

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

*Lebanon County Municipal Building
400 South 8th Street
Room 207
Lebanon, PA 17042*

Wednesday, February 18, 2026 11:30am

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From January 21, 2026

Report From The Warden

- *Phone/Tablet vendor changes to be in compliance with the FCC**
- *Recommended commissary vendor changes**

Report From Deputies/Departments

Open Business

Adjournment

NOTE: *In the interest of mutual respect and order,*

- Those in attendance are asked to refrain from private conversation.*
 - Any person in attendance with a question or comment is asked to be recognized by the Chair.*
- Thank you.*

Visit www.lebcounty.org to view Commissioners meeting in its entirety.

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, January 21, 2026

11:30 A.M.

The Lebanon County Prison Board was called to order at 11:30 a.m. by Commissioner Kuhn.

The following Board Members were present:

Michael J. Kuhn, County Commissioner
Robert J. Phillips, County Commissioner
Jo Ellen Litz, County Commissioner via telephone
Robert M. Mettley, Controller

The following Board Members were absent:

Pier Hess-Graf, District Attorney
Jeffrie Marley, Sheriff

Public Comment (s): None

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to amend the agenda for the purpose of re-organizing for 2026.

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to nominate Commissioner Kuhn Chairman of the Prison Board. Vote unanimous.

It was moved by Controller Mettley, seconded by Commissioner Litz, to nominate Commissioner Phillips Vice-Chairman of the Prison Board. Vote unanimous.

It was moved by Commissioner Phillips, seconded by Commissioner Litz, to nominate Controller Mettley Secretary of the Prison Board. Vote unanimous.

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to appoint Attorney Matthew K. Bugli as Solicitor to the Board for the year 2026 at no additional compensation for such services. Vote unanimous.

The Lebanon County Prison Board will hold regularly scheduled meetings on the following days for calendar Year 2026:

3rd WEDNESDAY OF EACH MONTH

January	21 st	July	15 th
February	18 th	August	19 th
March	18 th *	September	16 th *
April	15 th	October	21 st
May	20 th	December	18 th
June	17 th *	December	16 th *

Meetings will be held at 11:30 a.m. in Room 207 of the Lebanon County Municipal Building, located at 400 South Eighth Street, Lebanon Pennsylvania, 17042. Meetings on dates with an asterisk will be conducted at the Lebanon County Correctional Facility, located at 730 East Walnut Street, Lebanon, Pennsylvania 17042.

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to approve the minutes of the December 17, 2025 meeting. Vote unanimous.

Warden Tina Litz reported that, in an effort to continue recruiting with the help of human resources, LCCF had a successful campaign to fill all open administration positions. Warden Litz has been invited by Dr. Jen Smith, a professor at Penn State Harrisburg, to attend her "Introduction to Criminal Justice" class to engage with students that are entering the field of criminal justice. Warden Litz was able to join the class in December in efforts to continue to build community relationships. Warden Litz complimented her staff during the holidays and noted that they are currently fully staffed with full-time employees and have 6 part-time officer vacancies.

Tom Weber, Chief Executive Officer of PrimeCare Medical, shared some 2025 statistics at the LCCF, from a medical standpoint. In 2025 they completed 1,324 intakes, noting that when someone is incarcerated within the first 4 hours, they are seen by medical to do a medical history, which includes blood sugar, pregnancy test for all females, and offering HIV testing. Within 14 days of their incarceration, they go through a more thorough physical, looking for chronic injuries or illness and are seen at least every 90 days to follow up with their care.

In 2025, PrimeCare completed 6,374 assessments. Weber noted that approximately 62% of the LCCF inmate population has a significant mental health history or issue going on, with 50% of those patients receiving mental health medications. In 2025, fifty-eight (58) inmates were inducted into the MAT Program and provided mental health treatment to 568 people in facility throughout the year. In 2025 there were 5 active cases of MRSA. Bills received to date for outside care were \$824,578.69 and were paid out at \$137,484.76, which is a savings of 83%.

Warden Tina Litz noted that the LCCF has a number of mechanical cell security issues within the LCCF, where lots of parts needed to be ordered for cells etc. Warden Litz said they meet with CGL bi-weekly to go over what needs to be done and what is considered priority. CGL has 8 employees coming to the correctional facility from Maryland and Delaware to get the cells fully functional.

Tina Litz, Warden, submitted written reports of her activities for the month of December 2025. The Board reviewed this report.

Tina Litz, Warden, reported that the average daily inmate population for December was 280.48. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary average weekly sales for a five (5) week operating period, during the month of December 2025 were \$3,181.08, commission amount from November was \$5,481.33.

Heather Diehl, Deputy Warden of Operations, submitted written reports of her activities for the month of December 2025. The Board reviewed this report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of December 2025. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of December 2025. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,650 hours during the month of December 2025. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of December 2025 giving a breakdown of cost of meals served and items donated.

Captain Scott Hocker, Director of Security, submitted a written report for the month of December 2025. The Board reviewed this report.

Grant Verbitskey, Director Work Release, submitted a written report for the month of December 2025. Mr. Verbitskey reported that there are nine (9) inmates employed within the community on the work release program and five (5) inmates seeking employment. Five (5) travel passes were issued during this period. The Board reviewed this report.

Benjamin Dunlop, Jubilee Prison Chaplaincy Manager, submitted a written Chaplain's report for the month of December 2025. The Board reviewed this report.

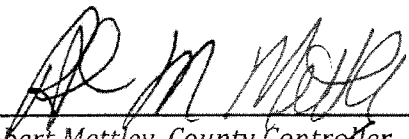
A 2025 Statistical Summary Report from PrimeCare Medical was submitted.

CGL submitted a written building maintenance report for the month of December 2025. CGL completed two hundred and sixty-nine (269) work orders during this period. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for December 2025. The total number of students enrolled in the Emotional Support (E.S.) Program was one (1) and the Alternative Education Program was one (1) students. The Board reviewed this report.

