

I. WARDEN'S REPORT :

Due to the short period since the August Prison Board meeting, weather closing and delays, and end of summer vacations for staff, most activities are still being developed. The following items are noted:

After the record hot weather this summer, the idea of installing ceiling fans was explored. At present the costs are very high, but we are still exploring a number of ways to have a pilot area completed and at much lower cost than what has been quoted so far.

The Islamic holy month of fasting "Ramadan" concluded on August 30th. This observance is a month long period of fasting, where a meal is consumed only before and after sunset and involves daily prayers. Over thirty inmates observed this religious event, which commenced August 1st.

Staff are being educated in the upcoming impact of Act 81, commonly referred to as the "place of confinement" Act. This legislation was passed in 2008, with a three year window to the implementation date in November. Criminal offenders serving time of more than two years will be doing so in the state, with some limited exceptions. This includes aggregating of time.

Week long training of thirteen staff as Crisis Intervention Team responders will conclude on 9/16/11. We will be continuing this training with yet another cycle for more staff. Additionally, "conflict resolution classes (anger management)" and report writing training have also occurred and will be continuing. The counseling staff is receiving training in conflict resolution skills at the Lancaster Mediation Center. Additionally treatment personnel are involved in training to be "workforce Development Specialist" and

The County Facilities Management Department has commenced the bar screen project under the clean waters act and has completed and/or made significant progress with prison lighting retrofits, roofs, painting, and CCTV, amongst others.

We continue to create and implement new initiatives for the inmate population focused on improving self image as well as positive behavioral change, such as the new mediation sessions and opening the door for victim reconciliations services, the "hope quilt".

Career Link programing is under revision, due to changes that have occurred at Career Link. We have been and continue to be committed to the success of this partnership.

Our commitment to community service for government and non-profits also continues unabated. So far in 2011, our inmates have provided services of over \$ 137,00.00 in cost avoidance. Most recently on extremely short notice we provided a large crew of inmates to set up a Disaster Relief Center under FEMA.

On 9/16/11 the matter of "how" to report the "Extraordinary Incident Reports" to the state department of corrections will be discussed at the regular state county liaison meeting in Junianata County. It was confirmed that there is a wide divergence amongst the counties on this matter. Regardless, it is also noted that we have seen a decrease in inmate misconducts in August.

We are discussing the continued concerns over mentally ill inmates in the system, which are not being addressed in the state wide and local community. On a daily basis there are approximately 6.8% of our prisoners with serious mental illness.

The prison staff continues to meet their duties and responsibilities in a professional manner during the past month of weather emergencies (Hurricane), earth quakes and severe flooding. This has been accomplished even in the face of prime vacation time and extraordinary staff shortages due to personal medical matters under FMLA of over 20 correctional officers.

We have submitted to the county records management committee a grant request for funding of our archiving of old prison records. We are awaiting a response.

The 2012 prison budget requests has been submitted and is under review by the county budget team.

OLD BUSINESS:

Prison Needs Assessment:

The Kimball / Carter Goble & Lee team reports remain under consideration by the Board. The report is on the prison website as requested by the board. The matter remains open.

DOC / Lancaster County Joint Project:

As discussed at last month's meeting regarding exploring a joint project with the Pennsylvania Department of Corrections to provide a community corrections center in Lancaster County, further information is being awaited from the DOC, pursuant to the Board's motion to entertain looking at this further.

Facilities Management:

Charlie Douts, Director of Facilities Management to discuss the study of enclosing the upper tiers by an outside vendor. This study is to address how best to prevent inmates jumping off the tiers. Approval to conduct this study was given on 9/13/11.

Extraordinary Incident Reports:

As fully discussed at last month's meeting this is more of an issue of "how" to count things and that there is a vast differences amongst prisons in what they are doing. This matter will be doiscussed at a county/state liaison meeting on 9/16/11.

Part Time Correctional Officers:

The use of part time Correctional Officers is still being review as is all staffing. (Deputy Warden Arnold's Report)

NEW BUSINESS:

Staffing Consultant:

Approval of the Board is requested to allow the Warden to engage a professional consultant to review the prison training program; hiring standards and procedures. Funding of such a study will be from existing prison budget unless alternative sources are found.

