

# **LEBANON COUNTY PRISON BOARD MEETING AGENDA**

*Location:*

*Lebanon County Municipal Building  
400 S. 8th St.  
Room 207  
Lebanon, PA 17042*

**Wednesday, November 19, 2025 11:30am**

**Call To Order**

**Pledge of Allegiance**

**Public Comment**

**Approval Of Minutes From October 15, 2025**

**Report From The Warden**

**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](http://www.lebcounty.org) to view Commissioners meeting in its entirety.

# **LEBANON COUNTY PRISON BOARD**

## **MINUTES**

**Wednesday, October 15, 2025**

**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  
Robert M. Mettley, Controller

The following Board Members were absent:

Jeffrie Marley, Sheriff  
Pier Hess-Graf, District Attorney

\*First Assistant District Attorney Brian Diederick attended the meeting from the District Attorney's Office

Public Comment (s): John Rose of PA Prison Society, said results of a recent survey found that almost ½ of the correctional facilities that responded to the survey were short staffed.

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

Warden Tina Litz provided an updated Inmate Handbook to the Board and will be seeking approval to publish it in the next few months.

CGL, maintenance provider, continues to work on cell gate motors and has engaged with a local metal fabricator to prototype replacement parts.

Matt Hershey, Jubilee Ministries, addressed the Board with updates from Jubilee. Reverend Marilyn Nolte will be on a 3-month sabbatical leave from the facility. Jubilee will continue the same level of service to the Lebanon County Correctional Facility during this time.

Warden Litz presented treatment updates on behalf of Deputy Warden Davis. The LCCF continues to contend with aging-related health issues with inmates.

Tom Weber, CEO of PrimeCare Medical, gave the Board an update. Mr. Weber pointed out that the LCCF population has increased slightly, and medical call visits have increased commensurately. He also reported that the Medication Assisted Treatment (MAT) program has doubled.

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

Tina Litz, Warden, reported that the average daily inmate population for September was 315.17. 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 four (4) week operating period, during the month of September 2025 were \$3,868.48, commission amount from August was \$5,058.14.

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

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

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

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of September 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 September 2025. The Board reviewed this report.

Grant Verbitskey, Director Work Release, submitted a written report for the month of September 2025. Mr. Verbitskey reported that there are eight (8) inmates employed within the community on the work release program and three (3) inmates seeking employment. Two (2) travel passes were issued during this period. The Board reviewed this report.

Rev. Marilyn Nolte, Chaplain Manager, submitted a written Chaplain's report for the month of September 2025. The Board reviewed this report.

A 2025 Statistical Summary Report from PrimeCare Medical was submitted.

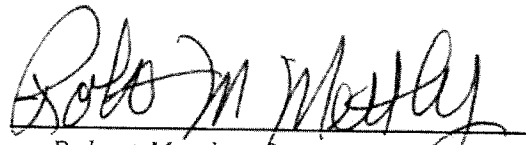
CGL, submitted a written building maintenance report for the month of September 2025. CGL completed three hundred and eighteen (318) work orders during this period. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for September 2025. The total number of students enrolled in the Emotional Support (E.S.) Program was one (1) and the Alternative Education Program was zero (0) 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

September 2025. Total sessions to prepare students for the HiSET exams were twelve (12), six (6) students scheduled for the next GED/HiSET testing, and fourteen (14) request slips were received. The Board reviewed this report.

Meeting Adjourned.

A handwritten signature in black ink, appearing to read "Robert Mettley". The signature is written in a cursive style with a horizontal line underneath it.

