

## WARDENS REPORT

Some of the Warden's report will cover items that are also covered in the Administrative Services Report, while that position is vacant.

With the departure of Donald Raiger, Deputy Warden for Administrative Services the Warden has temporarily assigned a number of individuals for the day to day staff supervision and work needs, under the overall supervision of the Warden. This duties and responsibilities of this position are under reviewed by the Warden.

The average prison population in January was 1213, a drastic rise of 87 more prisoners on a daily basis above the December average of 1126 and this is even more dramatic over our population of one year ago. The population average daily number of prisoners has risen by 176 in the last year. To give you some idea of the magnitude of this, the increase in the daily number of prisoners alone exceeds the total population of several Pennsylvania county jails. This has creates additional stress on our ability to operate.

Since approximately 1992, the prison has a inmate financial responsibility program that provided minimal reimbursement of costs incurred, such as housing costs. After review of the actual monies recovered the Warden surveyed several other institutions, who at one time had instituted the same program. Many of those facilities have abandoned the program in favor of a flat fee charged at the time of prison admission. This has occurred due to the lack of an ability to require post discharge payments, which has resulted in a collection rate under 5%. The Warden is recommending that we also abandon the housing fee in favor of this "processing fee" and recommends a flat amount of \$ 50.00.

The request for proposals to review the prison hiring, training and staffing polices and procedures has now been finalized and will be published. We will be ensuring that the consultant include amongst the items covered in his report the issues that would be involved in pre-employment psychological and physical testing as well as the matter of hiring only non-smokers.

There has been instituted a review of our policies and procedures and there is a prioritizing of those that are of long standing, but which are in need of updating, even if only to reflect current staffing. This is a long term project.

In a related matter, we have reviewed the procedures involved in a recent incident where there was an inmate able to get beyond the intake area and introduce drugs and drug paraphernalia into the facility. We are satisfied that the breakdown was not one in the procedures, but to human error, by the officers involved.

The State Department of Corrections and the State Public Welfare Department have finally settled on the procedures for the counties to get their medicaid and medicare billings under Act 22 processed through CCAP and the PIMCC Board. Due to this fact, we have not as yet received any billings, nor what the true effect of Act 22 will hold for us.

# OPERATIONS REPORT

Kenneth Arnold  
Deputy Warden for Operations

## **JANUARY, 2012 PRISON BOARD REPORT STAFF DEVELOPMENT**

Training provided during the month of January, 2012 included provision of eight hundred seventy-three (873) hours of state approved basic correctional training to four (4) new Correctional Officers (CO) and three (3) (two YTI and one Millersville University) interns. The new COs commenced their correctional career on January 3, 19, and 30, 2011, respectively, and subsequent to successful completion of the Correctional Officer Basic Training Program, they will be assigned to full duty on a shift. The C. O. hired on January 3, 2012 will be released to full duty on February 2, 2012. The other trainees are projected to graduate mid to late February, 2012.

The Staff Development Department is also responsible for oversight of York Technical Institute (YTI) internship candidates. The YTI interns serve a minimum of three hundred sixty (360) hours, primarily shadowing COs and Counselors. Two (2) of our interns are YTI students. One of the cadets is currently employed as full time as the Chief Records Clerk and has amassed over one hundred fifty-six (156) hours in the Records Department. The other intern is performing his internship with Security and he has amassed over one hundred twenty-five hours. Both of these individuals are in the last week of their internships. The third intern, who just started on January 30, 2012 is a Forensic Psychology major from Millersville University. She will be shadowing treatment division staff for several days each week, particularly in the counseling and mental health areas.

During CO shift briefings throughout the month of January, 2012, two hundred forty-two (242) man hours of training was provided to staff. Topics for the month of January, 2012 included; Adult Ambu-Bags, Report Writing, Suicide Prevention, amongst other topics.

Two Security Supervisors are continuing to attend the County Successful Supervision series. This twenty-one (21) hours class will assist them in attaining supervisory proficiency.