Ken Travis, High School Equivalency Instructor from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the Community Education Program for December 2025. Total sessions to prepare students for the HiSET exams were eighteen (18), six (6) students scheduled for the next GED/HiSET testing, and nine (9) request slips were received. The Board reviewed this report.

Meeting Adjourned.



Robert Mettley, County Controller
Secretary

Next meeting: February 17, 2026 – Commissioners Meeting Room #207

Lebanon County Correctional Facility

730 East Walnut Street
Lebanon, PA 17042
Telephone: 717 274-5451
Fax: 717 274-1338



Tina M. Litz
Warden

Heather Diehl
Deputy Warden of Operations

Vacant
Director of Work Release

Rebecca Davis
Deputy Warden of Treatment

Scott Hocker
Captain of Security

PRISON BOARD FEBRUARY 1, 2026	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF JANUARY 31, 2026	263	227	36
AVERAGE DAILY POPULATION: JANUARY	271.94	239.23	32.71
NUMBER OF INMATES RECEIVED	115	89	26
NUMBER OF INMATES RELEASED	121	101	20
HIGHEST COUNT	274 24 th , 25 th , 26 th	241 1 st , 8 th , 24 th 25 th , 26 th	38 29 th
LOWEST COUNT	260 16 th	227 31 st	29 2 nd , 3 rd , 4 th , 9 th
NUMBER OF UNSENTENCED INMATES	81	76	5
NUMBER OF INMATES ON WORK RELEASE	12	9	3
NUMBER OF INMATES ON WORK DETAIL	30	25	5
NUMBER OF STATE SENTENCED INMATES	13	12	1
NUMBER TRANSFERRED TO STATE PRISON	4	3	1
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	6	5	1
NUMBER OF PAROLE/PROBATION VIOLATORS	83	70	13
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	29	--	--
PROBATION VIOLATION	5	--	--
PAROLE VIOLATION	4	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	16	--	--
OTHER LEBANON BENCH WARRANTS	20	--	--
OUT OF COUNTY BENCH WARRANTS	6	--	--
D.J. SENTENCE	1	--	--
SENTENCED BY COURT OF COMMON PLEAS	17	--	--
WRITS FROM OTHER COUNTIES	8	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	9	--	--
INMATES IN OTHER COUNTIES ON WRITS	6	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	10	10	0
IN LCCF ON WRITS AND RETURNED	9	9	0

Lebanon County Correctional Facility



730 East Walnut Street

Lebanon, PA 17042
Telephone: 717-274-5451
Fax: 717-274-1338

Tina Litz,
Warden

Heather Diehl
Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Director of Work Release
Scott Hocker
Captain of Security

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF JANUARY 2026

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<i>January 1, 2026</i>		13,082.49
Interest Applied		1.64	
TOTAL DEPOSITS INTO SAVINGS			1.64
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		13,084.13
TOTAL TRANSFER TO CHECKING FROM SAVINGS			217.50
ENDING BALANCE AS OF:	<i>January 31, 2026</i>		12,866.63
ENDING BALANCE ON: 01/31/2025	Comparison of Last Years Ending Balance		12,298.32
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<i>January 1, 2026</i>		200.00
TOTAL DEPOSITS INTO CHECKING			217.50
TOTAL FUNDS AVAILABLE			417.50
<u>DISBURSEMENTS:</u>	<u>NON-STORE</u>		
Brian Errickson	Reimbursement for lost property	25.00	
Mychal Robinson	Inmate haircuts	192.50	
TOTAL NON STORE DISBURSEMENTS			217.50
<u>DISBURSEMENTS:</u>	<u>STORE</u>		
TOTAL STORE DISBURSEMENTS			
TOTAL OF ALL DISBURSEMENTS INTO CHECKING	Non-Store + Store		217.50
ENDING BALANCE AS OF:	<i>January 31, 2026</i>		200.00

Respectfully Submitted,

Rebekah Bowsman

Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



730 East Walnut Street

Lebanon, PA 17042
Telephone: 717-274-5451
Fax: 717-274-1338

Tina Litz,
Warden

Heather Diehl
Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Director of Work Release
Scott Hocker,
Captain of Security

COMMISSARY REPORT

MONTH OF JANUARY 2026

	<u>JAN 2026</u>	<u>JAN 2025</u>
OPERATING WEEKS:	4	5
NUMBER OF ORDERS:	350	407
AVERAGE WEEKLY ORDERS:	88	81
SALES:	\$ 12,273.11	\$ 13,817.21
LESS EXPENSES (CREDITS):	\$ -898.25	\$ -292.77
TOTAL SALES:	\$ 11,374.86	\$ 13,524.44
AVERAGE WEEKLY SALES:	\$ 3,068.28	\$ 2,763.44
COMMISSION MONTH OF DEC:	\$ 6,175.86	\$ 5,381.70

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rebekah Bowsman".

