

LANCASTER COUNTY PRISON BOARD AGENDA
October 20th, 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, October 20th,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. April 21, 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 update
 - c. PrisonStat- December 6, 2016 at 1:30pm.
8. BUSINESS FROM GUESTS
9. ADJOURN

October 20th, 2016
150 North Queen Street
Commissioner’s Conference Room
7th Floor

WARDEN'S REPORT

Cheryl Steberger
Warden

Prison Board
Warden Report
October 20th, 2016

- Population
- Passing of Tom Atkinson
- New Block out Schedule
- New 8-4 Schedule

OPERATIONS REPORT

Alexander Croci
Deputy Warden for Operations

**Operations Prison Board Report
October 20, 2016**

Inmate Misconduct

	July	August	September
Total:	95	86	69
Major:	35	36	23
Minor:	60	50	46

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

Use of Force

	July	August	September
Total:	44	55	19

12 month	High	Low
	55 – August	13 – February

Physical assault

Assault on staff by inmate: September 4
Assault on inmate by inmate: September 2

Staff Training & Development

The LCP training Department provided 1,172 hours of training to Corrections Officers, contracted staff and volunteers in the following areas:

- 180 hours range time for the transport team qualifications
- 24 hours classroom orientation for contracted staff
- 94 hours of K9 training and certifications
- 24 hours for hostage negotiator training
- 24 hours for job fair
- 600 hours of OJT
- 38 hours supervisor sexual harassment training with HR department
- 16 hours of oleoresin capsicum recertification training
- 32 hours for Taser instructor class
- 138 hours for officers on the emergency restraint chair

Corrections Officer Staffing as of 09/07/16

New Hires: 3
Separations: 4
Promotions: 1

Lateral Changes: 1

Total Compliment: 200

Male: 168

Female: 32

In Training: 0

LCP Central Booking

Total Arraigned: September: 139

Booked at LCP: September: 57

Booked at other Arraigned centers: September:

Committed to LCP: September: 82

DNA's collected: September: 15

Sex offenders registered: September: 18

Miscellaneous:

Officers of the Month

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

Officer Keith THIEC

Corrections Officer: 8:00 a.m. – 4:00 p.m.

Officer Andrew BROMMER

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

Officer Martin Myers

New Buisness

Officer Will Caine, Andrew Brommer, and David Ramos

Star Award: Jodi Wendling

See attached for further information.

INMATE SERVICES REPORT

Joseph Shiffer
Deputy Warden for Inmate Services

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

New Beginnings graduated 13 inmates from the 2 week class on 9/23/16.

Cubicles were installed in the hallways for use by medical/MH, counseling and others to meet with inmates.

TARP program in Work Release.

RMO class is scheduled for 10/3/16 for 7 inmates

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

October 2016

On September 28th we attended a Commissioner's Meeting to present the funds raised at this year's benefit softball game. We raised \$13,176.00. One thousand dollars went to the Molly Curtis Scholarship and the remainder went to the Make-a-Wish Foundation.

On September 29th Franklin County Prison and Adult Probation sent 10-12 of their staff to Lancaster to see our Unified Case Management (UCM) System. They reviewed our procedures, discussed our implementation and toured the prison. They are set to go live in December.

From October 2nd - 5th Warden Steberger and I attended the Women Working in Corrections and Juvenile Justice (WWICJJ) conference held in Louisville Kentucky. The Department of Corrections covered most expenses due to the fact that we were on the planning committee for the 2014 WWICJJ Conference which Pennsylvania hosted in Pittsburgh. Training included PREA, Housing Transgender Inmates, PTSD in Corrections and Leadership workshops.

FACILITIES MANAGEMENT REPORT

Charles Douts, Jr
Director

Facilities Management

Monthly Prison Activities Report

October– 2016

Prison:

Personnel

- Five vacant full-time maintenance position
- Two Facilities non- prison employees are providing on-call after hours response
- Maintenance Supervisor submitted notice of retirement October 28
- Submitted scope of services for outsourcing to Purchasing Department on October 7

Maintenance Items

- Staff working overtime to address maintenance issues
- Tool inventory completed, materials moved to expanded shop area
- Co-Stars maintenance employee through the Heim Company assisting with preventative maintenance, seeking quote for second worker

