-1 block: 3

AVERAGE AGE: 28.8 yrs.

RACE:

CAUCASIAN: 4

AFRICAN AMERICAN: 0

HISPANIC: 1

ASIAN : 0

OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.6

NUMBER OF INMATES WHO FURTHERED EDUCATION: None

MARITAL STATUS: MARRIED: 1

DIVORCED: 1  
SEPARATED: 0  
WIDOWED: 0  
REARRIED: 0  
NEVER MARRIED: 3

SUBSTANCE ABUSE USE:            DRUGS ONLY:    3  
ALCOHOL ONLY: 0  
BOTH:        2

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:    03

NARRATIVE: Cycle of six to eight anger management classes continues to run as usual. There was a three week interruption to the monthly cycle of classes for the month of July – Counselor on Vacation and Maintenance (Bunks) work at the block. Anger management waiting list decreased 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**

***July, 2016***

- 1. Recreation is being conducted on a daily basis. Basketball and volleyball are the main activities for the male inmates, to include interest in table tennis. The female inmates have had an interest in Whiffle ball, volleyball, and basketball. The female inmates have taken a strong interest in the exercise videos that were implemented in the month of May. The male inmates have also started to take interest in the exercise video programs.**
- 2. Approximately 450 inmates attended recreational activities during the month. 29 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 Wednesday July 20th, and Wednesday July 27<sup>th</sup>. I also assisted in the bunk detail being conducted in Pod 3-1.**

***Mark Rockafellow***

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

**Month of July 2016**

<b>Total Students This Month</b>	<b>8</b>	<b>Year to Date</b>	<b>27</b>
<b>Carry over Students from Last Month</b>	<b>5</b>	<b>Class Requests This Month</b>	<b>8</b>
<b>Total Students Transferred to Other Institutions</b>	<b>1</b>	<b>Year to Date</b>	<b>3</b>
<b>Total Released from Prison</b>	<b>1</b>	<b>Year to Date</b>	<b>9</b>
<b>Total GED Sections Attempted/Passed: Graduated This Month</b>	<b>0:0:0</b>	<b>Year to Date</b>	<b>17:9:1</b>
<b>Racial Breakdown of Students</b>		<b>Year to Date</b>	
<b>Afro – Americans</b>	<b>2</b>		<b>5</b>
<b>Caucasians</b>	<b>4</b>		<b>19</b>
<b>Hispanics</b>	<b>2</b>		<b>3</b>
<b>Others</b>	<b>0</b>		<b>0</b>

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**Mary Edith Lechliter - Instructor**

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

**Month of July 2016**

<b>Total Students This Month</b>		<b>Year to Date</b>
17		45
<b>Carry over Students from Last Month</b>		<b>Class Requests This Month</b>
4		37
<b>Total Attendance Per Month ( % of )</b>		<b>Year to Date</b>
90%		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>
4		10
<b>Total Received GED This Month</b>		<b>Year to Date</b>
0		8
<b>Total GED Subtests Passed This Month</b>		<b>Year to Date</b>
0		24
<b>Racial Breakdown of Students</b>	<b>This Month</b>	<b>Year to Date</b>
Blacks	9	18
Caucasians	3	12
Hispanics	5	15
Others	0	0

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**Wyman Fowler - Instructor**

# **Chaplain's Office Monthly Report**

## **July 2016**

### **CHAPLAINCY HOURS**

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF JUNE: STAFF – 506.25 HOURS VOLUNTEERS – 462.5 HOURS

### **INMATE REQUESTS**

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY 793 INMATE REQUESTS.

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

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH 4 DEATH AND 9 MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

### **CORRESPONDENCE BIBLE STUDIES**

EMMAUS BIBLE STUDY	DISTRIBUTED - 19	COMPLETED - 18
	ACTIVE STUDENTS - 7	NEW STUDENTS - 2
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 2	COMPLETED - 1
ROMANS BIBLE STUDY	DISTRIBUTED - 51	COMPLETED - 32
GOSPEL ECHOES STUDY	DISTRIBUTED - 14	COMPLETED - 6

### **CLERGY VISITATION**

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

**JULY 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	5	30	43	1194	40
Sunday WR	4	25	9	178	7
Sunday Women	5	28	33	1129	40
Wednesday MHU	2	25	11	339	14
Wednesday 3rd	4	29	43	1164	40
Wednesday 3rd	4	28	35	797	28
Saturday 2-2	5	29	6	736	25
Saturday ITP	5	29	24	499	17
Sunday G-1	5	17	28	467	27
<b>Catholic Services Bilingual</b>					
Mass 2nd floor Men	1	7	2	32	5
Mass 3rd floor Men	1	7	6	61	9
Bible Study 2nd, M & grd	2	20	6	89	4
Bible Study 3rd	2	21	3	153	7
<b>Study Group - Women</b>					
Meditation	3	25	4	101	4
Study Group	4	28	17	350	13
Confession / Inner Healing	0	2	ERR	0	0
<b>Study Group - Men</b>					
2-1	7	54	7	577	11
2-2	3	27	14	464	17
2-2, M & grd	4	29	14	480	17
3rd	7	69	10	671	10
Work release	4	29	10	237	8
Spanish 3rd	3	26	12	308	12
Spanish 2nd, M & grd	5	28	9	300	11
Confession	0	6	ERR	17	3
<b>D &amp; A Programming</b>					
Inside Out 2-1	3	27	8	278	10
Women	4	27	11	336	12
<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