Rebekah Bowsman, Fiscal Assistant

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden - Operations
Rebecca A. Davis, Deputy Warden - Treatment
VACANT, Director of Work Release
Scott Hocker, Capitan of Security

730 E. Wanut
Lebanon, Pa.
Phone: 717-2
FAX: 717-274

MONTHLY PRISON BOARD REPORT

DATE: 2/9/26

REPORT FROM: 1/1/26 To 1/31/26

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,321.17	\$ 4,321.17
MEATS	\$ 3,259.53	\$ 3,259.53
DAIRY PRODUCTS	\$ 3,111.36	\$ 3,111.36
BAKED PRODUCTS	\$ 2,702.00	\$ 2,702.00
GROCERIES	\$ 8,803.28	\$ 8,803.28
FRESH FRUITS & VEGETABLES	\$ 1,573.00	\$ 1,573.00
TOTAL	\$ 23,770.34	\$ 23,770.34
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 3,787.10	\$ 3,787.10

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	2,165	2,165
INMATE POPULATION	24,882	24,882
GUESTS	-	-
CENTRAL BOOKING LUNCHES	162	162
TOTAL MEALS SERVED	27,209	27,209
COST PER PERSON PER MEAL	\$ 0.87	\$ 0.87
COST PER PERSON PER DAY	\$ 2.62	\$ 2.62

DATE**DONATED BY:**

1/5/26 Bills produce 7 cases assorted product
1/8/26 Calvary Chapel 4 skids assorted product
1/12/26 Bills Produce 150lbs of potatoes
1/15/26 Calvary Chapel 4 skids assorted product
1/19/26 Bills produce 1 case of bananas
1/21/26 Leb Rescue Mission 2 skids of product
1/22/26 Calvary Chapel 4 skids of product
1/26/26 Bills produce 50lbs of potatoes
1/28/26 Murry's 6 skids french toast sticks
1/28/26 Leb Rescue Mission 50 turkeys
1/29/26 Calvary Chapel 3 skids assorted product

Respectfully submitted

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above the printed name.

Sgt. Edward Bartashus, Culinary Supervisor

Lebanon County Correctional Facility



730 East Walnut Street

Lebanon, PA 17042

Telephone: 717 274-5451

Fax: 717 274-1338

Tina M. Litz,
Warden

Heather Diehl
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Director of Work Release
Scott Hocker
Captain of Security

To: Lebanon County Prison Board
From: Tina M. Litz, Warden *mam ftg*
Re: January 2026 Prison Board Report

01-02-26: Warden daily tasks completed, submitted the U.S. Census of Jails report, re-educated staff on the Code of Ethics and County Policy Handbooks.

01-05-26: Completed warden daily tasks, toured Restricted Housing Unit, Medical Dorm, MIU, held various meetings regarding personnel and operations.

01-06-26: Completed warden daily tasks, toured the kitchen of the facility.

01-07-26: Completed daily warden tasks, toured the facility with Captain Hocker and special guests Representative Schlegel, Madison Colaco, South Regional Field Director for Dan Mueser's office, Senator Gebhard and his District Director Dan Bost.

01-08-26: Completed warden daily tasks, conducted an administrative meeting to review administrative segregation, grievances and work release classification, various department meetings held and participated in the Lebanon County Commission on Drug and Alcohol Advisory meeting.

01-09-26: Completed warden daily tasks, toured out mate units, networked with Human Resources on various topics.

01-10-26: Dropped the LCCF 2025 Holiday collection of Santa Claus for Paws donations at the Lebanon County Humane Society.

01-12-26: Completed warden daily tasks, participated in the CGL bi-monthly meetings, participated in the monthly Team Mental Illness Substance Abuse meeting, reviewed Prime Care medical policies.

01-13-26: Completed Warden daily tasks, completed administrative paperwork., conducted an administrative meeting with DW Diehl and the Work Release Director, reviewed DB and grievance appeals.

01-14-26: Completed daily Warden tasks, reviewed vendor contracts, and continued policy review.

01-15-26: Completed warden daily tasks, conducted an administrative meeting to review administrative segregation, grievances and work release classification, toured block 5 female o/m with detail to discuss showers.

01-16-26: Completed daily warden tasks, attended the Re-Entry meeting via TEAMS, conducted a meeting with Johnson Controls, DWO and CGL to discuss proposal for the fire system.

01-20-26: Completed daily warden tasks, introduction to the new academy class of cadets. Met with Chaplains, networked with county administrator on various topics and continued dialogue with Johnson Controls.

01-21-26: Completed daily warden tasks, attended monthly CQI medical meeting as well as the monthly Prison Board, met with Jon Freed from Jubilee to discuss Jubilee's re-structuring and assignments at LCCF, participated in a vendor presentation. Toured the Secure Housing Unit to view CGL work.

01-22-26: Completed daily warden tasks, attended a Teams meeting with Johnson Controls, put out notice for Snow Emergency Prep, Toured the block one Housing Unit to view CGL work.

01-23-26: Completed warden daily tasks, attended the Behavioral Health Meeting hosted by Judge Tywalk, conducted a meeting with DW Diehl and Sgt. Bartashus about kitchen operations, completed the CJIS on-line update training. Toured the block two Housing Unit to view CGL work.

01-26-26: Snow Emergency Day- toured control stations.

01-27-26 Completed daily warden tasks, participated in off-site meeting with protentional volunteer, conducted meeting with DWO and Captain to debrief snow emergency operations from 1-26-26.

01-28-26: Completed daily warden tasks, various meetings conducted tjsi date regarding operations.

01-29-26: Completed daily warden tasks conducted an administrative meeting this date to review admin segregation names, grievances, and work release classification and overall operations.

01-30-26: Completed daily warden tasks.

Respectfully Submitted,



Tina M. Litz, Warden

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden-Operations
Becky Davis, Deputy Warden – Treatment
VACANT, Director of Work Release
Scott Hocker Captain of Security
Edward Potter, Director of Training