*Robert Mettley, County Controller  
Secretary*

*Next meeting: November 19, 2025 - Commissioners Office, 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**

*Grant Verbitsky*  
**Director of Work Release**

*Rebecca Davis*  
**Deputy Warden of Treatment**

*Scott Hocker*  
**Captain of Security**

<b>PRISON BOARD NOVEMBER 1, 2025</b>	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
NUMBER OF INMATES AS OF <b>OCTOBER 31, 2025</b>	311	272	39
AVERAGE DAILY POPULATION: <b>OCTOBER</b>	317.16	278.97	38.19
NUMBER OF INMATES RECEIVED	124	100	24
NUMBER OF INMATES RELEASED	129	109	20
HIGHEST COUNT	324 8 <sup>th</sup>	287 1 <sup>st</sup>	41 19 <sup>th</sup>
LOWEST COUNT	308 17 <sup>th</sup> , 18 <sup>th</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup>	269 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup>	33 2 <sup>nd</sup>
NUMBER OF UNSENTENCED INMATES	83	72	11
NUMBER OF INMATES ON WORK RELEASE	10	9	1
NUMBER OF INMATES ON WORK DETAIL	29	24	5
NUMBER OF STATE SENTENCED INMATES	15	15	0
NUMBER TRANSFERRED TO STATE PRISON	6	6	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	7	6	1
NUMBER OF PAROLE/PROBATION VIOLATORS	92	84	8
<b>BREAKDOWN OF COMMITMENTS:</b>			
NEW CHARGES	37	--	--
PROBATION VIOLATION	2	--	--
PAROLE VIOLATION	4	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	17	--	--
OTHER LEBANON BENCH WARRANTS	25	--	--
OUT OF COUNTY BENCH WARRANTS	7	--	--
D.J. SENTENCE	3	--	--
SENTENCED BY COURT OF COMMON PLEAS	15	--	--
WRITS FROM OTHER COUNTIES	7	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	6	--	--
INMATES IN OTHER COUNTIES ON WRITS	6	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	7	6	1
IN LCCF ON WRITS AND RETURNED	8	7	1

# Lebanon County Correctional Facility



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**Tina Litz,**  
**Warden**

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

*Grant Verbitskey,*  
**Director of Work Release**  
*Scott Hocker*  
**Captain of Security**

## CANTEEN – SAVINGS/CHECKING ACCOUNT MONTH OF OCTOBER 2025

<b><i>SAVINGS ACCOUNT:</i></b>	<b><i>DESCRIPTION:</i></b>	<b><i>AMOUNT</i></b>	<b><i>TOTAL</i></b>
<b>BEGINNING BALANCE AS OF:</b>	<b><i>October 1, 2025</i></b>		<b>11,039.55</b>
Commissary sales	October 2025	<b>18,011.37</b>	
Securepak Commission	September 2025	<b>3,741.04</b>	
Quarterly CR – Barber, commit/indigent packs	7/1/25-9/30/25	<b>3,887.77</b>	
Interest Applied		<b>1.05</b>	
<b>TOTAL DEPOSITS INTO SAVINGS</b>			<b>25,641.23</b>
<b>TOTAL FUNDS AVAILABLE</b>	Beginning Balance + Total Deposits		<b>36,680.78</b>
<b>TOTAL TRANSFER TO CHECKING FROM SAVINGS</b>			<b>21,124.74</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>October 31, 2025</i></b>		<b>15,556.04</b>
<b>ENDING BALANCE ON: 10/31/2024</b>	Comparison of Last Years Ending Balance		<b>31,591.98</b>
<b><i>CHECKING ACCOUNT:</i></b>			
<b>BEGINNING BALANCE AS OF:</b>	<b><i>October 1, 2025</i></b>		<b>200.00</b>
<b>TOTAL DEPOSITS INTO CHECKING</b>			<b>21,124.74</b>
<b>TOTAL FUNDS AVAILABLE</b>			<b>21,324.74</b>
<b>DISBURSMENTS:</b>	<b>NON-STORE</b>		
Charm-Tex	White clothing, soap, sandals	<b>819.00</b>	
Thomson Reuters	Law Library	<b>1,928.84</b>	
Language Line	Translators	<b>100.00</b>	
Mychal Robinson	Inmate haircuts	<b>352.00</b>	
Mark Rychlak Reimbursement	Homeless Housing MH Release	<b>144.30</b>	
Lancaster/Lebanon IU13	School Program	<b>5309.80</b>	
Myerstown Community Training Center	AHA, HS, CPR/AED, FA	<b>180.00</b>	
Capital One Walmart	Totes, hair trimmers	<b>242.14</b>	
AED Market	AED Batteries	<b>865.80</b>	
<b>TOTAL NON STORE DISBURSEMENTS</b>			<b>9,941.88</b>
<b>DISBURSMENTS:</b>	<b>STORE</b>		
Commissary sales, indigent kits	September 2025	<b>11,182.86</b>	
<b>TOTAL STORE DISBURSEMENTS</b>			<b>11,182.86</b>
<b>TOTAL OF ALL DISBURSMENTS INTO CHECKING</b>	Non-Store + Store		<b>21,124.74</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>October 31, 2025</i></b>		<b>200.00</b>