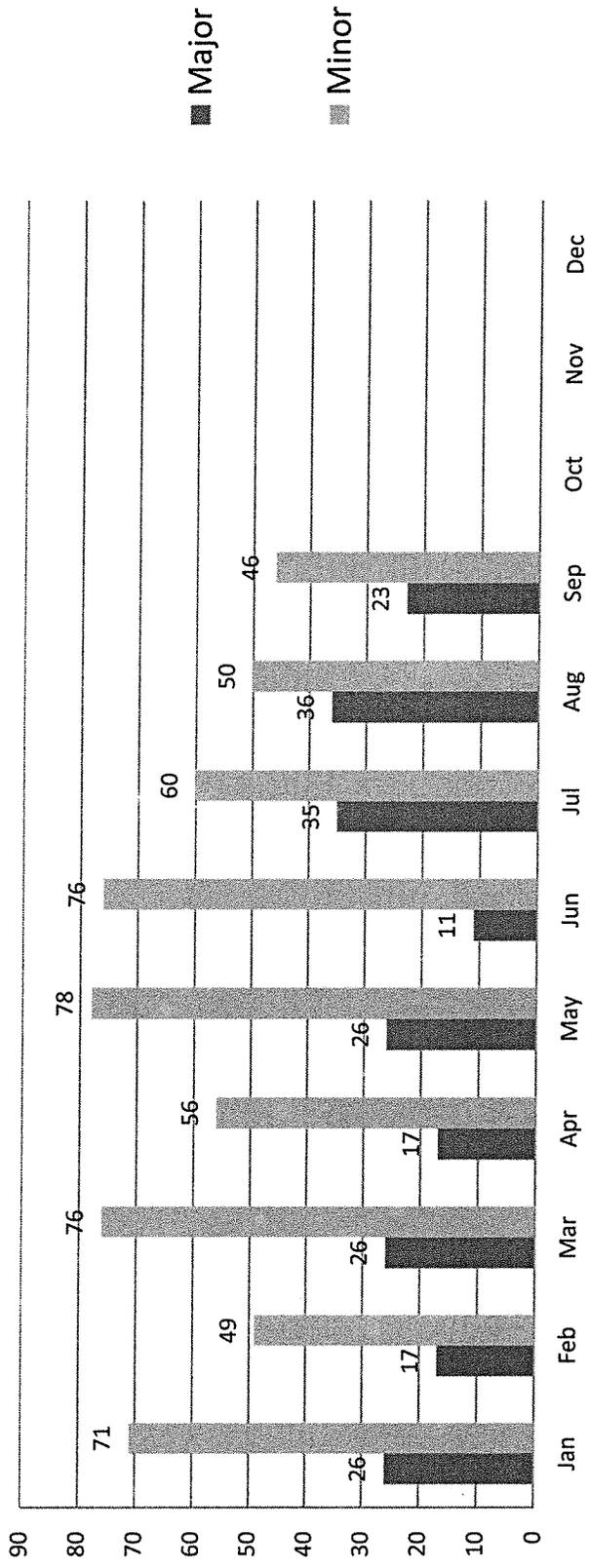
Projects

- 2016 General Fund Maintenance Projects
 - \$50,000 preventative lock maintenance program set to begin
 - Attending monthly Prison Capital prioritization meetings

STATISTICAL ADDENDUM

OPERATION STATISTICS

Misconducts 2015



INMATE SERVICE STATISTICS

AVERAGE DAILY PARTICIPATION

<u>Average Daily Participants:</u>	<u>September 2016</u>
Community Employed Males:	49
Community Employed Females:	10
Community Service Males:	07
Community Service Females:	00
<u>Inmates in Treatment Programming:</u>	
Males:	02
Females:	00
<u>Inmate Trustees:</u>	
Male:	20
Female:	00
<u>Unassigned Inmates housed in Work Release:</u>	
Males:	09
Females:	00

WORK RELEASE REPORT –September 2016

September 2016

New Placements:	Male: 20
	Female: 06
Pre-incarceration Employment;	Male: 23
Employment secured by inmate	Male 0
	Female 0
Employment secured by WR	Male 03
	Female 00
Removals from program	Males: 02
	Female 00
Suspensions	Males 02
	Female 00
Releases	Males 11
	Female 01

WORK RELEASE FINANCES

09/2016

Board and Lodging	13,173.67
Fines and Costs	15,414.06
Drug Test Fee	543
Inmate Share	44,427.19
Money To Family	29,317.08

COMMUNITY SERVICE MONTHLY STATISTICS

SEPTEMBER 2016

DAYS	PROJECTS	# inmates	HOURS	Dollar amt
22	CITY STREETS	4	704	5104.00
3	WELLNESS expo	3	90	652.50
3	BOOK PICK UP Lancaster Library book sale	3	33	239.25
2	MANHEIM LIBRARY	3	60	435.00
2	PURCHASING	2	40	290.00
Sept 2016 5		15	927	\$6720.75
YEAR TO DATE 2016 41		109	8536	\$61951.75
Sept 2015 TOTALS 07		34	1020	\$7438.50
YEAR TO DATE 2015 74		167	10154	\$73616.50

**COMMUNITY SERVICE MONTHLY REPORT & STATISTICS
SEPTEMBER 2016**

submitted by: Dave Leeper

date: Oct. 7,2015

During the month of Sept there were a total of (5) project the prison community service detail took part in. The duties preformed were the cleaning of city streets, the Library with their book storage and. Also the Manheim and Lancaster Libraries were helped with book sales the county was given help unloading trucks for the purchasing department. The Lancaster Library was helped with a small book sale and help was give to the county to help set up and take down the WELLNESS EXPO at the training center. Also 49 background checks were done.