730 E. Walnut Street
Lebanon, PA 17042
Phone: 717-274-5451
Fax: 717-274-1338

To: Lebanon County Prison Board

2/10/2026

CC: Deputy Warden Heather Diehl- Operations

RE: February 2026 Prison Board Report- 1/1/2026 through 1/31/2026

- 1/1/2026- HOLIDAY
- 1/2/2026- Personnel Matters
- 1/4/2026- personnel matters
- 1/5/2026- personnel matters
- 1/6/2026- adjusted schedule to 11am-7pm, full building tour, personnel matters
- 1/7/2026- personnel matters
- 1/8/2026- met with CHOICE, administrative meetings
- 1/9/2026- administrative meetings
- 1/12/2026- safety committee, CGL meeting
- 1/13/2026- personnel matters
- 1/14/2026- personnel meetings
- 1/15/2026-administrative meetings, personnel matters
- 1/16/2026- met with Johnson Controls, Sergeant meeting
- 1/19/2026- HOLIDAY
- 1/20/2026- Administrative meetings
- 1/21/2026- prison board, personnel matters, administrative meeting
- 1/22/2026- personnel matters
- 1/23/2026- administrative meetings
- 1/26/2026- SNOW DAY
- 1/27/2026- personnel matters
- 1/28/2026-personnel matters
- 1/29/2026 administrative meetings
- 1/30/2026- personnel matters

Monthly operations

Full Operations:92

Modified Operations:0

Locked down: 1- Snow day

Total Shifts: 93

In addition to the above listed, my routine duties include but are not limited to:

Review and sign Overtime/ Absence slips

Review Use of Force Incidents

Review Misconduct Reports

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden-Operations
Becky Davis, Deputy Warden – Treatment
Grant Verbitskey, Director of Work Release
Scott Hocker Captain of Security
Edward Potter, Director of Training

730 E. Walnut Street
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Conduct meetings with staff regarding questions/ concerns for operations and security
Answer request slips
Assist the Captain with investigating misconduct related to inmates and staff
Update related departments with information gathered or decisions made from investigations.
Post notifications of transfer, promotion, and other vacancies- Forward related paperwork to
Human resources
Cover the duties of the Captain when he is absent

Thank you,



Deputy Warden Heather Diehl

Lebanon County Correctional Facility



730 East Walnut Street

Lebanon, PA 17042
Telephone: 717-274-5451
Fax: 717-274-1338

Tina M. Litz,
Warden

Heather Diehl,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Scott Hocker
Captain of Security

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: January 2026 Prison Board
1-2-26 to 1-30-26

12-2-26: Vacation Day
12-5-26: Completed daily DW of Treatment tasks
12-6-26: Completed daily DW of Treatment tasks
12-7-26: Completed daily DW of Treatment tasks, completed parole recommendations
12-8-26: Completed daily DW of Treatment tasks, attended administrative meeting, attended interdisciplinary team meeting (IDT) with Prime Care
12-9-26: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates
12-12-26: Completed daily DW of Treatment tasks, attended MISA meeting
12-13-26: Completed daily DW of Treatment tasks, attended drug court
12-14-26: Completed daily DW of Treatment tasks, completed parole recommendations
12-15-26: Completed daily DW of Treatment tasks, attended administrative meeting, completed parole recommendations, attended IDT meeting
12-16-26: Completed daily DW of Treatment tasks
12-19-26: County holiday
12-20-26: Completed daily DW of Treatment tasks
12-21-26: Completed daily DW of Treatment tasks, attended CQI meeting with prime care, attended prison board, completed disciplinary board hearings
12-22-26: Completed daily DW of Treatment tasks, attended administrative meeting, attended IDT meeting, completed parole recommendations, answered inmate grievances, attended webinar training on kratom related deaths
12-23-26: Completed daily DW of Treatment tasks, attended behavioral health team meeting
12-26-26: County closed due to weather
12-27-26: Completed daily DW of Treatment tasks, attended drug court
12-28-26: Completed daily DW of Treatment tasks, completed parole recommendations, assisted with disciplinary boards
12-29-26: Completed daily DW of Treatment tasks, attended administrative meeting, attended IDT meeting
12-30-26: Completed Daily DW of Treatment tasks

Lebanon County Correctional Facility



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Tina M. Litz,
Warden

Heather Diehl,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Scott Hocker
Captain of Security

January 2026: The counselors continue to meet with inmates to work through any questions or concerns they have during their incarceration. They also connect inmates with attorneys, probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs.

Number of DNA's done for the month: 17

Number of grievances for the month: 24

Approximate number of request slips completed: 1,050 Intakes of new commitments: 53, Public

Defender applications: 23

Respectfully,

A handwritten signature in blue ink that reads "Rebecca Davis".

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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Telephone: 717 274-5451
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Tina Litz,
Warden
Vacant

Heather Diehl
Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Director of Work Release
Scott Hocker
Captain of Security

February 18, 2026

To: Lebanon County Prison Board
From: Jason Lipshaw, Work Release Counselor
Subject: Monthly Prison Board Report.
Re: 01/01/2026 – 01/31/2026

BOARD MEMBERS:

Please be advised that the following has transpired since the last meeting of the prison board.

PARTICIPANTS

	January 2026	January 2025
Inmates Employed in the Community:	12	08
Inmates added to the Program:	06	03
Inmates removed from the Program:	04	06
Removed for a Major Misconduct:	01	03

REQUEST SLIPS

	January 2026	January 2025
Request Slips:	72	60

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	January 2026	January 2025
Inmates Seeking Employment:	10	03
Total Number of Travel Passes (TP):	13	14
Travel Passes for Employment:	12	12
Travel Passes for Work Related Items:	01	00
Travel Passes for Medical Apps.:	00	00
Travel Passes for Legal Matters:	00	00
Travel Passes for D & A Therapy:	00	00

FINANCIAL STATUS

	Month of January 2026	Year to date 2026
AMOUNT RECEIVED	\$18,604.91	\$18,604.91
ROOM AND BOARD	\$4,302.81	\$4,302.81
FINES AND COSTS	\$3,310.97	\$3,310.97
DISTRICT JUSTICES	\$130.00	\$130.00
PROCESSING FEE	\$75.00	\$75.00
DRUG TESTING	\$380.00	\$380.00
SUPERVISON FEE	\$760.00	\$760.00
MONEY DEDUCTED	\$8,958.78	\$8,958.78
INMATE BALANCE	\$9,646.13	\$9,646.13
COST RECOVERY - Room & Board RB	\$255.53	\$255.53

Work Release

Work Release Classification was held this month, 10 were approved.
Assisted Inmates with employment placement
Picked up pay checks for work release participants.
Processed new Work Release Participants.