# PRIMECARE MEDICAL, INC.

Statistical Summary Report  
Year 2016

Facility: 68 - LNCP - Lancaster County Prison

Rev B

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly ADP	974	986	1010	974	992	987	958						983
Death	0	0	0	0	0	0	0						0
Inpatient Hosp	1	2	3	3	3	3	2						17
Total Patient Days	2	4	15	20	20	10	9						80
Total Outside Consultations	57	71	50	51	57	61	38	0	0	0	0	0	385
Allergy	0	0	0	0	0	0	0						0
Cardiology	1	0	0	0	5	3	2						11
Chest Disease	0	0	0	0	0	0	0						0
Dermatology	0	0	0	0	0	0	0						0
Dialysis	0	1	0	0	0	0	0						1
ENT	2	0	1	0	0	2	0						5
Emergency Room	8	15	7	5	9	11	12						67
Ambulance Trips	6	10	3	1	3	4	2						29
Gastroenterology	1	0	1	1	2	1	1						7
General Medicine	0	0	0	0	0	0	0						0
General Surgery	0	0	0	0	0	0	1						1
Gynecology	0	0	0	0	0	0	0						0
Hematology	0	1	0	0	0	1	0						2
Methadone	2	6	4	14	2	0	0						28
Neurology	0	1	1	0	0	1	0						3
Neurosurgery	0	0	0	0	0	0	0						0
Obstetrics	14	13	13	13	16	17	9						95
Oncology	0	0	0	0	0	0	0						0
Ophthalmology	0	3	1	2	0	0	1						7
Orthopedics	18	12	11	6	13	9	3						72
Physical Therapy	0	0	0	2	1	1	0						4
Plastic Surgery	0	0	0	1	2	0	0						3
Podiatry	0	0	0	0	0	0	0						0
Proctology	0	0	0	0	0	0	0						0
Psychiatry	0	0	0	0	0	0	0						0
Surgery Performed	0	0	0	0	0	0	0						0
Thoracic Surgery	0	0	0	0	0	0	0						0
Urology	0	1	3	3	0	1	2						10
Outside X-Rays	0	0	0	0	0	0	0						0
Wound Clinic	0	2	1	0	0	0	0						3
Diagnostic Test (outside)	2	4	1	0	2	5	1						15
Other Trips / Outside Consults	3	2	3	3	2	5	4						22

1 of 4  
T. Fenchbaugh BSN, RN, CC NP, NSA 8/5/16  
PCMI Forms Manual 2008



	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	300	292	223						1933
% ADP on Medical Meds	31.0%	28.0%	26.0%	28.4%	30.2%	29.6%	23.3%	0.0%	0.0%	0.0%	0.0%	0.0%	28%
# of patients on HIV Meds	8	5	7	12	9	11	11						63
% ADP on HIV Meds	0.8%	0.5%	0.7%	1.2%	0.9%	1.1%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1%
# of patients on Psych Meds	394	359	379	379	386	367	356						2620
% ADP on Psych Meds	40.5%	36.4%	37.5%	38.9%	38.9%	37.2%	37.2%	0.0%	0.0%	0.0%	0.0%	0.0%	38%
# of patients on OTC Meds	223	187	206	215	167	232	235						1465
% of ADP on OTC Meds	22.9%	19.0%	20.4%	22.1%	16.8%	23.5%	24.5%	0.0%	0.0%	0.0%	0.0%	0.0%	21%
# of Patients on MH Scale as Category - A				28	26	39	49						142
% of Patients on MH Scale as Category - A	0.0%	0.0%	0.0%	2.9%	2.6%	4.0%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	3.6%
# of Patients on MH Scale as Category - B				165	168	160	160						653
% of Patients on MH Scale as Category - B	0.0%	0.0%	0.0%	16.9%	16.9%	16.2%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%
# of Patients on MH Scale as Category - C				259	366	341	331						1297
% of Patients on MH Scale as Category - C	0.0%	0.0%	0.0%	26.6%	36.9%	34.5%	34.6%	0.0%	0.0%	0.0%	0.0%	0.0%	33.1%
# of Patients on MH Scale as Category - D				56	62	75	78						271
% of Patients on MH Scale as Category - D	0.0%	0.0%	0.0%	5.7%	6.3%	7.6%	8.1%	0.0%	0.0%	0.0%	0.0%	0.0%	6.9%
# of Grievances	10	10	4	1	9	16	6						56
# of Adverse Patient Occurrences	23	40	35	48	56	33	37						272
HIV Test Done	91	112	130	104	93	103	58						691
HIV Cases	8	5	8	12	9	12	13						10
AIDS Cases	0	0	0	0	0	0	0						0
Hepatitis Cases	77	70	79	77	64	72	70						509
Syphilis Cases	0	0	0	0	0	0	0						0
Gonorrhea Cases	0	0	0	2	0	1	0						3
# of Pregnant Females	9	9	12	7	8	10	5						60
# of Miscarriages	0	1	0	0	0	2	0						3
# of Abortions	0	0	0	0	0	0	0						0
# of Deliveries	0	0	0	1	0	1	0						2
# of patients isolated to rule out MRSA	5	4	2	4	4	2	4						25
# of confirmed MRSA cases	1	0	2	1	1	0	0						5
TB Cases	0	0	0	0	0	0	0						0
PPD Test	424	464	502	471	417	401	405						3084
(+) PPD's	4	4	5	4	9	7	1						34
RPR Test	2	1	3	6	4	4	0						20
Inmates on Suicide Watch	73	81	91	92	88	81	85						591
# of Inmates Detoxed	134	143	139	122	88	73	76						775
# of Inmates on Restraints	1	1	2	1	0	2	6						13
# of Shifts involving Restraints	1	9	3	1	0	2	18						34
# of Medical Transport	51	61	47	50	54	57	36						356