OPERATIONS REPORT

**Kenneth Arnold
Deputy Warden for Operations**

AUGUST, 2011 STAFF DEVELOPMENT REPORT

Training provided during the month of August, 2011 included provision of two hundred (200) hours of state approved basic correctional training to three (3) new Correctional Officers (CO). These new COs commenced their correctional career on August 1, 2011 and will formally graduate from the CO Basic Training on September 2, 2011.

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. Five (5) YTI interns started their internship program on August 15, 2011 and have amassed a total of five hundred twenty (520) man hours of training during the month of August, 2011, four hundred (400) man hours of this training received pursuant to the CO Basic Training program. Once the CO Basic Training program is completed, the YTI interns will shadow various staff within many divisions.

During CO shift briefings throughout the month of August, 2011, one hundred nine and a half (109.5) man hours of training was provided to eighty (80) staff. Topics included working with K-9 Units, Ramadan Procedures, and Recognition of Certain Medical Conditions. Other topics (e.g. Inmate Escorts, Visitation Observation Techniques to Facilitate Contraband Interdiction, Employee Expense Reports, and High Profile Cases) were also taught.

On August 4, 2011, the Deputy Warden (Administrative Services) facilitated a staff meeting for eight (8) Business Office staff. Training and discussion focused on intra and inter departmental communication and Business Office operational issues. On August 17, 2011, Chief Records Officer G. Krall facilitated a staff meeting for 8 staff. Training and discussion focused on inmate discharges, furloughs, fugitive and extradition procedures, and accuracy.

On August 25, 2011, a Security Supervisors Meeting was facilitated by the Deputy Warden (Operations). Eight of the fourteen (14) Security Supervisors and the Training Officer attended this meeting while one (1) Counselor and the Deputy Wardens (Inmate Services and Administrative Services) also attended. Various security issues were addressed throughout the meeting with the last hour of the same being dedicated to a "Table Top Emergency Preparedness" exercise. A "Table Top" exercise consists of two (2) or more staff groupings assembled to collectively work through a pre-determined scenario. Participants utilize policies, procedures, and Emergency Plans to develop strategies for resolution of the scenario. The 8 Supervisors and Training Officer performed well in brainstorming the resolution to the scripted scenario.

On August 25, 2011, the Deputy Warden (Inmate Services) facilitated a staff meeting for the Counselors, Recreation staff, Chaplaincy staff, Health Services and Mental Health department heads, and Food Service department head. During the meeting, a training segment regarding the Lancaster County Employee Wellness Program was presented and attended by all fifteen (15) treatment staff in attendance.

AUGUST, 2011 STAFF DEVELOPMENT REPORT

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Other August, 2011 training included the following:

August 15, 2011- Counselor A. Haws attended on-going training (Offender Workforce) at the DOC Training Academy. This on-going training combines self-study and a classroom curriculum based on a National Institute of Corrections (NIC) course of study.
August 29, 2011- Sixteen (16) staff attended a 2 hour Correctional Report Writing Class.

August 30, 2011- Fifty-two (52) staff attended a 2 hour Correctional Report Writing course.

As has been mentioned in previous reports, the Staff Development Department is responsible for provision of basic security training to contractors/volunteers. During the August, 2011 reporting period, 8 Prime Care medical staff received thirty-two (32) man hours of training while four (4) hours of instruction was also provided to a newly assigned Teacher from the School District of Lancaster Intermediate Unit.

As a collaborative effort with the PA DOC and sister County institutions in surrounding Counties, a course was presented on August 18, 2011 entitled, "Conducting Administrative Investigations" at the Lancaster County Public Safety Training Center. This class was facilitated by a PA DOC investigator and an Instructor. The course of instruction commenced at 9:00AM, and concluded at approximately 3:00PM. Attendees represented Lancaster County YIC, Monroe County Correctional Facility, Chester County Prison, York County Prison, Lebanon County Prison, Adams County Adult Correctional Complex, and Lancaster County Prison (LCP). Seven (7) LCP Security Supervisors attended this training. Other attendees included Directors, Wardens, Deputy Wardens, Assistant Wardens, Directors of Security, Staff Training Coordinators, Investigators, and Security Supervisors.