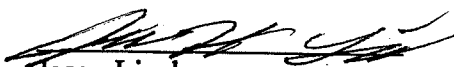
Inmates Added to the Work Release Program for the month of January.

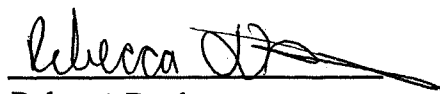
Brittany Gettle	Manna Foods INC.
Edgardo Martinez	Menasha
Jason Fisher	Henry Molded Products
Jefery Mumma	A and M Compost
Melissa Risser	Albright Stables
Sabre Scott	A and M Compost

Inmates removed/released from the Work Release Program for the month of January.

Anthony Bleecker	Major Misconduct
Jean Morales	County Parole
Justin Knoll	County Parole
Richard Hiatt	County Parole

Respectfully submitted,


Jason Lipshaw
Work Release Counselor


Rebecca Davis
Deputy Warden of Treatment

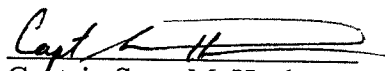
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730 E. Walnut Street
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Phone: 717-274-5451
Fax: 717-274-1338

To: Lebanon County Prison Board
Fr: Captain Scott Hocker
Re: January 2026 Prison Board Report

1/1/2026	Holiday
1/2/2026	Vacation
1/5/2026	Dropped off radios for repair at DES. Started to archive 2025 paperwork and files.
1/6/2026	Meeting with Choice Communications on upcoming upgrades.
1/7/2026	Completed a tour of the facility with Warden Litz and special guests Representative Schelegal, a representative from Dan Mueser's office, Maddison, Senator Gebhard and his liaison Dan Bost.
1/8/2026	Attended the Admin. Meeting.
1/9/2026	Personnel matters. Ordered new batteries for portable radios.
1/12/2026	Personnel Matters.
1/13/2026	Conducted a tour of the facility with Director Potter and new cadets. Conducted disciplinary boards.
1/14/2026	Completed disciplinary Boards.
1/15/2025	Attended the Admin Meeting.
1/16/2026	Completed the inventory of the Maintenance Department.
1/19/2026	Holiday
1/20/2026	Personnel Matters.
1/21/2026	Continued with archiving 2026 paperwork and files.
1/22/2026	Attended the Admin Meeting.
1/23/2026	Started updating all station inventories.
1/26/2026	County off due to weather.
1/27/2026	Meeting with the Maintenance Department.
1/28/2026	Helped with Academy class on stun devices. Conducted disciplinary boards.
1/29/2026	Completed OIC checks in all housing areas of the facility.
1/30/2026	Conducted checks of control stations. .


Captain Scott M. Hocker

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Scott Hocker, Director of Security
Vacant, Director of Work Release
Edward Potter, Director of Training

730 E. Walnut Street
Lebanon, PA 17042

Phone: 717-274-5451
Fax: 717-274-1338

Daily Duties:

- Oversees all correctional shift work, periodically attending each work shift, in accordance with established schedules or evident need.
- Assists the Deputy Warden in staffing shifts and scheduling days off.
- Ensures that operational reports, logs, and memos from staff are complete, accurate, and timely filled
- Daily, inspects the Prison and premises, ensuring correction of evident deficiencies, ensures Supervisors are advised of corrective measures taken.
- Investigates complaints (issued by staff, inmates, agencies of criminal justice/law enforcement, and/or the general public) reporting findings to the Warden or the Deputy Warden of Security, composes and issues to proper authority reports on same.
- Counsel/discipline subordinate personnel when necessary, documenting and coordinating such action with either the Deputy Warden of Security or the Warden.
- Collaborate with all prison departments in coordinating complimentary activities.
- Attends Department Head Meetings and Staff Meetings, as the Prison Warden directs, and performs related tasks as necessary
- Other various tasks not mentioned above

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
VACANT, Director of Work Release
Capt. Scott Hocker, Director of Security
Edward Potter Jr., Director of Training

730 E. Walnut Street
Lebanon, PA 17042
Phone: 717-274-5451
Fax: 717-274-1338

To: Prison Board

From: Director of Training, Edward Potter Jr.

RE: January Report



January 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5 Updated Rosters and Training files	6 Completed updates for American Heart Association Instructor	7 Requested range reservation for Academy	8 Attended Administrative Meeting	9 Submitted New Hire Packets for new Correctional Officers	10	11
12 Finalized Academy schedule	13 New Hire physicals and tour	14 Conducted Disciplinary Boards	15 Attended Administrative Meeting	16 Provided Remedial Training	17	18
19 Off	20 Basic Correctional Officer Training Academy	21 Basic Correctional Officer Training Academy	22 Basic Correctional Officer Training Academy	23 Basic Correctional Officer Training Academy	24	25
26 County Closed	27 Basic Correctional Officer Training Academy	28 Basic Correctional Officer Training Academy	29 Basic Correctional Officer Training Academy	30 Basic Correctional Officer Training Academy	31	