*D. Flinchbaugh BSN, RN, CCMP, NSA 8/5/16*

	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													

*D. Funchbaugh BSN, RN, CCNP, NSA*  
*8/5/16*

# ADMINISTRATIVE SERVICE STATISTICS



## C. ADMISSIONS

	2015	2016
Total admissions for the month of July:	488	419
Total admissions year-to-date:	3,198	3,230

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

	MALE			FEMALE			TOTAL		
	JUL	YTD	AVG	JUL	YTD	AVG	JUL	YTD	AVG
COUNTY PAROLE / PROBATION VIOLATOR	68	545	78	16	159	23	84	704	101
HELD FOR DRUG COURT	14	62	9	5	38	5	19	100	14
HELD FOR MENTAL HEALTH COURT	1	12	2	1	7	1	2	19	3
HELD FOR OTHER JURISDICTION	9	69	10	2	20	3	11	89	13
HELD FOR TRIAL / HEARING	157	1,319	188	43	301	43	200	1,620	231
HELD FOR VETERANS COURT	6	16	2	0	1	0	6	17	2
HELD FOR COURT OF COMMON PLEAS	28	307	44	10	68	10	38	375	54
SENTENCED BY MJJ	4	46	7	0	7	1	4	53	8
STATE PAROLE VIOLATOR	8	35	5	0	6	1	8	41	6
TRANSFER FROM OTHER INSTITUTION	1	2	0	0	0	0	1	2	0
	34	171	24	12	39	6	46	210	30
<b>TOTALS / AVERAGES:</b>	<b>330</b>	<b>2,584</b>	<b>369</b>	<b>89</b>	<b>646</b>	<b>92</b>	<b>419</b>	<b>3,230</b>	<b>461</b>

## D. DISCHARGES

	2015	2016
Total discharges for the month of July:	511	452
Total discharges year-to-date:	3,218	3,272

	MALE			FEMALE			TOTAL		
	JUL	YTD	AVG	JUL	YTD	AVG	JUL	YTD	AVG
BAIL POSTED	59	336	48	16	112	16	75	448	64
BENCH WARRANT DISMISSED	27	169	24	9	60	9	36	229	33
CASE DISMISSED	1	7	1	2	5	1	3	12	2
CHARGE(S) WITHDRAWN	0	6	1	0	1	0	0	7	1
DETAINER LIFTED / EXPIRED	5	17	2	0	3	0	5	20	3
EXPIRATION OF MAXIMUM SENTENCE	20	175	25	2	38	5	22	213	30
EXTRADITION ORDER	1	20	3	0	1	0	1	21	3
FINES AND COSTS PAID	1	4	1	0	1	0	1	5	1
GUILTY PLEA	1	32	5	0	7	1	1	39	6
MILITARY ORDER	0	1	0	0	0	0	0	1	0
NOLLE PROSEQUI	2	9	1	0	1	0	2	10	1
NON-SUPPORT RELEASE / NO PURGE	5	76	11	2	8	1	7	84	12
OTHER RELEASE	3	18	3	0	5	1	3	23	3
PAROLED BY COURT OF RECORD	114	846	121	32	225	32	146	1,071	153
PAROLED BY STATE	1	3	0	0	0	0	1	3	0
PAROLED TO / BY DRUG COURT	14	42	6	7	18	3	21	60	9
PAROLED TO DETAINER	0	4	1	0	2	0	0	6	1
PROBATION	4	46	7	0	18	3	4	64	9
PURGED	5	44	6	1	4	1	6	48	7
RELEASED TO HOUSE ARREST	16	111	16	4	35	5	20	146	21
RETURNED / SENT TO OTHER COUNTY	24	256	37	11	62	9	35	318	45
RETURNED TO DOC	16	113	16	2	10	1	18	123	18
SENTENCED TO DOC	40	253	36	0	22	3	40	275	39
TERMINATED PROBATION / PAROLE	2	18	3	0	2	0	2	20	3
TIME SERVED PER MDJ / PROTHONOTARY	2	22	3	1	4	1	3	26	4
<b>TOTALS / AVERAGES:</b>	<b>363</b>	<b>2,628</b>	<b>375</b>	<b>89</b>	<b>644</b>	<b>92</b>	<b>452</b>	<b>3,272</b>	<b>467</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	867	117
711	269	pending	pending
736	211	pending	pending
740	186	pending	pending
737	185		
758	187		
815	164		
853	146		
824	135		
756	210	861	129
78%	22%	87%	13%