COMMUNITY SERVICE MONTHLY REPORT AND DEMOGRAPHICS FOR Sept 2016

DATE:Oct.7,2015

SUBMITTED BY : DAVE LEEPER

	Sept 15	15TOTALS	Sept16	TOTALS 16
# Inmates on program	08	84	09	70
Average age	35	35	35	35
Skilled Labor	00	09	01	04
Un Skilled Labor	08	85	08	60
White	04	50	07	55
Black	02	18	01	08
Hispanic	01	24	01	06
Asian	01	01	00	00
#inmates used	34	167	15	119
#projects	08	52	05	41
# man hours	1020	10154	927	8536

Total dollar amount	7438.50	73666.00	6720.50	61951.75
#inmates removed	01	08	00	01
past participant	01	16	02	08

DEPARTMENTS

COUNSELORS	889
CLASSIFICATION	122
CHAPLAIN	736
PROBATION/ PAROLE	600
PUBLIC DEFENDER	573
MH/MR	50
VOC./ EVAL.	356
RECREATION	6
WORK RELEASE	335
DRUG & ALCOHOL	357
EDUCATION	45
MEDICAL	69
BAIL ADMIN.	54
DEPUTY WARDEN IS	146
DOM. REL.	40
TOTAL	4378

Counselor Coleman did assist with the answering of requests, seeing inmates, calling and emailing attorneys, P.O.'s, and assisted with intakes. Mr. Coleman did assist with classification duties while people were out for training or vacation. 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.

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 201 inmates via inmate request responses or direct services from female population housed in 2-5, C-2, C-2A and D-Blk. Mrs. Sable completed 79 intake reviews and provided translation services for 6 inmates. Translation services were provided for Prime Care medical and mental health staff as well as security staff in the Commitment area. She also coordinated/facilitated 12 groups on various topics for the female population and completed follow up 90 day reviews as needed. Mrs. Sable also provided recommendations for inmates that are in conflict and provided conflict resolution services along with recommendations to the Classification Committee. Completed mandatory training on 3-11-16.

PREA Specialist Alex Miller is responsible for the male intakes (G-1, MHU, ADSEG, G-2, CLASS) and also the PREA intakes of all the new commitments to LCP, within 72 hours of arrival. She also assists with the female intakes and the classification department, as necessary. At the time of intake, she goes over an orientation with the inmate that includes various topics, hands out a 2-1 application, if inmates want to participate in the program, suicide hotline information, and information on rehabs, jobs, food, health insurance and many other benefits in the area. Also, provides inmates with drug, mental health, VA court applications when requested. She calls, e-mails and holds conference calls with inmates' attorneys and probation officers. PREA Specialist Miller assists inmates in obtaining information about their cases, such as court dates or release dates and answers all requests and direct services for 2-2. She also assists with reviewing inmates on special statuses, to determine if they can be removed. She coordinates and assists with sexual assault counseling every Tuesday, provided by the YWCA. PREA Specialist Miller is responsible for reviewing inmates who are identified as a potential sexual victim or potential sexual predator based on the PREA intake every 30 days. She also handles inmate reports of PREA incidents and enters the information into the PREA database. After a PREA incident is reported, she is responsible for monitoring said inmate for retaliation for a period of 90 days. Also, has been assisting in making corrections in the facility based on the guidelines set by the PREA auditor.

Classification Specialist Stewart completed her assigned duties in the Classification Department and is responsible for the Classification and Ad Seg blocks. Intakes were completed for new commitments that are housed in Classification. Ad Seg currently do not house any inmates. She entered data, reports, and misconducts into UCM. She also tracked misconducts and inmate's 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 signed and 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 5 Team Meetings at the court house. Mr. Shaffer scheduled 1 Mental Health Committee Team Meeting on 9/28/2016 with Dr. Lee, Robert with Mental Health, Jennifer Wynn Mental Health RN Terry

Flinch Baugh Prime Care Supervisor, Christina Fluegel with the Records Department, Inmate Services Supervisor Anthony Haws who was absent, and a few others. Mr. Shaffer has assisted with completing inmate intakes on G2, MHU and G1 on his scheduled day as well as the inmates that are not on his assigned day in the MHU unit. 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 sent 4-5 referrals to Lancaster County BHDS. I went to a training on ROSC on 9/30/2016 from 8-4pm. While in the training I spoke to Becky Sayeg from the Drug and Alcohol Commission and she introduced me to Shawn McNichol who is the Recovery Program Director at the Rase Project. I was told that I put in about 20 to 25% of the referrals for inmates to go to rehabs.