PCM Portal - Generate Stat Summary Report

Stat Summary Report

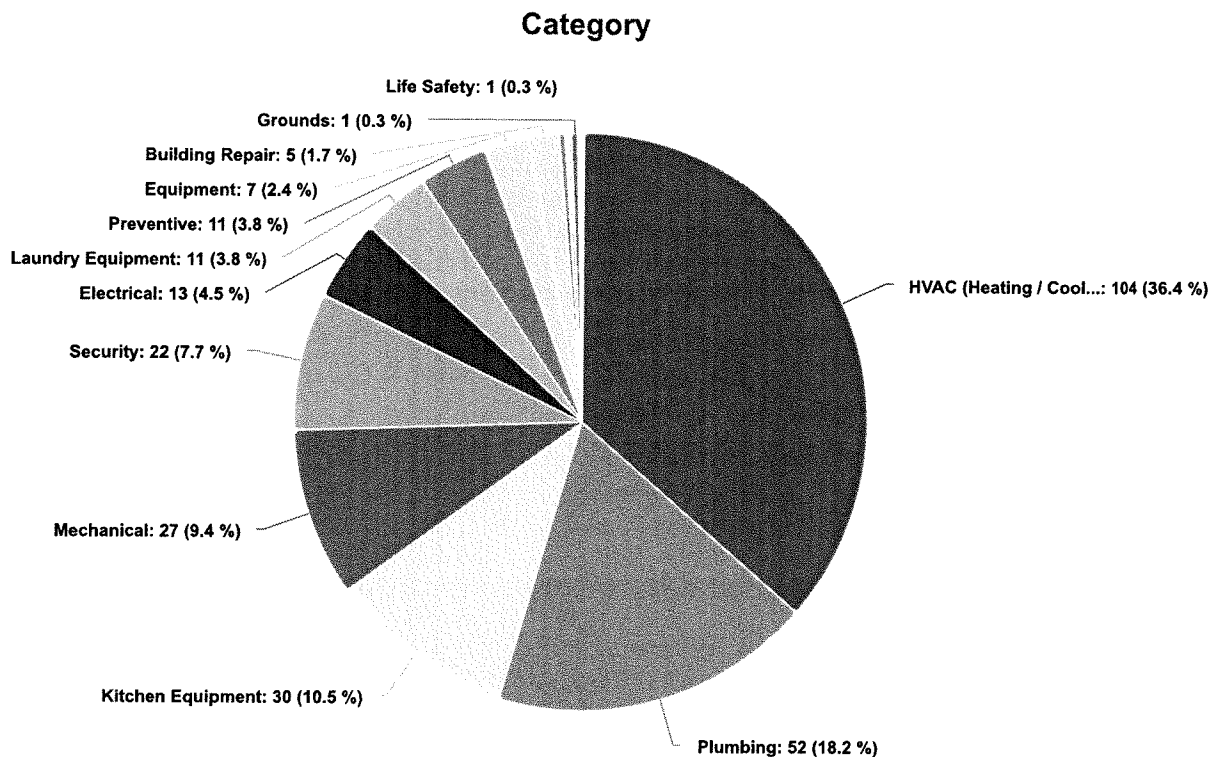
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CGL - Lebanon County