Throughout the month of January, 2012, across all three (3) shifts, twenty-nine (29) hours of Ethics training was conducted. As mentioned during the November, 2011 Prison Board Meeting, a video series was implemented in November, 2011 and some of the Ethics issues were covered pursuant to this training modality.

On January 18, 2012, a Security Supervisors Meeting was conducted by the Deputy Warden (Operations) and attended by thirteen (13) Security Supervisors, the Senior Counselor, the Chaplain, and the Supply Officer. Table Top discussions focused on a recent drug interdiction within the institution and some recent incidents wherein inmates have mass flooded Pods, followed by a discussion regarding our response to that scenario. Additionally, other discussion centered on entry of Security-related data in the Offender Management System.

On January 21, 2012, the Deputy Warden (Inmate Services) facilitated a meeting for eight (8) Counselors/ITP Vocational Evaluator, and Work Release staff. Additionally, Chaplaincy and Food Service staff were in attendance. Major E. Klinovski provided training regarding the

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Prison Rape Elimination Act (PREA). Additionally, the upcoming Situational Awareness Training was discussed.

**JANUARY, 2012 INMATE MISCONDUCT SYNOPSIS**

With the intent of preserving the Constitutional rights of all citizens and order within our surrounding communities, ordinances and State/Federal laws have been enacted and are enforced by law enforcement authorities. Similarly, within the correctional setting, administrative regulations and basic expectations have been enacted to ensure the safety of both staff and inmates, the security and good order of the institution, and to protect citizens in our surrounding communities. As part of the inmate disciplinary process, inmates are afforded the opportunity to rebut any administrative charges levied against them through personal statement, witness statements, documentary evidence, etc.

In an effort to capture the nature and magnitude of Misconduct Reports issued and heard at the Lancaster County Prison (LCP), monthly reporting has commenced in terms of Prison Board presentation. Inmate Misconduct Reports are categorized in two (2) categories. Specifically, inmate offense behavior is divided into Minor and Major. Major Misconduct behavior includes, but is not limited to, Assault on Staff or Inmates, Mutual Combative Fighting, Disobeying a Staff

Directive, Threatening Staff or Inmates, Possession of a Weapon, Breach of Security, Destruction of County Property (destruction of sprinkler heads, cell glass, etc.), and Creating a (activities is prevalent). Minor Misconduct Reports include, but are not limited to, Creating a Minor Disturbance (disturbance lacking potentially catastrophic consequences), Theft, Creating a Health and Safety Hazard (flooding cell, etc.), Disrespect to Staff, Possession of Contraband, Interfering with Staff Duties, and Minor Destruction of County Property (inmate mattresses, t-shirts, uniform clothing).

For the month of January, 2012, thirty-three (33) of the one hundred eighteen (118) adjudicated Misconduct Reports were Major infractions. The following represents the breakdown for Major Misconduct Reports and Hearings:

Assault on Staff- five (5)  
Assault on Inmate- 5  
Mutual Combative Fighting- fourteen (14)  
Threatening Staff- 5  
Destruction of County Property- one (1)  
Introduction of Contraband- three (3)

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The eighty-five (85) adjudicated Minor Misconduct Reports included Interfering with Staff Duties, Health and Safety Hazard, Disrespect to Staff, Minor Creation of a Disturbance, Minor Destruction of County Property, Possession of Minor Contraband, and Theft, amongst others not categorized.

Comparatively speaking, Assaults on Inmates and Mutual Combative Fights decreased by 5 and two (2), respectively between January, 2012 and December, 2011. Assaults on Staff, increased by 3 while inmates in Possession of a Weapon and incidents wherein inmates threw urine and feces decreased by 1 and 2, respectively between January, 2012 and December, 2011.

As reported in the preceding Prison Board Report, base line averages were established to assess trends during Calendar Year 2011. Compilation of Calendar Year 2012 demographics and comparisons will commence with this report. However, for purposes of this report, the aforementioned January, 2012 demographics will be compared with Calendar Year 2011 annual demographics.