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

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

WOMEN'S DRUG AND ALCOHOL GROUP

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

SEPTEMBER 2016

NUMBER OF PROGRAM PARTICIPANTS : 9

AVERAGE AGE: 27

RACE:

CAUCASIAN: 6

AFRICAN AMERICAN: 1

HISPANIC: 2

ASIAN:

OTHER:

AVERAGE SCHOOL GRADE COMPLETED: 11th

NUMBER OF INMATES WHO FURTHERED EDUCATION: 3

MARITAL STATUS:

MARRIED:

WIDOWED:

DIVORCED:

REMARRIED:

SEPARATED:

NEVER MARRIED: 9

SUBSTANCE ABUSE USE:

DRUGS ONLY: 3

ALCOHOL ONLY: 2

BOTH: 4

HAD PRIOR SUBSTANCE ABUSE TREATMENT: 11 16 Total experiences-both inpatient and outpatient

AVERAGE NUMBER OF INCARCERATIONS: 21

TOTAL NUMBER OF CHILDREN GROUP PARTICIPANTS HAVE: 8

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 SEPTEMBER, 2016

<u>Statistics:</u>	<u>Year to Date</u>
Number of Requests Received: 357	3255
Number of Inmates Seen: 192	2086
Number of Inmates moved to 2-1: 28	452
Number of Inmates who completed 2-1: 12	138
Number of Inmates who failed to finish 2-1: 20	167
10- released	70
03- did not do assignments	30
02 - disciplinary problems	36
02- asked to move	12
00- went to work release	02
00- went to MHU	04
02-moved by classification	05
00- protective custody	01
00 -went to ITP	04
Number of AA/NA Meetings: 12	108
Number of Substance Abuse Groups: 30	270
Number of Evaluations done for court/legal system: 7	103
Number of outpatient counseling appointments set up: 0	5
Number of Referrals to Teen Challenge, Potter's House: 6	78
Salvation Army, RMO, etc.	
Number of Treatment Court applications: 8	99

ANGER MANAGEMENT MONTHLY REPORT (2-1 POD)

Compiled by: Norbert Sotomayor BA, BA, CADC.

SEPTEMBER - 2016

NUMBER OF PROGRAM PARTICIPANTS: Fifteen, 14x – Counting program participants who started in July and August.

NUMBER OF NEW PARTICIPANTS IN THE CURRENT MONTH: 5

NUMBER OF INMATES WHO COMPLETED ANGER MANAGEMENT: 2

NUMBER OF INMATES WHO DID NOT COMPLETE ANGER MANAGEMENT: 07

Disciplinary: 0

Released: 3

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: 2

AVERAGE AGE: 28.8 yrs.

RACE:

CAUCASIAN: 4

AFRICAN AMERICAN: 1

HISPANIC: 0

ASIAN : 0

OTHER: 0

AVERAGE SCHOOL GRADE COMPLETED: 11.2

NUMBER OF INMATES WHO FURTHERED EDUCATION: None

MARITAL STATUS: MARRIED: 1

WIDOWED: 0

DIVORCED: 1

REARRIED: 0

SEPARATED: 0

NEVER MARRIED: 3

SUBSTANCE ABUSE USE: DRUGS ONLY: 3

ALCOHOL ONLY: 0

BOTH: 2

NUMBER OF INMATES PREVIOUSLY INCARCERATED: 04

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: 04

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 August – No room available to run the class, (New Beginnings Training). Anger management waiting list increased to four. 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.

SEPTEMBER, 2016
SUBSTANCE ABUSE EDUCATION UNIT
PARTICIPANT PROFILE

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

SUBSTANCE ABUSE EDUCATION UNIT

INMATE PROFILE

SEPTEMBER, 2016

	Month 2015	YTD 2015	Month 2016	YTD 2016	Comments
Number of inmates placed on pod 2-1	68	682	28	452	
Number of inmates previously on pod 2-1	22	257	14	174	
Number of inmates that did not complete 2-1	23	262	20	167	
Why they did not complete 2-1	-----	-----			
Disciplinary	06	72	2	37	
Released	07	70	10	70	
Did not complete	05	36	03	30	
Asked to move off	03	25	2	12	
Went to work release	01	05	0	2	
Went to MHU	00	05	0	5	
Placed on P.C.	0	00	00	01	
Moved by	01	19	2	6	
Moved to ITP	00	06	0	6	
Average Age	26.7	27.11	26.8	26.52	
Race	-----	-----			
Black	13	130	06	79	
White	36	227	14	230	
Asian	01	03	0	3	
Hispanic	18	198	08	138	
Other	0	00	0		
Average school grade completed	11.3	11.04	11.2	11.28	
Number of inmates that furthered education	05	51	3	43	
Number with prior substance abuse treatment	30	369	16	251	

Average # of substance abuse placements	3.2	3.40	3.8	3.71	
Marital status	-----	-----			
Married	06	68	3	43	
Widowed	00	01	0	0	
Divorced	04	60	2	36	
Remarried	00	00	0	6	
Separated	03	34	2	24	
Never Married	55	519	21	339	
Substance abuse use	-----	-----			
Drugs only	32	344	14	228	
Alcohol only	2	52	0	12	
Both drugs and alcohol	34	412	14	212	
Neither	0	00	0	0	
Number of inmates incarcerated for a drug and/or alcohol related offense	48	444	16	274	
Number of inmates involved in other prison programs	25	237	15	216	
Chaplains programs	20	198	10	149	
Anger Management	09	81	08	65	
Thresholds	n/a	n/a	00	00	
Fatherhood	96	560	00	472	
Programing					
Education	01	08	00	04	
ESL	00	00	00	00	
Number of inmates previously incarcerated	54	555	22	359	
Number of inmates on 2-1 waiting list	13	182	08	61	
Type of aftercare upon release from prison	-----	-----			
12 step meetings	20	166	10	122	
Obtain a sponsor	12	103	5	54	
Nothing	08	98	07	72	
Inpatient treatment	14	182	07	95	