Lebanon County - Prison Board Report

Printed: 2/11/2026 8:17 AM

**Report Criteria**

Repair Center is Lebanon County Correctional Facility

Status is not equal to Canceled or Denied

Complete is between '1/1/2026' AND '1/31/2026'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-13331	Administrative Duties	Administrative	Meetings / Documenting / Ordering
Administrative - 1 Total:				
Building Repair				
Building Repair	LCCF-13133	MIU 87 bracket broke	Constant Use	Repaired
Building Repair	LCCF-12839	wiki latch fell off, cannot secure.	Constant Use	Replaced
Building Repair	LCCF-11703	Shower head from Female Work Release shower 2 came off. I put the shower head in an envelope and put it in your mailbox.	Constant Use	Found to be OK
Building Repair	LCCF-12584	Vandalism: [Building Repair Issue-hole in block 6 room 8... was placed out of service]	Vandalism	Repaired
Building Repair	LCCF-13046	Monthly, Facility Safety Inspection	PM/Inspection Generated Work Order	PM Completed
Building Repair - 5 Total:				
Computer / Technology				
Computer / Technology	LCCF-13096	Vandalism: [TV Issue in block 1. the tv channels keeps going in and out like the connection is bad.]	Vandalism	Out of Service
Computer / Technology - 1 Total:				
Electrical				
Electrical	LCCF-13081	cell 62 light out	Constant Use	Replaced
Electrical	LCCF-12917	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12918	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-12916	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13111	Block 6 buzzer doesnt work	Constant Use	Replaced
Electrical	LCCF-11616	Overhead light not working.	Constant Use	Repaired
Electrical	LCCF-11060	Overhead room lights do not work.	Constant Use	Found to be OK
Electrical	LCCF-13095	Electrical Issue- Blk#6 Upper Shower switch isnt working	Constant Use	Duplicate Request
Electrical	LCCF-12240	Blk #5 Dayroom light is out near D/R Bunk #3/4	Constant Use	Found to be OK
Electrical	LCCF-13164	Install new electrical circuit into Outmate strip search room	New Install	New Install Complete
Electrical	LCCF-12986	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12985	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12984	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical - 13 Total:				
Equipment				
Equipment	LCCF-13162	the plug on the meat slicer is losing the ground	Constant Use	Replaced
Equipment	LCCF-13093	Block #1 Day Room drain comes off	Constant Use	Repaired
Equipment	LCCF-13181	Time clock is not working.	Defective Part	Out of Service
Equipment	LCCF-13092	Main Floor-Central Control Door	Constant Use	Repaired
Equipment	LCCF-13094	Blk #6 Upper unit door isnt working	Constant Use	Duplicate Request
Equipment	LCCF-12239	Blk #5 Alpha Cell E Desk is coming off wall	Constant Use	Repaired
Equipment	LCCF-13063	1 toilet set is broken and the only working urinal sprays water on the toilet next to it when you flush. They have only 1 urinal and 1 toilet for 38 people.	Constant Use	Duplicate Request
Equipment - 7 Total:				
Grounds				
Grounds	LCCF-13176	Inside intake gate is not working. Believe to be frozen.	Constant Use	Cleaned
Grounds - 1 Total:				
HVAC (Heating / Cooling)				
HVAC (Heating / Cooling)	LCCF-12961	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12960	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12959	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12957	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12958	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12956	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12955	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12954	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12952	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12953	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12951	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12949	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-12950	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12948	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12973	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12983	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12972	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12971	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12970	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12969	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12967	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12968	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12966	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12965	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12963	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12964	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12962	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13150	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13154	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13152	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13153	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13151	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13120	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13124	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13122	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13123	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13018	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13121	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13022	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13010	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13015	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13014	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13012	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13013	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13011	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12999	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-12998	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12882	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12886	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12885	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12883	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12884	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12981	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12980	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12979	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12978	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12977	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12976	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12975	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12974	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12946	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12945	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12944	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12943	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12942	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12940	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12941	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12939	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12938	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12937	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12936	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12935	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12933	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12934	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12932	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12931	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13069	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13068	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13072	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13070	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-13071	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12930	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12929	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12928	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12927	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12926	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12925	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12924	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12922	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12923	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12921	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12920	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12947	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12982	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12328	Roof top unit down	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-12997	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12919	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13087	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13091	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13089	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13090	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13088	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12904	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12903	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling) - 104 Total:				
Kitchen Equipment				
Kitchen Equipment	LCCF-13037	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13044	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13036	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13035	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13033	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13034	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13031	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13029	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13041	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-13039	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13040	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13038	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13032	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13030	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13028	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13026	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13027	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13045	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13042	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13043	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12913	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13113	the middle sink of the 3 compartment sink. Is now missing its stopper.	Constant Use	Found to be OK
Kitchen Equipment	LCCF-13106	the oven by the cooks table is wobbling. the front right leg/wheel is broken.	Constant Use	Repaired
Kitchen Equipment	LCCF-13109	the lightbulb in the freezer went out. I threw it away and have the cover in the office because it broke a piece off of it when taking it off.	Constant Use	Replaced
Kitchen Equipment	LCCF-13110	The large cooker has an exposed wire. Near the faucet when the kettle is in the upright position.	Constant Use	Repaired
Kitchen Equipment	LCCF-12860	dishwasher is not filling with water during initial start up. it will fill when in use however.	Constant Use	Out of Service
Kitchen Equipment	LCCF-13025	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12914	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12859	ice machine is not making any ice what so ever	Defective Part	Replaced
Kitchen Equipment	LCCF-12915	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment - 30 Total:				
Laundry Equipment				
Laundry Equipment	LCCF-12995	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12996	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12993	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12992	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12991	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12875	belt is making noise and smoking, power turned off to washer.	Constant Use	Found to be OK
Laundry Equipment	LCCF-12994	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12858	dryer is making very loud squeaking noise when running.	Defective Part	Replaced
Laundry Equipment	LCCF-12990	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13104	do we know why this is shut down?	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13105	i triple checked and this washer IS leaking water from the back at all times. please let me know if i need to call in the chemical company for repairs on their end	Constant Use	Contractor to Repair
Laundry Equipment - 11 Total:				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Life Safety				
Life Safety	LCCF-13000	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety - 1 Total:				
Mechanical				
Mechanical	LCCF-12907	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13098	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13083	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13084	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13099	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13101	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13024	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13065	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13064	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13074	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13076	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13073	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12906	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12908	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13147	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13146	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13158	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13129	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13017	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13127	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13117	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13126	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13116	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13023	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12905	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13156	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13155	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical - 27 Total:				
Plumbing				
Plumbing	LCCF-13148	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13159	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13160	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-13149	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13172	Vandalism: [Broken toilet need to be removed]	Vandalism	Relocated / Reinstalled
Plumbing	LCCF-13097	showers in block 6 consistently run water. showers wont shut off even when you use the switch in the station	Constant Use	Replaced
Plumbing	LCCF-9538	dishwasher ledge on left side is spilling water onto floor	Constant Use	Repaired
Plumbing	LCCF-13136	Replaced valve on dishwasher	Constant Use	Replaced
Plumbing	LCCF-13168	Toilet does not flush	Constant Use	
Plumbing	LCCF-13169	Shower runs constantly	Constant Use	Repaired
Plumbing	LCCF-13132	Booster heater down	Constant Use	Replaced
Plumbing	LCCF-13128	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13118	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13006	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13005	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13002	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13004	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13119	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13016	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12329	SINK NOT WORKING	Constant Use	Repaired
Plumbing	LCCF-13019	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13021	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13130	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13131	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13007	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13003	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12989	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12988	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13157	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13080	Vandalism: [cell 64 clogged]	Vandalism	Unclogged
Plumbing	LCCF-13059	showers don't shut off, Officers turn the water off most of the time	Constant Use	Repaired
Plumbing	LCCF-13060	showers don't shut off, Officers turn the water off most of the time	Constant Use	Replaced
Plumbing	LCCF-13058	Urinal does not work	Constant Use	Duplicate Request
Plumbing	LCCF-13066	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13067	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13108	all of the drains in the kitchen are backing up	Constant Use	Unclogged
Plumbing	LCCF-13077	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-13078	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13075	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13082	Vandalism: [toilet not flushing properly.]	Vandalism	Unclogged
Plumbing	LCCF-13020	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13008	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13009	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13102	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13100	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13086	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13085	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13103	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12987	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13001	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13107	the copper pipe in the dish pit. by where the hose connects to the spiggott. is leaking	Constant Use	Repaired
Plumbing	LCCF-12527	Toilet in holding cell #1 not flushing per Officer Tracey.	Constant Use	Repaired
Plumbing - 52 Total:				

Preventive

Preventive	LCCF-13047	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13057	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13056	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13055	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13054	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13052	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13053	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13051	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13050	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13049	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13048	Annual, Transformer	PM/Inspection Generated Work Order	PM Completed
Preventive - 11 Total:				