The number of January, 2012 Major offenses increased by 2 in comparison to the Calendar Year 2011 monthly average of thirty-one. The January, 2012 Minor offenses increased by nineteen (19) in comparison to the Calendar Year 2011 monthly average of sixty-six (66)..

Four of the Major Misconducts, which warrant attention, are Assault on Staff, Assault on Inmate, Mutual Combative Fight, and Possession of a Weapon. During January, 2012, Assaults on Staff decreased by 1 in comparison to the Calendar Year 2011 monthly average of six (6). Assaults on Inmates likewise decreased by the same number in comparison to the Calendar Year 2011 monthly average of 6. Mutual Combative Fights increased by 5 in comparison to the Calendar Year 2011 monthly average of nine (9). Inmates in Possession of a Weapon decreased by 1 in comparison to the Calendar Year 2011 monthly average of 1.

In summary, the above adjudicated Misconduct area results were below average in three of the four areas during January, 2012.

**Note: Demographic Charts Published in Website Materials**

## **JANUARY, 2012 USE OF FORCE SYNOPSIS**

As the result of research and contact with several Pennsylvania County Prison Wardens, it has been determined that the reporting norm for use of force incidents is much different in comparison to the reporting protocol practiced by LCP. Specifically, in other institutions, if a mutually combative fight occurs between 2 inmates, physical force is employed to separate the combatants, and handcuffs are applied to control the situation from further escalation, 2 use of

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### **USE OF FORCE SYNOPSIS**

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force techniques are reported. In view of the above, reporting will be modified to meet the criteria employed by other reporters. Uniform reporting throughout the state is being addressed with modified verbiage being the goal.

Pursuant to standard protocol, use of force demographics are reported to the Pennsylvania Department of Corrections (PA DOC) on a monthly basis. Reporting categories for Use of Force are Physical, Application of Mechanical Restraints, Use of Chemical Agents, Use of Electronic Devices, Use of Batons, and Use of Firearms. These use of force techniques may be employed to gain control of an inmate until he/she re-gains self-control. Employment of these techniques is based on the fact pattern known at the time as compared to the threat level presented by the inmate.

Reported demographics for January, 2012 were as follows:

Handcuffs applied- twelve (12) times on inmate(s)

Physical force applied- 12 times on inmate(s)

It is noted that physical force and application of mechanical restraints was necessary during the seven (7) mutual combative fights, four (4) assaults on staff, and 1 assault on an inmate, that occurred throughout the reporting period. The instances wherein application of handcuffs and use of physical force to intervene in these fights and assaults increased by 1 and 4, respectively in comparison to December, 2011 demographics.

During the month of December, 2011, all of the afore-mentioned use of force techniques were applied in twelve (12) incidents. A total of nineteen (19) inmates were involved in these incidents.

As with Misconduct Reports, Use of Force demographic compilation will commence with the demographics reported in this report for purposes of establishing a baseline for Calendar Year 2012. However, the January, 2012 demographics will be compared against the Calendar Year 2011 monthly averages, by category, for purposes of comparison.

In comparison to Calendar Year 2011 monthly averages, January, 2012 application of mechanical restraint demographics showed no change. However, physical force increase by four in comparison to the Calendar Year 2011 monthly average of eight (8). EBID and 4-Point Restraint application decreased by .5 and 3, respectively.

In summary, use of force demographics have rarely exceeded the monthly average for each category.

**Note: Demographic Charts Published in Website Materials**

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**MISCELLANEOUS INFORMATION**

During the month of January, 2012, a recently promoted Sergeant (Sgt.) created a procedural manual, designed to assist staff on 3<sup>rd</sup> Shift (4:00PM-12:00AM) in the performance of their duties. This manual contains information regarding institutional routines, Pod operations, advice and direction regarding performance of basic correctional techniques, to name a few. The document was distributed to all 3<sup>rd</sup> Shift staff.