	Outpatient treatment	14	161	08	82	
Counseling	Religious	10	111	08	82	
	Other	13	149	04	86	

Recreation Monthly Report

September, 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 325 inmates attended recreational activities during the month of September. 24 recreation periods were held during the month.
3. Inmate cleaners were used from G-1 to clean the 3rd floor gym, this is being conducted on a weekly basis.
4. Weekly inspections of the housing area board games were conducted, and accounted for. Games were exchanged in 3-5 because of missing game board pieces, and conditions of the game boards. Exercise equipment were placed, and mounted in work-release, pod 2-1, and the 3rd floor gym in August of this year.
5. **I assisted with the D-block Garden on Wednesday September, 21st, and, Wednesday September, 28th. I was involved in numerous details throughout the prison this month causing the recreation numbers to drop for the month.**

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

Month of September 2016

Total Students This Month		Year to Date
14		51
Carry over Students from Last Month		Class Requests This Month
8		26
Total Attendance Per Month (% of)		Year to Date
73%		81%
Total Students Transferred to Other Institutions		Year to Date
1		1
Total Released from Prison		Year to Date
3		14
Total Received GED/HSE This Month		Year to Date
0		12
Total GED/HSE Subtests Passed This Month		Year to Date
0		54
Racial Breakdown of Students	This Month	Year to Date
Blacks	2	18
Caucasians	8	20
Hispanics	4	17
Others	0	0

Wyman Fowler - Instructor

Chaplain's Office Monthly Report

September 2016

CHAPLAINCY HOURS

THE CHAPLAIN'S OFFICE CONTRIBUTED THE FOLLOWING HOURS FOR THE MONTH OF AUGUST: **STAFF – 574 HOURS** **VOLUNTEERS – 441.25 HOURS**

CHAPLAINCY VISITS

99 ONE TIME VISITS - MALE **34 ONE TIME VISITS - FEMALE**

45 MULTIPLE VISITS – MALE **39 MULTIPLE VISITS – FEMALE**

****FROM AUGUST: Add 13 one time visits (male) and 8 multiple visits (male)**

INMATE REQUESTS

THE CHAPLAIN'S OFFICE PROCESSED APPROXIMATELY **794** INMATE REQUESTS.

DEATH & MEDICAL EMERGENCY NOTIFICATIONS

THE CHAPLAIN'S OFFICE WAS INVOLVED WITH **12** DEATH AND **7** MEDICAL EMERGENCY NOTIFICATIONS THIS MONTH.

CORRESPONDENCE BIBLE STUDIES

EMMAUS BIBLE STUDY	DISTRIBUTED - 31	COMPLETED - 22
	ACTIVE STUDENTS - 10	NEW STUDENTS - 3
SPANISH EMMAUS BIBLE STUDY	DISTRIBUTED - 4	COMPLETED - 2
ROMANS BIBLE STUDY	DISTRIBUTED - 41	COMPLETED - 27
GOSPEL ECHOES STUDY	DISTRIBUTED - 7	COMPLETED - 2

CLERGY VISITATION

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

GROUP SESSIONS

NUMBER OF GROUPS	58	TOTAL ATTENDANCE	570
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CHURCH SERVICES

NUMBER OF SERVICES	38	TOTAL ATTENDANCE	1018
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SEPTEMBER 2016

Chaplain's Office

Activity Sheet Monthly Report

	services conducted	services year to date	average attendance	attendance year to date	attendance per service
Protestant Worship Services					
Sunday 2-1	4	38	43	1544	41
Sunday WR	4	32	11	258	8
Sunday Women	4	36	46	1476	41
Wednesday MHU	4	34	12	430	13
Wednesday 3rd	4	38	45	1550	41
Wednesday 3rd	4	37	38	1119	30
Saturday ITP	4	37	5	928	25
Saturday 2-2	4	37	27	553	15
Sunday G-1	4	25	25	666	27
Catholic Services Bilingual					
Mass 2nd floor Men	1	8	4	36	5
Mass 3rd floor Men	1	8	9	70	9
Bible Study 2nd, M & grd	3	26	4	115	4
Bible Study 3rd	3	27	11	209	8
Study Group - Women					
Meditation	3	32	2	115	4
Study Group	5	37	11	459	12
Confession / Inner Healing	0	2	ERR	0	0
Study Group - Men					
2-1	8	70	10	729	10
2-2	2	33	15	539	16
2-2, M & grd	4	38	18	617	16
3rd	7	84	8	789	9
Work release	4	38	13	344	9
Spanish 3rd	4	35	20	469	13
Spanish 2nd, M & grd	5	37	6	366	10
Confession	0	6	ERR	17	3
D & A Programming					
Inside Out 2-1	4	36	9	349	10
Women	4	36	7	403	11
Muslim Services					
Friday - Juma 3rd	0	0	ERR	0	ERR
Friday - Juma 2nd, main & Ground	0	0	ERR	0	ERR
Friday - Juma Women	0	0	ERR	0	ERR

TO: Tony Haws
FROM: Thomas Romanowski
DATE: 10/4/16
RE: SEPTEMBER 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 SEPTEMBER was ITP Program \$8,310.75 and Block CQ \$1,830.00 Year to Date - ITP Program - \$76,237.15 Block CQ - \$15,148.25

LAW LIBRARY

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

VOLUNTEER APPLICATION PROCESS

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

NOTARY

Notary requests are being processed with no problems noted. A total 27 of items were notarized for the month of SEPTEMBER and 257 YTD.