The staff presenting this event and the subject-matter presented were well received by attendees. In an effort to reinforce our continuing partnership with the PA DOC, additional correctional topics of interest are being explored for presentation pursuant to the same or a similar format.

Note: Demographic Charts Published in Website Materials

AUGUST, 2011 USE OF FORCE SYNOPSIS

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.

For purposes of promoting perspective, one incident involving a fight between two (2) inmates may require staff employment of physical force to safely separate the combatants and the application of mechanical restraints to ensure the safety of both staff and the inmate combatants. Accordingly, given this scenario, four (4) uses of force (2 inmates X 2 uses of force) would be reported to PA DOC for this singular incident. If it became necessary to administer the EBID to both combatants to ensure staff and inmate safety, 2 additional uses of force would be reported for this singular incident, bringing the total to six (6).

Reported demographics for August, 2011 were as follows:

Handcuffs applied- 6 times on inmate(s)
Physical force applied- four (4) times on inmate(s)
EBID- zero (0) times on inmate(s)
4 point restraints applied- 0 times on inmate(s)

During the month of August, 2011, ten (10) of the afore-mentioned use of force techniques ere applied in 10 incidents. A total of 10 inmates were involved in these incidents.

Comparatively speaking, the August, 2011 demographics reflect a fifty-eight (58)% reduction in Use of Force incidents between June, 2011 and August, 2011 and a thirty-eight (38)% reduction in comparison to the July, 2011 demographics for the same category. Similarly, the August, 2011 demographics reflect a seventy-seven (77)% reduction in Use of Force applications between June, 2011 and August, 2011 and a sixty-nine (69)% reduction in comparison to the July, 2011 demographics for the same category.

Note: Demographic Charts Published in Website Materials

AUGUST, 2011 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 will commence with this Prison Board Meeting. 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 Major Disturbance (disturbance wherein bodily harm/destruction of property/disruption of Pod 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 August, 2011, eighteen (18) of the seventy-two (72) adjudicated Misconduct Reports were Major infractions. Twenty-three (23) percent (%) of the Misconduct Reports written and heard were of serious magnitude. The following represents the breakdown for Major Misconduct Reports and Hearings:

- Assault on Staff- three (3)
- Assault on Inmate- 3
- Mutual Combative Fighting- 4
- Breach of Security- 3
- Threatening Staff- two (2)
- Disobeying a Directive- 2
- Introduction of Contraband- one (1)

The fifty-four (54) adjudicated Minor Misconduct Reports included Interfering with Staff Duties, Health and Safety Hazard, Disrespect to Staff, Minor Creation of a Disturbance, and Minor Destruction of County Property, Possession of Minor Contraband, and Theft.

Comparatively speaking, the August, 2011 Major offenses are forty-one (41)% fewer in number as compared to the June, 2011 demographics. In comparison to the July, 2011 demographics, the August, 2011 Major offenses are fifty-four (54)% fewer in number.

AUGUST, 2011 INMATE MISCONDUCT SYNOPSIS

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When comparing the total adjudicated monthly Misconduct Reports, the August, 2011 demographics reflect a thirty-six (36)% decrease in comparison to the June, 2011 demographics. The August, 2011 demographics reflect a twenty (20)% decrease in total adjudicated monthly Misconduct Reports in comparison to the July, 2011 demographics.

INMATE SERVICES REPORT

Joseph Shiffer
Deputy Warden for Inmate Services

**Inmate Services Department
Prison Board Report
September, 15 2011**

Counselors

Tony Haws, Senior Counselor is continuing with his training to become certified as an Offender Workforce Development Specialist (OWDS). This training is sponsored by Team PA in partnership with the National Institute of Corrections. His next training is schedule for the week of September 19th.

The RMO's Re-Entry Class completed with all five of the female inmates receiving a certificate. Tony Haws continues to work with these same inmates using the skill learned from the OWDS training to assist them with their re entry needs.

The Lancaster Mediation Center held its first session with two female inmates. The meeting was positive and resulted in the Avoid Contact between the two inmates being lifted. Future mediation sessions will be scheduled as inmates are identified. In addition, as discussed in August, two counselors are scheduled to attend a communication and conflict resolution training today sponsored by the Lancaster Mediation Center.