This same document is currently being reviewed by the 1<sup>st</sup> Shift (12:00AM-8:00AM) and 2<sup>nd</sup> Shift (8:00AM-4:00PM) Shift Commanders. The document will be tailored to operations on these shifts and the same will subsequently distributed to staff.

It is noted that the afore-mentioned Sgt. is also developing a document for reference regarding Medication Pass and other medical-related processes.

For the month of January, 2012, the following Correctional Officers have been selected as Correctional Officer of the Month:

1<sup>st</sup> Shift (12:00AM-8:00AM)- Officer David Anderson- Officer Anderson is recognized for his contributions as Pod 3-2. Pod 3-2 is a maximum security block, requiring vigilance and attention to detail. During the month of January, 2012, Officer Anderson confiscated a comb fashioned into a "shank". Such contraband interdiction is critical to the maintenance of the security and good order of the institution.

2<sup>nd</sup> Shift (8:00AM-4:00PM)- Officer Luis Rodriguez- Officer Rodriguez is recognized for the professionalism he exudes, regardless of the situation with which he is faced. He maintains his composure, regardless of the situation, and handles the same. Officer Rodriguez works well independently, requiring little supervision. He is utilized to train new staff as they assume On the Job Training functions. Officer Rodriguez continually pursues avenues to improve his performance as a Correctional Officer.

3<sup>rd</sup> Shift (4:00PM-12:00AM)- Officer Adam Green- Officer Green is recognized for the professionalism he presents on 3<sup>rd</sup> Shift. He is consistent in the application of correctional techniques, maintains a positive attitude, and is always willing to assist fellow Officers. Officer Green accepts all responsibilities with enthusiasm and a positive attitude, performing his duties with little to no supervision.

# INMATE SERVICES REPORT

Joseph Shiffer  
Deputy Warden for Inmate Services



**Inmate Services Department  
Prison Board Report  
February, 16 2011**

**January 2012 highlights**

Tony Haws coordinated the RMO class from 1/17/12 – 1/27/12. 10 inmates signed up to participate and 7 completed the training and earned certificates. Moving forward, these 7 inmates will be participating in job search classes conducted by prison staff. The first class to be offered will be on the appropriate way to fill out an employment application. Future classes are to include interviewing and resume/cover letter writing.

On January 3<sup>rd</sup>, 4 inmates participated in the CareerLink orientation. One inmate started the Ready to Work program and attends daily. Work Release staff continue to work with the CareerLink to schedule inmates from the January orientation to attend a variety of workshops.

Inmate services staff are scheduled to attend situational awareness training on 2/6/12 and 2/13/12. CO Barone Certified trainer and CO Simione Defensive Tactics Instructor will be providing the training which will include a 2 hour session on communication skills and the use of force continuum while the second 2 hour course involves hands-on defensive tactics.

At the January Inmate Services staff meeting, staff was trained on the Prison Rape Elimination Act (PREA). The training included reporting requirements and gave staff insight into how these issues are investigated.

Prison Mediation continues with the help of the Lancaster Mediation Center. Two sessions are scheduled each week. In addition Counseling staff have been invited to the Spring Communication training offered through Lancaster Mediation Center

An additional 9 Inmates participated in the Read to My Children Program. This program is coordinated by Tom Romanowski the Prison's ITP Coordinator. In addition to this project, Mr. Romanowski also works with the Lancaster County Library to offer a class to female inmates focusing on broadening their perspectives about and literacy.

Mr. Romanowski is also working to schedule Serve Safe Classes for 2012.

***See attached program statistical section for further information.***

# ADMINISTRATIVE SERVICES REPORT

## **Administrative Services Report**

On January 27<sup>th</sup> Donald Raiger, Deputy Warden for Administrative Services resigned to take a position with the County Commissioners Association of Pennsylvania in their technology office.

The duties and responsibilities of this position have been temporarily assigned to a number of staff who will handle the day to day staff supervision and work needs, with limited authority under the overall supervision of the Warden. This position is under review by the Warden regarding a revision of job duties and responsibilities.