SERVS SAFE

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

VETERANS COURT & SUPPORT SERVICES

Volunteers of America will be providing support and case assessment to the inmate veterans on an as needed basis. Inmate veterans contacted 1. Inmate veterans interviewed in SEPT. YTD interviewed 11. I have participated in Veterans Court on Thursday afternoons and have identified inmate veterans for the program.

LANCASTER COUNTY PRISON
PROFESSIONAL VISITOR REGISTER
FOR
SEPTEMBER 2016

	CURRENT MONTH	2016 - YTD	2015 MONTHLY	2015 - YTD
MINISTER	170	1703	224	1957
PUBLIC DEFENDER	86	782	87	681
PUB. DEF INV	39	343	46	443
PAROLE/PROBATION	16	143	20	145
SPECIAL OFFENDER	1	1	1	8
CHILDREN&YOUTH	25	192	19	171
PA. PRISON SOCIETY	16	123	3	26
TOTAL	353	3287	400	2431

LANCASTER COUNTY PRISON
PROFESSIONAL VISITOR REGISTER
FOR
SEPTEMBER 2016

PROBATION / PAROLE

KRAUT, MARY - 1	SPEARY, KATLYN - 1	LILLY, DERIC - 1
HAINES, MATT - 2	WALLER, LINDA - 1	ORME, DEVIN - 1
ANDREW, EMILY - 2	BOYD, TAMRA - 1	WENTZEL, BOB - 3
LUCIANI, JEN - 1	CARR, TERRI - 1	THOMAS, JEN - 1

JUVENILE PROBATION / PAROLE

PUBLIC DEFENDER

STRASZYNSKI, DANIEL - 4	DONNELLY, ELIZABETH - 3	DAMIANO, ANTHONY - 8
CONRAD, DOUG - 5	MORRISON, KATHLEEN - 8	ENCARNACION, SAM - 2
MONSON, COURTNEY - 4	TALLARICO, CHRIS - 2	KAYE, DANIEL - 8
BATT, JOSEPH - 5	KAUFFMAN, CODY - 7	MICHAEL, PHILLIP - 3
HOWE, DAVE - 4	PODRAZA, KANE - 6	SPOTTS, PATRICIA - 1
RUIZ, ALBERTO - 3	PORTER, MELISSA - 5	AKRITAS, MICHELLE - 2
BLANCK, DAVID - 1	ZELINSKY, JOHN - 4	RAMPAUL, BEVERLY - 1

PUBLIC DEFENDER INVESTIGATOR

FOGIE, RICHARD - 15	CORSO, MICHAEL - 1	VIRGIL, TINA - 23
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SPECIAL OFFENDERS

BUCH, ROBIN - 1

LANCASTER COUNTY PRISON
PROFESSIONAL VISITOR REGISTER
FOR
SEPTEMBER 2016
PENNSYLVANIA PRISON SOCIETY

9/1	DIETRICH, RICHARD – 9:30AM – 10:45AM	1 INMATE
9/4	WEAVER, BARRY – 12:47PM – 2:15PM	1 INMATE
9/6	REIDENBACH, KEN – 8:24AM – 9:35AM	2 INMATES
9/7	REIDENBACH, KEN – 8:26AM – 10:30AM	3 INMATES
9/8	REIDENBACH, KEN – 8:29AM – 1-:20AM	3 INMATES
9/12	REIDENBACH, KEN – 8:35AM – 10:30AM	2 INMATES
9/13	REIDENBACH, KEN – 8:25AM – 10:53AM	2 INMATES
9/14	REIDENBACH, KEN – 8:27AM – 10:56AM	3 INMATES
9/15	KAUFFMAN, JORDAN – 11:40AM – 12:24PM	2 INMATES
9/20	REIDENBACH, KEN – 8:13AM – 10:09AM	2 INMATES
9/21	REIDENBACH, KEN – 8:16AM – 10:32AM	2 INMATES
9/23	REIDENBACH, KEN – 8:39AM – 10:03AM	2 INMATES
9/26	REIDENBACH, KEN – 8:21AM – 10:00AM	3 INMATES
9/26	BICKMIRE, JEAN – 4:50PM – 5:50PM	1 INMATE
9/27	REIDENBACH, KEN – 8:10AM – 9:20AM	3 INMATES
9/29	BICKMIRE, JEAN – 4:30PM – 5:55PM	WARDEN MEETING
	DIETRICK, RICHARD	