**Respectfully Submitted,**  
**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

*Grant Verbitsky,*  
Director of Work Release  
*Scott Hocker,*  
Captain of Security

## **COMMISSARY REPORT**

### **MONTH OF OCTOBER 2025**

	<b><u>OCT 2025</u></b>	<b><u>OCT 2024</u></b>
<b>OPERATING WEEKS:</b>	<b>5</b>	<b>5</b>
<b>NUMBER OF ORDERS:</b>	<b>539</b>	<b>516</b>
<b>AVERAGE WEEKLY ORDERS:</b>	<b>108</b>	<b>103</b>
<b>SALES:</b>	<b>\$ 18,537.16</b>	<b>\$ 16,982.13</b>
<b>LESS EXPENSES (CREDITS):</b>	<b>\$ -525.79</b>	<b>\$ -406.84</b>
<b>TOTAL SALES:</b>	<b>\$ 18,011.37</b>	<b>\$ 16,575.29</b>
<b>AVERAGE WEEKLY SALES:</b>	<b>\$ 3,707.43</b>	<b>\$ 3,396.43</b>
<b>COMMISSION MONTH OF SEPT:</b>	<b>\$ 6,010.01</b>	<b>\$ 5,426.09</b>

**Respectfully Submitted,**

**Rebekah Bowsman, Fiscal Assistant**

**LEBANON COUNTY  
CORRECTIONAL  
FACILITY**

Tina M. Litz, Warden  
Heather Diehl, Deputy Warden - Operations  
Rebecca A. Davis, Deputy Warden - Treatment  
Ray H. Arnold, Director of Work Release  
, Capitan of Security

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

**MONTHLY PRISON BOARD REPORT**

**DATE:**

**REPORT FROM: 10/1/25 TO 10/31/25**

**CURRENT**

**YEAR TO DATE**

	<b><u>CURRENT</u></b>	<b><u>YEAR TO DATE</u></b>
<b>CONSUMABLE</b>	\$ 4,697.18	\$ 56,518.80
<b>MEATS</b>	\$ 2,916.71	\$ 28,870.98
<b>DAIRY PRODUCTS</b>	\$ 3,717.90	\$ 32,420.20
<b>BAKED PRODUCTS</b>	\$ 3,312.00	\$ 37,137.00
<b>GROCERIES</b>	\$ 8,111.49	\$ 116,659.12
<b>FRESH FRUITS &amp; VEGETABLES</b>	\$ 1,156.00	\$ 14,794.00
<b>TOTAL</b>	\$ 23,911.28	\$ 286,400.10
<b>VALUE OF USDA</b>	\$ -	\$ -
<b>LAUNDRY COSTS</b>	\$ -	\$ 13,064.75

**BREAK DOWN OF COSTS**

**MEALS SERVED**

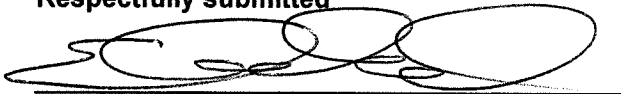
<b>STAFF</b>	2,200	21,310
<b>INMATE POPULATION</b>	29,202	248,763
<b>GUESTS</b>	-	-
<b>CENTRAL BOOKING LUNCHES</b>	162	1,566
<b>TOTAL MEALS SERVED</b>	31,564	271,639
<b>COST PER PERSON PER MEAL</b>	\$ 0.76	\$ 1.05