The Warden is in contact with the County IT Department regarding the replacement of one of the Prison servers.

The status of CCTV system long term digital storage project will be reviewed by the Warden with the County IT department. This very important project is long overdue and needs to be addressed in a more expeditious manner, in order provide us this invaluable capability.

The Warden has reviewed what was done regarding the staff time and attendance recording. We have reviewed what the YIC center has and it appears to be easily duplicated at substantial savings over what the Warden had been advised that was under consideration. This project will be a collaborative effort and will require the cooperation of with County Human Resources, IT, and Facilities Management.

The Warden has arranged for Facilities Management staff to meet with prison staff at the prison, so the information that was to have been entered into the "Archibus" work order system can be completed with everyone physically present. We will also discuss additional "Archibus" licenses for staff to enter these items as well as the inability to see what has been completed, unless you were the individual who entered the item. This is sorely needed.. This is well overdue.

At the Warden's direction, Luther Schwartz has taken over most of the interim responsibility for many of the technology matters, although this is not his area of expertise. One of the more important items that he has immersed himself into is finishing the "real time" entry of the offenders information at the point of intake. He will act as the initial point of contact on such matters.

Some project's still under review are: Correctional TV; Skype Visitation, moving prison records to County Achieves, digital scanning of records, expansion of the prison wireless system.

The Warden with Business Office staff and the County Budget Office will be reviewing the prison budget accounts in order to provide for an improved ability to review revenue and expenditures.



## Facilities Management

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### County Commissioners

Scott Martin, Chairman  
Dennis P. Stuckey, Vice-Chairman  
Craig Lehman

### Director

Charles E. Douts, Jr.

# Facilities Management

## Monthly Prison Activities Report

February 2012

### Personnel:

- All positions are filled at this time

### Prison:

- 2012 – Capitol Projects
  - Awaiting on BOC decision for Proposed 2012 Projects
- Projects:
  - Epoxy Floor Coating Repairs (\$60,000 budgeted)
    - Currently seeking quotes
  - CCTV – PROJECT STATUS -99.5% complete (\$250,000)
    - PROJECT WRAP UP SCHEDULE – 95% complete
    - New cameras are all installed
    - Minor adjustments and final clean up to complete
  - Door replacement/repairs (\$30,000 – budgeted)
    - Kimball Assoc is now looking at door project
- Heim Co Projects
  - Chiller Replacement – 97% Complete (\$33,744)
    - Chiller is set and running on its internal controls
    - NRG is now about 75% done with their work
      - In the process now of installing the digital controls
  - Prison Energy Control System (\$97,250)
    - Ongoing work with Heim and NRG
  - Prison Lighting Retrofit (\$43,785)
    - Kitchen lighting is complete
  - Voc/Eval HVAC (\$28,831)
    - Waiting on NRG to finish BAC Controls (see NRG info above)



## **5. OLD BUSINESS:**

### **DOC / Lancaster County Joint Project:**

This matter which involves mutual interest in a joint county - state venture to address our mutual interests in providing meaningful reentry programming remains under active consideration. Mark Wilson, Lancaster County Probation, has met with DOC officials in January. The Warden and Mr. Wilson have also met on this matter. A site visit to one of the DOC Community Centers is in the works and the completion of a county team to explore this matter further.

## **6. NEW BUSINESS:**

### **Establishing a Processing Fee:**

The Warden will be developing procedures to bring before the Board, the charging of a "Processing Fee", that will charge a flat amount of \$ 50.00. This fee would be chargeable at the time of prison admission. The current program "Inmate Financial Responsibility Program" was implemented at LCP in distant past and the collection rate is minimal. The same or similar programs have been abandoned in other county prisons in favor of a processing fee. Those counties that have changed to this practice have experienced great success, since the fee is "up-front". With our current program, we are not able to collect and monies beyond the point of discharge.