PUBLIC DEFENDER VISITS SEPTEMBER 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	
AKRITAS, MICHELLE													1								1											2	
BATT, JOSEPH						1									1				1									1					5
BLANCK, DAVID																												1					1
BROWN, TODD																																	0
CONRAD, DOUGLAS			1																	1	1	1						1					5
CORSO, MICHAEL																										1							1
DAMIANO, ANTHONY	1	1										1	1		1				1						1	1							8
DIXON, STACIE																																	0
DONNELLY, ELIZABETH						1																					1	1					3
ENCARNACION, SAMUEL													1						1														2
FOGIE, RICHARD	1						1		1			1		1						1			2		1	2	1	2	1				15
GLICK, MARY JEAN																																	0
HOWE, DAVID							1	1					1									1											4
KAUFFMAN, CODY							1	1			2	1										1						1					7
KAYE, DAN							1	1											2			1	2				1						8
KELLEHER, DIANA																																	0
MICHAEL, PHILLIP									1							1																	3
MONSON, COURTNEY																			1	1							2					4	
MORRISON, KATHLEEN	2						1		1			1		1												1							8
PODRAZA, KANE							1	1					1	1								1						1					6
PORTER, MELISSA B												1	1	1														1					5
RAMPAUL, BEVERLY														1																			1
ROMANO, DAVID																																	0
RUIZ, ALBERTO														1												1	1						3
SPOTTS, PATRICIA																											1						1
STRASZYNSKI, DANIEL						1			1				1															1					4
TALLARICO, CHRIS	1					1																											2
VIRGIL, TINA	1	1			1	2	1	2				1	2	1	1	1			2	2	2	1	2									23	
ZELINSKY, JOHN						1							1					1								1							4
																																	0
																																	0
																																	0
																																	0
TOTAL	6	2	1	0	0	6	7	5	7	0	0	7	5	11	6	2	0	1	5	8	3	9	7	0	0	2	8	8	8	1	0		125

LANCASTER COUNTY PRISON INMATE TRUSTEE PROGRAM

CENSUS REPORT & DEMOGRAPHIC

TOTAL = 65 PARTICIPANTS

SEPT 2016

ITP PAYROLL – 2016 - \$8,310.75 2015 – \$5,578.25

MONTHLY

2016 / 2015

INMATE TRUSTEES PLACED – 24 / 17
 KITCHEN – 24 / 17
 CQ'S – 00 / 00

2016 / 2015

INMATE TRUSTEES RELEASED – 16 / 14
 KITCHEN – 16 / 14
 CQ'S – 00 / 00

2016 / 2015

INMATE TRUSTEES REMOVED – 09 / 08
 DISCIPLINARY - 05 / 07 KIT -05 / 07 CQ - 00 / 00
 MEDICALLY - 02 / 00 KIT 02 / 00 CQ - 00 / 00
 WORK RELEASE - 01 / 00 KIT - 01 / 00 CQ - 00 / 00
 TREATMENT - 01 / 01 KIT - 01 / 01 CQ - 00 / 00

YEARLY

2016 / 2015

INMATE TRUSTEES PLACED – 303 / 268
 KITCHEN – 302 / 266
 CQ'S – 01 / 02
 SUPPLY - 00 / 00

2016 / 2015

INMATE TRUSTEES RELEASED – 191 / 167
 KITCHEN – 191 / 161
 CQ'S – 00 / 03
 SUPPLY - 00 / 03

2016 / 2015

INMATE TRUSTEES REMOVED – 140 / 153
 DISCIPLINARY - 104 / 128 KIT – 103 / 128 CQ – 01 / 00
 MEDICALLY - 12 / 07 KIT – 12 / 07 CQ - 00 / 00
 WORK RELEASE – 16 / 15 KIT - 15 / 14 CQ – 01 / 01
 TREATMENT - 08 / 03 KIT - 08 / 03 CQ – 00 / 00

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

Month of September 2016

Total Students This Month		Year to Date
15		39
Carry over Students from Last Month		Class Requests This Month
3		8
Total Students Transferred to Other Institutions		Year to Date
0		3
Total Released from Prison		Year to Date
7		18
Total HSE Sections Attempted/Passed: Graduated This Month		Year to Date
0:0:0		30:22:3
Racial Breakdown of Students		Year to Date
Afro – Americans	3	8
Caucasians	11	28
Hispanics	1	3
Others	0	0

Mary Edith Leichliter - Instructor

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

Month of September 2016

Total Students This Month		Year to Date
14		51
Carry over Students from Last Month		Class Requests This Month
8		26
Total Attendance Per Month (% of)		Year to Date
73%		81%
Total Students Transferred to Other Institutions		Year to Date
1		1
Total Released from Prison		Year to Date
3		14
Total Received GED/HSE This Month		Year to Date
0		12
Total GED/HSE Subtests Passed This Month		Year to Date
0		54
Racial Breakdown of Students	This Month	Year to Date
Blacks	2	18
Caucasians	8	20
Hispanics	4	17
Others	0	0

Wyman Fowler - Instructor

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

September 2016

TOTAL STUDENTS (month)