<b>COST PER PERSON PER DAY</b>	\$	2.27	\$	3.16
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**DATE** **DONATED BY:**

- 10/2/25 Calvary Chapel 5 skids assorted product
- 10/6/25 Bills produce 8 cases assorted produce
- 10/9/25 Calvary Chapel 4 skids assorted product
- 10/12/25 Gemmas Angels 10 cases assorted product
- 10/13/25 Bills produce 4 cases assorted produce
- 10/16/25 Calvary Chapel 4 skids assorted product
- 10/20/25 Bills produce 2 cases assorted produce
- 10/23/25 Calvary chapel 4 skids assorted product
- 10/27/25 Bills produce 5 cases of assorted produce
- 10/30/25 Calvary Chapel 4 skids of assorted product

Respectfully submitted



**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

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

*Grant Verbitsky*  
**Director of Work Release**  
*Scott Hocker*  
**Captain of Security**

To: Lebanon County Prison Board  
From: Tina M. Litz, Warden  
Re: October 2025 Prison Board Report

10-01-25: Attended the PA Counties Warden's Association Conference in HA, PA.

10-03-25: Completed warden daily tasks, various meetings conducted regarding 2026 budget preparations.

10-03-25: Completed warden daily tasks, networked with Mr. Shott from Probation services on the R-SAT -PCCD grant,

10-5-25: Toured various areas of the facility (3,SHU, 5).

10-06-25: Completed warden daily tasks, participated in the bi-monthly CGL maintenance meeting – reviewed budget information and discussed various operational obstacles, completed the monthly county IT tests. County Insurance carrier and County Administrator on-site for a DW Diehl provided tour. I toured kitchen and medical on this date. and met with Health Services Administrator to discuss various inmates and plans for their care. Submitted PCCD grant. Toured areas: 1,2 6 and addressed concerns and complaints.

10-07-25: Completed warden daily tasks, conducted various department meetings this date, toured Blocks 1,2 and out mate.

10-08-25: : Completed warden daily tasks, toured out mate lower, conducted an administrative meeting to review administrative segregations, grievances, work release classifications and various operational topics.

10-09-25: : Completed warden daily tasks, toured block 6 upper and lower and toured various areas with Via Path representative Tom Gibney, tech Micheal Roldan and DW Davis, reviewing operational obstacles and inmate complaints of service.

10-10-25: Completed warden daily tasks, reviewed officer support applications.

10-13-25: Completed warden daily tasks, attended bi-monthly CJAB meeting.

10-14-25: Completed warden tasks, met with CGL, and both kitchen and detail Sgt's for facility updates. Networked with various departments on operations.

10-15-25: Completed daily warden tasks, participated in the monthly CQI and Prison Board meetings, budget preparations.

10-16-25: Completed daily warden tasks, toured block 6 and out mate areas of facility, continued budget/grant preparations.

10-17-25: Completed daily warden tasks, participated in a team meeting with County IT and Via Path.

10-20-25: Completed daily warden tasks, reviewed policies, addressed grievances

10-21-25: Completed warden daily tasks, reviewed various reports, networked with various county offices for data collection, and participated in a team's Best Practices Records Keeping-PA State Archives.

10-22-25: Completed daily warden tasks, Warden participation in the newest academy cadet graduation.

10-23-25: Completed daily warden tasks, networked with CGL on jail operations, 2026 Budget presentation, met with county IT.

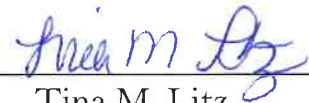
10-27-25: Completed daily warden tasks, updated prison board on out mate heating at LCCF, worked with County IT and networked with CGL on topics.