Work Release

Inmate participation in CareerLink programming was suspended in August. With new Title I and Welfare contractors in place, the CareerLink is in the midst of reorganizing its customer flow and programming. Deputy Warden Shiffer met with Lori Rank, CareerLink Site Administrator on 8/30/11 and discussed a variety of options for providing programming to our inmates under their new procedures. The need to closely monitor inmates activities was also discussed along with the Prisons need to be informed of inmate activities while in programming. In addition, Ms. Rank offered having eligibility interviews conducted at the prison by her staff.

With the Warden's approval inmates sentenced to Work Release may now apply to and work for employers who offer part-time and temporary positions.

Since January 1, 2011, 127 inmates have held employment (106 males and 21 females). The below chart shows how employed inmates have not only earned income to pay fines & Costs and room & board, but they have also helped to support their families.

Work Release Finances

	<u>8/2011</u>	<u>7/2011</u>	<u>YTD 2011</u>	<u>YTD 2010</u>
Board and Lodging	20,566.00	13,902.81	104,623.90	90,599.00
Fines and Costs	16,474.00	13,541.80	107,240.00	111,244.00
Health and Comfort	3,198.00	3,503.00	25,514.00	19,411.00
Family	26,731.00	28,859.00	149,621.00	132,531.00

From January 1, 2011, till August 31, 2011, 127 inmates have been placed into the Work Release program. To date 4, or 3.17% have been readmitted to Lancaster County Prison and been found guilty of a new charge or found to be in Violation of Parole.

In the previous 3 years (August 1, 2008 through August 31, 2011) 538 inmates have been placed into the Work Release Program. To date 135 or 25.09% have been re-admitted to Lancaster County Prison and have been found guilty of a new charge or found to be in violation of their parole.

The average number of inmates in programming in July was:

Community Employed	42 Males	7 Females
Community Service	10 males	
Treatment programs	1 Males	2 Females
Trustees	8 Males	1 Female
Unassigned	27 Males	6 Females

The Community Service Program assisted in 7 projects totaling 1,566 hours of volunteer work in August. This represents \$11,353.50 in cost avoidance for local non profits. Since January 1, 2011 the total hours worked is 18,150 which represents \$137,597.50 in cost avoidance for these same non profits.

Recreation

The new games discussed at last month's Prison Board have begun to arrive. These games have been distributed to the block. And as new equipment arrives, inmates will have the opportunity to use this new equipment during gym and on the blocks.

Chaplaincy

Ramadan concluded on Tuesday, August 30 with a feast and prayer service. On August 1st. 36 inmates participated in Ramadan. At the end of Ramadan 25 inmates were participating.

Food Service

With cooler temperatures, ice delivery to the blocks was discontinued on 8/21/11.

Medical/Mental Health

As reported in August, Rob Shambaugh and his staff have begun running an inmate support group to address inmates stress, anxiety and depression. This group provides inmates the education and tools to control their stress and anxiety without medications. It is expected inmates will use the coping skills learned through this group while incarcerated as well as upon release from LCP. The men's group started on 9/7/11 with 16 participants while the women's group was held on 8/8/11 with 4 participants

A meeting with case manager from Women's & Babies Hospital is to be scheduled to provide information on hospital procedures related to placement/custody of child after inmates gives birth. All involved need to be providing correct and consistent information.

In July 698 Inmates were seen by the MD/PA/CRNP. This is an increase from the July figure of 631.

There were 3 hospital admissions totaling 11 patient days.

The number of outside medical consultations was 64 in August. The largest category were orthopedics and obstetrics both at 18 for the month. The number of pregnant inmates under care stands at 11 in August.

The number of inmates on medical meds decreased from 542 in July to 458 in August.

Psychiatrist saw 187 inmates in August, up from 172 in July. The psychologist had 286 contacts in August while 922 inmates were seen by mental health workers.

There were 578 inmates medically screened at admission in August, up from 516 in July.

In August there were 75 inmates placed on suicide watch with 57 of those being subsequently cleared from suicide status. Of these 29 were placed on suicide status upon commitment to LCP.

There were 333 inmates or 29.8% of inmates taking some form of psych meds. Of these only 38 inmates are known to Lancaster County MH/MR, or roughly 3.4% of the prisons average population.