Males 7
Females 0

TRANSFERRED STUDENTS

Males 0
Females 0

TOTAL STUDENTS (year)

Males 35
Females 0

RELEASED STUDENTS:

Males 0
Females 0

GRADUATED (year)

Males 10
Females 0

RACIAL BREAKDOWN

African American 4
Caucasian 1
Hispanic 2
Others 0

INTERVIEWED STUDENTS

This Month:

Males 12
Females 0

Year to Date

Males 226
Females 5

**SPECIAL EDUCATION
STUDENTS**

Males 2
Females 0

Note: Youthful offenders update

- No Juveniles currently at LCP

Note: 18+ inmates attendance rate – 90%

AUGUST 2015 – AUGUST 2016 SCHOOL YEAR

ADMINISTRATIVE SERVICE STATISTICS

PRISON BOARD REPORT

September 2016 POPULATION & STATISTICS

A. MONTHLY POPULATION (Inhouse and Housed Elsewhere)

	MALE	FEMALE	TOTAL
Population on August 31, 2016:	764	118	882
Population on September 30, 2016:	799	132	931
OPERATIONAL DATA:			
Maximum number of available beds:	907	174	1,081
90% of maximum number of available beds:	816	157	973

B. MONTHLY POPULATION AVERAGES

	2015			2016			
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	YTD
	841	131	972	835	140	975	975
JANUARY	839	140	978	850	145	995	985
FEBRUARY	855	142	996	870	149	1,018	993
MARCH	852	160	1,012	840	148	989	994
APRIL	818	166	984	849	162	1,003	998
MAY	794	156	951	849	141	991	987
JUNE	807	141	948	834	145	957	986
JULY	797	143	940	764	118	908	980
AUGUST	822	140	962	802	132	900	971
SEPTEMBER	834	139	973				
OCTOBER	863	138	1,001				
NOVEMBER	842	137	979				
DECEMBER							

C. POPULATION DISTRIBUTION BY STATUS

2015		2016	
TRIAL	SENTENCED	TRIAL	SENTENCED
714	253	847	126
693	280	846	141
724	267	882	131
767	242	867	117
711	269	pending	pending
736	211	pending	pending
740	186	pending	pending
737	185	pending	pending
758	187	pending	pending
815	164	pending	pending
853	146	pending	pending
824	135	pending	pending
756	210	861	129
78%	22%	87%	13%

D. ADMISSIONS AND DISCHARGES

ADMISSIONS 2016
 Total admissions for the Month of September 506
 Total Admissions year-to-date 4199

DISCHARGES 2016
 Total Discharges for the Month of September 457
 Total Discharges year-to-date 4238

Lancaster County Prison
Population Summary 2016

Total In-house and Housed Elsewhere

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

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	9/10/16	864	\$69,405.98	\$80.33	\$73.78
October	10/10/16	913	\$69,405.98	\$76.02	\$74.01
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

Average Length of Stay	September	October
Median Length of Stay	114 days	110 days
	75 days	68 days

2016 Inmate Finances

Expenses	January	February	March	April	May	June	July	August	September	October	November	December
Commissary Purchases	\$68,519.94	\$76,190.54	\$62,154.55	\$96,693.63	\$75,941.63	\$71,243.56	\$111,054.23	\$59,609.21	\$75,109.67			
Phone Calls	\$35,150.50	\$45,502.50	\$33,070.65	\$46,103.75	\$48,396.25	\$45,878.45	\$64,191.50	\$42,969.25	\$42,239.00			
Housing/Damages Fees Charged	\$155,560.00	\$155,270.00	\$159,300.00	\$147,980.00	\$138,240.00	\$103,289.00	\$113,320.00	\$205,390.00	\$129,820.00			
Housing/Damages Fees Collected (APEX)	\$2,588.63	\$2,842.11	\$2,921.38	\$1,178.32	\$4,075.73	\$1,356.98	\$839.70	\$805.54	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	\$11,625.00	\$12,200.00			
Processing Fees Collected	\$9,438.38	\$9,782.08	\$9,979.18	\$10,821.35	\$9,415.13	\$9,530.35	\$6,294.03	\$10,216.62	\$10,718.34			

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	\$11,242.89	\$15,669.92			
Money Orders deposited during stay	\$22,360.81	\$21,881.22	\$14,827.81	\$9,858.27	\$10,881.27	\$11,470.51	\$8,575.19	\$10,903.76	\$11,258.88			
Lobby Kiosk Deposits	\$74,328.00	\$91,692.00	\$92,849.00	\$86,474.00	\$82,322.00	\$78,293.00	\$73,213.00	\$71,152.00	\$70,676.00			
Online Deposits to Inmate Account	\$2,375.00	\$18,839.00	\$35,765.00	\$31,421.49	\$39,541.50	\$31,705.40	\$31,310.50	\$26,483.00	\$29,033.49			
Total	\$111,957.62	\$147,493.69	\$157,245.47	\$142,348.22	\$141,884.55	\$134,301.16	\$122,388.78	\$119,781.65	\$126,638.29			