10-28-25: Completed daily warden tasks, reviewed and approved polices. networked with various departments to include medical.

10-30-25: Completed warden daily tasks, toured RHU, medical and block 5 with tablet vendor, met with CGL to discuss various maintenance topics.

10-31-25: Completed warden daily tasks, met with medical vendor to discuss various inmates, met with DWO to go over operations.

Respectfully Submitted,



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Tina M. Litz  
Warden

# LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden  
Heather Diehl, Deputy Warden-Operations  
Becky Davis, Deputy Warden – Treatment  
Grant Verbitsky, 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

11/7/2025

CC: Deputy Warden Heather Diehl- Operations

RE: October 2025 Prison Board Report- 10/1/2025 through 10/31/2025

- 10/1/2025- PTO
- 10/2/2025- Administrative meeting with Union, began working on Key control Policy
- 10/3/2025- Posted Shift Vacancies, administrative meetings
- 10/6/2025- Toured Kitchen, Laundry, Block 5, Escorted County Insurance Safety Rep and Jaime Wolgemuth through facility.
- 10/7/2025- Administrative meetings
- 10/8/2025- Administrative meetings
- 10/9/2025- Attended presentation at DES building regarding threat assessment
- 10/10/2025- PTO
- 10/13/2025- PTO
- 10/14/2025- PTO
- 10/15/2025- Prison Board
- 10/16/2025-Administrative meetings
- 10/17/2025- Administrative meetings
- 10/20/2025- Annual Disaster Drill, Worked 11am-7pm, completed Shot gun qualification
- 10/21/2025- Administrative meetings
- 10/22/2025- Administrative meeting, attended new Officer Graduation
- 10/23/2025- PTO half day
- 10/24/2025- Administrative meetings
- 10/27/2025- Administrative meeting with Detail department
- 10/28/2025- Toured Block 2- Completed Key control Policy
- 10/29/2025- Administrative meeting with Shift Commanders
- 10/30/2025- PTO
- 10/31/2025 Administrative meetings

Monthly operations

Full Operations: 92

Modified Operations:0

Locked down: 1

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

# **LEBANON COUNTY CORRECTIONAL FACILITY**

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Becky Davis, Deputy Warden – Treatment  
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Scott Hocker Captain of Security  
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Review Misconduct Reports  
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,



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Deputy Warden Heather Diehl

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Warden

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

*Scott Hocker*  
Captain of Security

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**To: Lebanon County Prison Board**  
**From: Rebecca Davis, Deputy Warden of Treatment**  
**Re: October 2025 Prison Board**  
**10-1-25 to 10-31-25**

**10-1-25: Completed daily DW of Treatment tasks**  
**10-2-25: Completed daily DW of Treatment tasks, completed parole recommendations**  
**10-3-25: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates**  
**10-6-25: Completed daily DW of Treatment tasks, completed parole recommendations**  
**10-7-25: Completed daily DW of Treatment tasks**  
**10-8-25: Completed daily DW of Treatment tasks, attended administrative meeting**  
**10-9-25: Completed daily DW of Treatment tasks, met with Viapath representative**  
**10-10-25: Completed daily DW of Treatment tasks**  
**10-13-25: Completed daily DW of Treatment tasks, completed disciplinary boards**  
**10-14-25: Completed daily DW of Treatment tasks, attended drug court**  
**10-15-25: Vacation Day**  
**10-16-25: Completed daily DW of Treatment tasks, completed parole recommendations, virtual meeting with Mental Health of Lancaster**  
**10-17-25: Completed daily DW of Treatment tasks, completed parole recommendations**  
**10-20-25: Family Sick Day**  
**10-21-25: Completed daily DW of Treatment tasks, attended the shooting range for shotgun qualifications**  
**10-22-25: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances**  
**10-23-25: Completed daily DW of Treatment tasks, attended administrative meeting**  
**10-24-25: Completed daily DW of Treatment tasks, answered inmate grievances**  
**10-27-25: Completed daily DW of Treatment tasks, toured Jubilee Ministries after care houses**  
**10-28-25: Completed daily DW of Treatment tasks, assisted with Flu shot clinic for LCCF inmates, attended drug court**  
**10-29-25: Completed daily DW of Treatment tasks, answered inmate grievances**  
**10-30-25: Vacation Day**  
**10-31-25: Vacation Day**