2016 Inmate Finances

Expenses	January	February	March	April	May	June	July	August	September	October	November	December
Commissary Purchases	\$68,519.94	\$76,190.54	\$62,154.55	\$96,693.63	\$75,941.63	\$71,243.56	\$111,054.23					
Phone Calls	\$35,150.50	\$45,502.50	\$33,070.65	\$46,103.75	\$48,396.25	\$45,878.45	\$64,191.50					
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					
Housing/Damages Fees Collected (APEX)	\$2,588.63	\$2,842.11	\$2,921.38	\$1,178.32	\$4,075.73	\$1,356.98	Pending					
Processing Fees Charged	\$10,575.00	\$10,800.00	\$12,425.00	\$12,331.00	\$13,487.00	\$10,925.00	\$10,600.00					
Processing Fees Collected	\$9,438.38	\$9,782.08	\$9,979.18	\$10,821.35	\$9,415.13	\$9,530.35	\$6,294.03					

Deposits	January	February	March	April	May	June	July	August	September	October	November	December
Cash on person when committed	\$12,893.81	\$15,081.47	\$13,803.66	\$14,594.46	\$15,139.78	\$12,832.25	\$9,290.09					
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					
Lobby Kiosk Deposits	\$74,328.00	\$91,692.00	\$92,849.00	\$86,474.00	\$82,322.00	\$78,293.00	\$73,213.00					
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					
Total	\$111,957.62	\$147,493.69	\$157,245.47	\$142,348.22	\$141,884.55	\$134,301.16	\$122,388.78					

## 2016 Per Diem Costs

Month	Date	In-House Population	Daily Operating Expense	Per Diem Rate	Y-T-D Average
January	1/14/16	953	\$69,405.98	\$72.83	\$72.83
February	2/16/16	963	\$69,405.98	\$72.07	\$72.45
March	3/9/16	981	\$69,405.98	\$70.75	\$71.88
April	4/7/16	954	\$69,405.98	\$72.75	\$72.10
May	5/11/16	992	\$69,405.98	\$69.97	\$71.67
June	6/2/16	971	\$69,405.98	\$71.47	\$71.64
July	7/18/16	931	\$69,405.98	\$74.55	\$72.05
August	8/12/16	875	\$69,405.98	\$79.32	\$72.96
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      114 days	116 days
Median Length of Stay      75 days	78 days

## 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		
October		
November		
December		
<b>Totals</b>	<b>59</b>	<b>\$23,600.00</b>

\*\*\$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

Lancaster County Prison  
Population Summary 2016

Day of Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	972	975	989	1,007	1,006	1,013	969	930				
2	969	980	980	1,015	1,003	991	969	933				
3	972	987	981	1,014	1,003	984	969	934				
4	979	987	999	994	1,007	989	966	921				
5	992	1,042	1,007	985	989	989	973	916				
6	994	1,019	1,010	978	987	982	979	923				
7	980	1,025	1,007	972	990	991	974	922				
8	984	1,013	1,002	981	994	1,011	966	919				
9	983	1,007	998	986	1,000	1,003	972	911				
10	984	1,003	1,001	990	1,009	998	968	900				
11	979	992	1,012	986	1,015	999	962					
12	983	997	1,011	1,003	1,001	999	965					
13	982	993	1,012	998	1,004	1,005	972					
14	974	992	1,024	998	1,008	1,002	958					
15	975	989	1,026	979	1,007	1,005	958					
16	981	990	1,020	979	1,006	986	960					
17	982	982	1,028	986	999	992	966					
18	981	979	1,038	986	991	992	950					
19	988	981	1,037	987	992	993	955					
20	994	983	1,043	984	1,001	996	960					
21	975	992	1,035	980	1,001	995	953					
22	966	992	1,024	986	1,000	987	950					
23	966	998	1,031	993	1,000	979	953					
24	965	996	1,033	905	999	981	954					
25	971	991	1,034	990	999	984	949					
26	962	996	1,028	998	1,010	985	950					
27	965	1,000	1,030	1,000	1,020	983	947					
28	960	998	1,028	999	1,020	989	928					
29	960	999	1,037	1,008	1,022	978	927					
30	961		1,037	1,011	1,014	963	925					
31	961		1,025		1,013		930					
Average	975.48	995.68	1,018.29	989.27	1,003.55	991.00	957.32					
YTD Average	975.48	985.58	996.48	994.68	996.45	995.54	990.08					