Security

Security	LCCF-13061	need cameras fixed for the station	Constant Use	Contractor to Repair
Security	LCCF-13062	need cameras fixed for the station	Constant Use	Contractor to Repair
Security	LCCF-13079	Outter receiving gate not closing properly causing the inner gate not to open.	Constant Use	Repaired
Security	LCCF-13137	Gate needs repaired	Defective Part	Replaced
Security	LCCF-13138	Gate needs repaired	Defective Part	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Security	LCCF-11639	Gate Not Opening/Shutting	Constant Use	Repaired
Security	LCCF-13140	Gate needs repaired	Defective Part	Duplicate Request
Security	LCCF-12909	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-13115	Central Control door not securing properly	Constant Use	Repaired
Security	LCCF-10789	GATE	Defective Part	Replaced
Security	LCCF-13165	Cell gate not opening	Defective Part	Replaced
Security	LCCF-13166	Cell gate is not opening or closing properly.	Defective Part	Replaced
Security	LCCF-13167	Cell door is not opening	Electrical Failure	Replaced
Security	LCCF-13139	Gate needs repaired	Defective Part	Repaired
Security	LCCF-13141	Gate needs repaired	Constant Use	Repaired
Security	LCCF-13170	Cell door not opening and closing properly	Constant Use	Repaired
Security	LCCF-13171	Cell door not opening or closing properly	Constant Use	Repaired
Security	LCCF-13175	24 door is showing red when door is secure, or when the door is closed but not locked	Constant Use	Repaired
Security	LCCF-13177	Door Problem-Sgt Control Lobby door (not 20 door) is not securing and caused a slight injury to a visiting counselor when he attempted multiple times to secure the door	Constant Use	Duplicate Request
Security	LCCF-12912	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-12911	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-12910	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security - 22 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	Tina M. Litz, Warden Heather Diehl , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment . Director of Work Release Scott Hocker. Director of Security, Edward Potter. Director of Training	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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FEBRUARY 18 , 2026
FEBRUARY PRISON BOARD MEETING
DETAIL SECTION

This Report Covers January 1, 2026, to January 31, 2026

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (19) different male inmates.

OUTSIDE: Outside detail consisted of (06) different male inmates.

FEMALE: Consists of (05) different female inmates.

0 : Pretrial Detainee (non-sentenced inmates) inmates working on
Outside Detail crew.

0 : Pretrial Detainee inmates working on Inside Detail crew.

265 Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

1. Cleaned the inside of LCCF.
2. Performed various duties and work assignments within LCCF.

On a Weekly Basis:

3. Maintained the exterior grounds of LCCF.
4. Maintained the exterior grounds of all county property's

PRISON BOARD CON'T

DETAIL SECTION **ON A PERIODIC BASIS:**

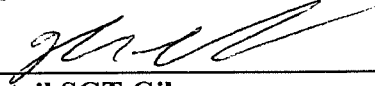
1. Supervised Detail inmates while they cleaned the inmate dayrooms, showers and Individual cells in all general population housing units.
2. The following areas were washed, scrubbed and disinfected:
 - Medical isolation cells #86 and #87.
 - Medical Dorm
 - Medical Exam room and offices
 - SHU/RHU cells
3. Foam scrubbed shower in all blocks, housing areas and medical infirmary.
4. Cleaned all vents in the facility.
5. Picked up sticks, cleaned up around county prison
6. Pressure washed all the showers in facility
7. Topped scrubbed floors and waxed floors in facility

PRISON BOARD CON'T **DETAIL SECTION.**

Total Detail hours worked from January. 1, 2026 through January. 31, 2026

Inside:	<u>1250</u>
Outside:	400
Total:	1650

Respectfully Submitted,



Detail SGT Gibson

Back B



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Prison Board Report

January, 2026

		avg attendance
Worship Services (English Male)	4	10
Worship Services (Spanish Male)	11	4
Worship Services (English Female)	3	7
12 Step Classes (English Male)	0	0
12 Step Classes (English Female)	0	0
Bible Study Classes (English Male)	12	3
Bible Study Classes (Spanish Male)	7	1
Bible Study Classes (English Female)	7	4
Individual Counseling Sessions	33	
Request Slips Answered	181	
Housing Area Visits	23	

Respectfully Submitted

Benjamin Dunlop, Jubilee Prison Chaplain

2/3/2026



**Lancaster – Lebanon Intermediate Unit #13
High School Age Education Program**

Monthly Report January 2026

E.S. (Emotional Support) Program:

The student must meet criteria under Chapter 14 of the Special Education Regulations for the state of Pennsylvania. The student has a disability, and the education program is delivered through and Individual Education Plan (IEP). The student works towards the IEP goals and objectives to meet graduation requirements. IEP grade reports are issued quarterly. Upon completion a diploma is issued.

Requirements:

- Age 21 or under.
- Student has a disability as per the Individuals with Disabilities Education Act/Chapter 14.
- Has not completed High School and has an IEP.

1 - Total Students

Alternative Education Program:

The student is regular education in an alternative education program. All students will work on all academic skills to meet graduation requirements. Upon completion of cumulative credit hours, they will receive an Alternative Education High School Diploma.

Requirements:

- Age 21 or under
- Previously enrolled in Regular Education
- Have not completed High School or G.E.D.

1 - Total Students

2 - Total Students for month of January

0 – Total Requests/Interviews conducted this month

Respectfully Submitted,

A handwritten signature in cursive script that reads 'Stephanie Warner'.

Stephanie M. Warner
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Community Education Program

Monthly Report for **January, 2026**

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>24</u>
Students who passed one/more GED/HiSET subtests:	<u>7</u>
Request Slips Received:	<u>12</u>

Respectfully Submitted,



Ken Travis
HSE Instructor,
LL IU13 Community Education