There were 76 inmates diagnosed with serious mental illness or 6.8% of the prisons average population.

In August there were 3 inmates receiving treatment at Norristown State Hospital and 1 inmate at Graterford Medical Housing Unit. In addition there were 6 inmates on the waiting list for a bed at Norristown State Hospital.

Education

School District of Lancaster's new teacher, Peter McArthur started in August.

From July 1, 2010 to June 30, 2011 42 inmates obtained their GED through services contracted between the prison and IU 13. During this same period IU 13 expended \$7,225.00 for GED testing. With current budgetary issues, the IU no longer has funding to pay for the Prison's GED tests. Don Raiger and I met with Trish Link to discuss costs for this service. Including the 42 inmates mentioned above, last year approximately 85 inmates took the GED test. To maintain this valuable service to inmates, a plan to pay for GED testing is being developed which may include requiring the inmates to pay for a portion of the test. In addition, while the IU 13 teacher gives a pre test, more emphasis will be placed on the outcome of this prior to giving approval for the inmate to take the actual GED test. A written procedure will be forthcoming on this issue.

See attached program statistical section for further information.

ADMINISTRATIVE SERVICES REPORT

2011

Donald Raiger
Deputy Warden for Administrative Services

LANCASTER COUNTY PRISON
ADMINISTRATIVE SERVICES REPORT
August 2011

The month of August 2011 saw a slight decline in overall population, thanks largely to a noteworthy "leveling-off" and subsequent decline in the female population. After spiking at 172 in July, the female population did not exceed 150 for the month of August, settling at 122 on the 31st.

There is no rest for the weary, however. Admissions continue to rise, with 551 new commitments for the month. That's an eight (8) percent increase over July. It should be noted, however, that discharges were significantly higher- 620 for the month of August, accounting for a twenty-six (26) percent increase over July. This speaks to the system moving with increased efficiency, and it is the only reason we saw a measured decrease in overall population for the month. Without the system moving to get offenders out, we would most certainly have suffered another increase.

The average daily population (ADP) for 2011 is currently 1,106.

The Prison is still in solid shape from a budgetary standpoint, remaining 3.1 percent under for the year. Total expenditures stand at \$13,822,569.95, for a year-to-date per capita cost of \$51.52. Comparatively, at the same point in 2010, expenditures were 3.3 percent under, with a per capita of \$49.50. In short, we are on the right track fiscally.

In that spirit, we continue to seek out creative ways to combat structural deficiencies. In addition to the operational efforts (ice available on housing units, extending block out) to address temperature issues, we continue to sell personal fans to work release inmates. Of the 200 originally purchased, 75 percent of them have been sold. We're also working with Facilities Management on some possible improvements to maximize air flow within the housing units- an effort that could prove beneficial in both hot and cold weather.

The video surveillance system upgrade appears to have finally turned the final bend. After meeting with Facilities Management Director Charlie Douts and Maintenance Supervisor Bob Devonshire, as well as Network Administrator Neal Mitten of IT, we established a new goal of having all work completed by Christmas. IT has completed the configuration work required to enable remote access to the system, and FM is working to complete the necessary communication upgrades, as well as schedule the cable runs necessary for new camera installs. Upon completion, the new system will approach 300 cameras, recorded digitally 24 hours-a-day, 7 days-a-week.

The Prison is currently considering an agreement with a company called DocuSource Imaging that would facilitate the scanning and digital capture of inmate files on a perpetual basis. This strategy falls in line with the Prison's overall goal to improve operational efficiency and find new ways to manage an increasingly heavy workload. While the costs involved are highly competitive and reasonable, the endeavor is not a cheap one. As such, we are working with the County's Records Management Committee on securing grant funding to get this project off the ground.

Finally, videoconferencing continues to gain popularity amongst Magisterial District Judges in Lancaster County. In August, there were 94 MDJ conferences completed intra-county alone. Conversely, 10 conferences took place with MDJs and Common Pleas Judges outside of Lancaster County. As

mentioned in previous reports, we are in process of implementing several new portable units in the hopes of increasing this use even further.

Statistical reports and summary information for August 2011 follow in the statistical addendum.

Sincerely,

Donald L. Raiger
Deputy Warden for Administrative Services