# Lancaster County Prison --Inmate General Welfare Fund

As of June 30, 2016

	January	February	March	April	May	June	Total
<b>Beginning Monthly Balance</b>	\$250,000	\$265,826	\$189,954	\$221,904	\$260,993	\$305,775	
<b>IGWF Revenue:</b>							
Phone Contract Revenue	\$52,631	\$0	\$55,415	\$58,907	\$64,735	\$59,586	\$291,273
Inmate Phone Charges/Misc	\$38,977	\$42,594	\$42,388	\$52,500	\$44,230	\$45,409	\$266,098
<b>Total IGWF Revenue</b>	\$91,608	\$42,594	\$97,803	\$111,406	\$108,965	\$104,994	\$557,371
<b>Inmate Expenses:</b>							
Admission/Indigent Kits	\$0	(\$2,424)	(\$2,553)	(\$468)	(\$13)	(\$10,096)	(\$15,553)
Bar Screen Cleanout	(\$1,490)	(\$2,285)	(\$745)	(\$1,850)	(\$925)	(\$3,700)	(\$10,995)
Barber Supplies	\$0	\$0	(\$1,125)	\$0	\$0	\$0	(\$1,125)
Block Cleaner Stipends	(\$1,471)	(\$1,864)	(\$1,475)	(\$1,484)	(\$2,014)	(\$1,740)	(\$10,048)
Chaplaincy Services	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$6,855)	(\$41,133)
Education Programs	(\$3,514)	(\$4,014)	(\$3,514)	(\$8,698)	(\$3,602)	(\$3,514)	(\$26,854)
Inmate Activities/Supplies	(\$368)	\$0	(\$1,956)	(\$280)	\$0	\$0	(\$2,604)
Law Library	(\$3,037)	(\$3,189)	(\$3,189)	(\$3,189)	(\$3,189)	(\$3,189)	(\$18,981)
Miscellaneous	(\$6,424)	(\$3,387)	(\$143)	\$0	\$0	(\$46)	(\$10,000)
Postage	(\$113)	\$0	(\$114)	(\$114)	(\$270)	(\$81)	(\$692)
Shaving Items	(\$51)	\$0	\$0	(\$2,700)	\$0	\$0	(\$2,751)
Television/Video Expenses	(\$174)	(\$430)	(\$785)	(\$141)	(\$459)	(\$509)	(\$2,498)
Duplication/Inmate Forms	(\$83)	(\$296)	(\$161)	(\$626)	(\$3,360)	(\$652)	(\$5,179)
Garden Project	\$0	\$0	\$0	(\$438)	(\$34)	\$11	(\$461)
Inmate ID Badges-Supplies	(\$380)	\$0	\$0	\$0	\$0	(\$183)	(\$563)
Inmate Phone Service Invoice	(\$13,547)	(\$70,324)	(\$43,240)	(\$45,475)	(\$43,462)	(\$46,085)	(\$262,133)
Fans for Housing Areas	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Service Invoice	(\$38,273)	(\$23,398)	\$0	\$0	\$0	\$0	(\$61,671)
<b>Total Monthly Expenses</b>	(\$75,781)	(\$118,467)	(\$65,854)	(\$72,317)	(\$64,183)	(\$76,639)	(\$473,241)
<b>Ending Monthly Balance</b>	\$265,826	\$189,954	\$221,904	\$260,993	\$305,775	\$334,130	

Lancaster County Prison--Commissary Fund

BI-Annual Review

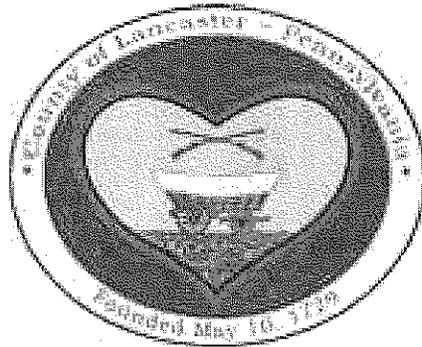
As of: June 30, 2016

	January	February	March	April	May	June	Total
<b>Beginning Monthly Balance</b>	\$988,440	\$954,582	\$918,543	\$811,971	\$820,649	\$868,884	
<b>Commissary Commissions:</b>							
Total Commissary Sales	\$81,091	\$70,613	\$80,716	\$93,795	\$76,950	\$69,531	\$472,695
Invoice Paid to Vendor	(\$12,035)	(\$37,635)	(\$44,788)	(\$85,117)	(\$21,666)	(\$57,835)	(\$259,076)
<b>Net Commission Received</b>	\$69,056	\$32,978	\$35,928	\$8,677	\$55,283	\$11,697	\$213,619
<b>Prison Projects:</b>							
Family Services Advocate	\$0	(\$66,000)	\$0	\$0	\$0	\$0	(\$66,000)
Camera Project	(\$4,626)	\$0	\$0	\$0	(\$7,048)	\$0	(\$11,674)
Bunk Modifications	\$0	\$0	(\$135,000)	\$0	\$0	\$0	(\$135,000)
Re-Entry Management Organization	(\$95,000)	\$0	\$0	\$0	\$0	\$0	(\$95,000)
Work Release Wiring	(\$3,287)	\$0	\$0	\$0	\$0	\$0	(\$3,287)
Courtroom B Video Equipment	\$0	(\$3,017)	\$0	\$0	\$0	\$0	(\$3,017)
K-9 Unit Dog	\$0	\$0	(\$7,500)	\$0	\$0	\$0	(\$7,500)
<b>Total Monthly Expenditures</b>	(\$102,913)	(\$69,017)	(\$142,500)	\$0	(\$7,048)	\$0	(\$321,478)
<b>Ending Monthly Balance</b>	\$954,582	\$918,543	\$811,971	\$820,649	\$868,884	\$880,581	

	YTD Total	Monthly Avg.
Total Commissary Sales	\$472,695	\$78,783
Invoice Paid to Vendor	(\$259,076)	(\$43,179)
<b>Net Commission</b>	<b>\$213,619</b>	<b>\$35,603</b>

# Lancaster County Prison Audit Report

For the period of January 1, 2014 through December 31, 2014



Brian K. Hurter, CPA  
Lancaster County Controller

**Lancaster County Prison Audit**  
**For the period of January 1, 2014 through December 31, 2014**

TABLE OF CONTENTS

	<u>Page(s)</u>
Audit Letter to Cheryl Steberger, Lancaster County Prison Warden	
Relevant Audit Notes	1-2
Audit Findings and Observations	3-4
Audit Recommendations	5
Audit Summary of Facts	6
Audit Responses	7



**Controller's Office**

150 North Queen Street  
Suite #710  
Lancaster, PA 17603  
Phone: 717-299-8262  
www.co.lancaster.pa.us

**Controller**  
Brian K. Hurter, CPA

August 5, 2016

Cheryl Steberger, Warden  
Lancaster County Prison  
625 East King Street  
Lancaster, PA 17602

Dear Ms. Steberger:

Attached is the audit report for the Lancaster County Prison ("Prison"), prepared by the Lancaster County Controller's Office. Our annual examination procedures were performed covering the period of January 1, 2014 through December 31, 2014, which covers the 2014 fiscal year. We have tested and audited the financial affairs pertaining to the Prison's Inmate General Welfare Fund, Capital Projects Account, and Commissary Store Account, for purposes of satisfying Pennsylvania Code Chapter 95, Regulation 95.239. We hope to provide recommendations for improvement to internal control, as well as continued efficiency over the Prison's operations. It is the responsibility of the Prison's management to ensure the operations and financial affairs are in compliance with applicable laws. We do not express an opinion or provide any assurance on the information examined because the limited procedures executed do not provide us with sufficient evidence to express an opinion. We did, however, note some instances that warrant mention and recommendations for correction and/or improvement, and they are described in the Findings and Observations section of this report.

Our responsibility is to audit the specific Prison accounts listed above, and to report the results of the audit to the Lancaster County Commissioners, the Lancaster County Prison Board, and the Lancaster County Prison Administration.

We acknowledge the cooperation and assistance that we received from the Lancaster County Prison personnel. Their help was instrumental to the performance of this audit.

This report is intended for the information and use of the Lancaster County Prison administration, the Lancaster County Board of Commissioners, and the Lancaster County Prison Board and is not intended and should not be used by anyone other than these specified parties without consent. However, public policy dictates that this report is a matter of public record and its distribution is not limited.

Sincerely,

Brian K. Hurter, CPA  
Lancaster County Controller  
mw

cc: Lancaster County Board of Commissioners  
Lancaster County Prison Board



**Lancaster County Prison**  
**Relevant Audit Notes**  
**For the period January 1, 2014 through December 31, 2014**

**Note A – PRISON MISSION STATEMENT**

The mission of the Lancaster County Prison is to provide for the humane and secure care, custody, and control of those individuals who are charged with criminal offenses, while also providing for the protection and safety of the community through the detention of such individuals.<sup>1</sup>

**Note B – DESCRIPTION OF PRISON**

The Prison, located at 625 East King Street in the City of Lancaster, is a County owned and operated facility, and it is governed by the Lancaster County Prison Board, which is comprised of the County Commissioners, President Judge, District Attorney, Sheriff, and Controller. The Warden of the Prison is Cheryl Steberger, the Deputy Warden for Operations is Alex Croci, the Deputy Warden for Inmate Services is Joe Shiffer, the Major is Robert Wolfe, and the Director of Administrative Services is Tammy Moyer. Warden Cheryl Steberger began her new role on March 21, 2016. The Prison acts as the custodian of those being held in custody pending the result of their charges and those who are sentenced to imprisonment for two years or less.

The Prison is a fundamental part of the operations of the County of Lancaster, and it conducts many programs which are necessary to help address the issues, addictions, and the educational needs of the inmates in custody. These programs are adapted based on the needs of the inmates and evolving provisions of the law.

The Warden manages the Prison with the help of her Deputies, Major, and Director of Administrative Services. The Warden oversees the activities of the Prison's staff, including correctional officers, supervisors, unit managers, and administrative and support staff. The Warden indirectly manages all Prison staff to ensure the safety and security at the Prison. It is also the responsibility of the Warden to maintain the proper treatment of inmates, which includes the care, custody, and control of those inmates.

The Prison's management and its Prison Board believe in the rehabilitation of those in custody. It is necessary to identify issues relating to the inmate's criminality and to implement, maintain, and monitor programs that will prepare them to confront these issues in a constructive manner. The Prison attempts to prepare inmates to return to society as contributing and productive members.

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<sup>1</sup> Taken directly from Prison's website (<http://www.co.lancaster.pa.us/153/Prison>)

**Lancaster County Prison**  
**Relevant Audit Notes (*Continued*)**  
**For the period January 1, 2014 through December 31, 2014**

**Note C – SCOPE AND PROCEDURES OF AUDIT**

The period of review is January 1, 2014 through December 31, 2014, which covers the 2014 fiscal year.

A sample of receipts and expenses for the Inmate General Welfare Fund, Capital Projects Account, and Commissary Store Account were selected for the 2014 year and a number of procedures were performed to test the accuracy, proper approval, account coding, and allowability of those transactions.

**Note D – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Prison reports on the cash basis of accounting. Under the cash basis of accounting, revenues are recognized when received and expenses are recognized when the disbursement is made.

**Note E – OBSERVATIONS, FINDINGS, RECOMMENDATIONS, AND  
MANAGEMENT'S RESPONSES**

The Controller reported certain observations and findings along with recommendations for improvement as a result of the examination performed over the transactions of the Inmate General Welfare Fund, Capital Projects Account, and Commissary Store Account. The Warden provided responses to these observations and recommendations. The sections detailing both follow this note.

**Lancaster County Prison**  
**Audit Findings and Observations**  
**For the period January 1, 2014 through December 31, 2014**

This section of the report presents the findings and observations that resulted from our annual examination of the financial records. Following the findings and observations, we provide recommendations to correct or better the described occurrences.

**Finding 1 – Unapproved Inmate General Welfare Fund expenditures according to Policy:**

**Background:**

The Lancaster County Prison adopted an Inmate General Welfare Fund (“IGWF”) Policy, updated February 2013, which states specifications of how to handle the revenue and expenditures of the IGWF account. The Inmate General Welfare Fund is only to be used in ways described under the IGWF Policy. The IGWF Policy describes where the revenue comes from, and which expenditures can be charged from the account. The policy supersedes all other Prison policies and procedures related to the Inmate General Welfare Fund.

**Description:**

During the audit of the 2014 fiscal year, a sample of twenty-five expenditures were tested from the Inmate General Welfare Fund. A series of procedures were performed to test for accuracy, proper approval, account coding, and allowability of these expenditures. There were four of the twenty-five expenditures tested that were not distinctly listed as an approved expenditure according to the IGWF Policy. These four expenditures were all related to the bar screen cleanout at the Prison.

**Finding 2 – Excess Monies Transferred for Capital Projects that went unused:**

**Background:**

On PeopleSoft, the County’s financial management software, departments have accounts that are used to record receipts and expenditures, which in turn assists the County in making their financial statements. The Prison has a specific account designated for capital projects. When capital projects arise, the Prison requests a transfer of monies into the Capital Project Account and purchase orders can be paid from this account. The Prison can continually request transfers of monies into the account, but once the year-end adjustments occur, the Prison cannot request transfers of monies out of the account.

**Description:**

When testing the Capital Projects Account, we sampled ten projects. During the testing of these projects, we reviewed the monies transferred in for the capital projects and compared that amount against the monies transferred out to pay for the purchase orders for those projects.

**Lancaster County Prison**  
**Audit Findings and Observations *(Continued)***  
**For the period January 1, 2014 through December 31, 2014**

**Finding 2 – Excess Monies Transferred for Capital Projects that went unused *(Continued)*:**

**Description *(Continued)*:**

Four of the ten projects transferred the money to cover the purchase order, but the actual expenses were less than total money transferred for the purchase order. The Prison did not request a transfer of the unused monies out of the account after the purchase orders were closed. When this situation occurs and a new fiscal year begins, all year-end adjustments are completed, the Prison will lose the excess money, and it will be transferred to the County's General Fund. For the 2014 audit year, there was \$28,198.68 transferred to the General Fund from those four projects. These funds could have been utilized for other capital projects at the Prison.

**Lancaster County Prison  
Audit Recommendations  
For the period January 1, 2014 through December 31, 2014**

In the preceding section of this report, we listed findings and observations from our examination. This section of the report presents the recommendations we have provided to correct or better the described occurrences listed in the Audit Findings and Observations.

1. Update Inmate General Welfare Fund Policy to include all subclass codes on PeopleSoft financial software as approved expenditures.
2. Review Inmate General Welfare Fund Policy regularly to ensure policy is accurately followed and applicable to current Prison activities.
3. The Prison should get approval for the estimated total cost of the capital project at the start of the project and transfer the monies to the Capital Project Account. When a capital project is completed, any remaining balance should be transferred back to the Store Account. When a capital project will go into the next year, the purchase order for the capital project should be closed before the end of the year-end adjustment period (before February). The remaining balance of the capital project should be transferred back to the Store Account for the current budget year. This balance can then be transferred back to the Prison budget for the next year and a new purchase order can be created.

**Lancaster County Prison**  
**Audit Summary of Facts**  
**For the period January 1, 2014 through December 31, 2014**

We have performed specific procedures to assist in evaluating internal control and continued effectiveness of the Lancaster County Prison for the 2014 fiscal year. Our procedures performed were created to satisfy Pennsylvania Code Chapter 95, Regulation 95.239. The purpose of this audit was to specifically test the transactions of the Prison's Inmate General Welfare Fund, Capital Projects Account, and Commissary Store Account.

Reportable conditions involved issues coming to our attention relating to significant deficiencies or non-compliance that could adversely affect the Prison records. These conditions could adversely affect the Prison's ability to record and report financial data consistent with those standards of management. While conducting our audit, we noted findings, observations, and issues of non-compliance which are described in the Audit Findings and Observations section above. None of the findings or observations led us to believe that significant deficiencies had occurred.

We sampled transactions from specific Prison accounts to ensure they are executed in accordance with management's approval. Inherent limitations in any internal control structure can cause errors or irregularities that may occur and not be detected. We noted no matters involving the internal control structure and its operation that we consider reportable conditions. In future audits, we will continue to re-evaluate the internal control structure to ensure that policies and procedures do not become inadequate or ineffective because of changes in conditions or design.

Our testing would not necessarily disclose all matters in the internal control structure that might be reportable conditions. We did, however, note a need to update the current policies and procedures.

We conducted our audit to obtain a reasonable understanding about whether the Prison accounts tested are free of material misstatement, to adhere to Pennsylvania Code Chapter 95, Regulation 95.239, and to determine the accuracy of specific receipts and expenses. We did not express an opinion or provide any assurance on the information examined because the limited procedures executed do not allow us sufficient evidence to express an opinion.

**Lancaster County Prison**  
**Audit Responses – August 4<sup>th</sup>, 2016**  
**For the period January 1, 2014 through December 31, 2014**

This section of the report presents responses from the Lancaster County Controller's Office to the responses received from the Warden on August 3, 2016 in regards to the Lancaster County Prison draft audit, which was sent to the Prison on July 22, 2016.

- A. In response to recommendation #1: The Warden and Prison administration believe the policy should be revised as needed, to include subclass codes.

**Controller's Office Response:** The Controller's Office re-affirms our recommendation.

- B. In response to recommendation #2: The Warden and Prison administration believe this policy should be reviewed annually and will discuss the review process at a future Prison Board meeting.

**Controller's Office Response:** The Controller's Office re-affirms our recommendation. This policy should be reviewed annually by Prison administration, and any necessary updates should be presented to the Prison Board.

- C. In response to recommendation #3: The Warden and Prison administration agree with the Controller's Office recommendation and will work to implement these procedures immediately.

**Controller's Office Response:** The Controller's Office re-affirms our recommendation. The Controller's Office will work with the Prison staff as needed regarding the transfer of funds and will review the activity in the Capital Project Account.

**Controller's Office Summary:**

We believe that the Prison can continue to run effectively and efficiently with the implementation of the recommendations provided. The willingness of the Warden and her staff, shows their continued dedication to providing the best service to the inmates of the Lancaster County Prison. We will monitor our findings and recommendations in future audits to assure the recommendations are being properly adhered to.