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*Rebecca Davis,*  
Deputy Warden of Treatment

*Scott Hocker*  
Captain of Security

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**October 2025:** 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: 16**

**Number of grievances for the month: 21**

**Approximate number of request slips completed: 1,100 Intakes of new commitments:83, Public**

**Defender applications: 27**

Respectfully,

**Rebecca Davis**  
Deputy Warden of Treatment

# Lebanon County Correctional Facility



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*Grant Verbitskey,*  
**Director of Work Release**  
*Scott Hocker,*  
**Captain of Security**

November 19, 2025

To: Lebanon County Prison Board  
From: Grant Verbitskey, Director of Work Release  
Subject: Monthly Prion Board Report.  
Re: 10/01/2025 – 10/31/2025

## BOARD MEMBERS:

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

## PARTICIPANTS

	October 2025	October 2024
Inmates Employed in the Community:	10	12
Inmates added to the Program:	04	07
Inmates removed from the Program:	02	06
Removed for a Major Misconduct:	00	01

## REQUEST SLIPS / COUNSELING

	October 2025	October 2024
Request Slips:	65	83
Intakes:	0	0

## WORK RELEASE AVAILABILITY / TRAVEL PASSES

	October 2025	October 2024
Inmates Seeking Employment:	07	05
Total Number of Travel Passes (TP):	05	33
Travel Passes for Employment:	05	32
Travel Passes for Work Related Items:	00	3
Travel Passes for Medical Apps.:	00	2
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

## FINANCIAL STATUS

	Month of October 2025	Year to date 2025
AMOUNT RECEIVED	\$16,819.93	\$182,967.62
ROOM AND BOARD	\$3,655.39	\$43,241.79
FINES AND COSTS	\$3,290.00	\$37,956.01
DISTRICT JUSTICES	\$120.00	\$790.00
PROCESSING FEE	\$75.00	\$650.00
DRUG TESTING	\$310.00	\$3,440.00
SUPERVISOR FEE	\$620.00	\$6,880.00
MONEY DEDUCTED	\$8,070.39	\$92,947.40
INMATE BALANCE	\$8,749.54	\$90,019.83
COST RECOVERY - Room & Board RB	\$35.24	\$2,128.13

## MEETINGS

Attended Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations

## Work Release

Work Release Classification held this month, 4 approved.

Assisted Inmates with employment placement.

## Inmates Added to the Work Release Program for the month of October 2024.

Lehman , Phillip	MGD Tractors
Perez, Irwing	MGD Tractors
Lopez, Miguel	Henry Molded

## Inmates removed/released from the Work Release Program for the Month of October 2024.

Mease, Chase	County Parole
Class, Rebecca	County Parole

Respectfully submitted,



Grant Verbitskey

Director of Work Release

# LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden  
Heather Diehl, Deputy Warden – Operations  
Rebecca Davis, Deputy Warden – Treatment  
Ray Arnold, 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

To: Lebanon County Prison Board  
Fr: Captain Scott Hocker  
Re: October 2025 Prison Board Report


10/1/2025 Helped security staff due to multiple transports. Outside perimeter check.  
10/2/2025 Off site helping with BCOT academy defensive tactics.  
10/3/2025 Worked on Headcount/ Standing Headcount Policy. Conducted radio checks.  
10/6/2025 Continued work on Headcount/ Standing Headcount Policy. Interviewed inmates.  
10/7/2025 Conducted disciplinary Boards. Continued with Policy.  
10/8/2025 Conducted OIC checks in housing areas.  
10/9/2025 Vacation  
10/10/2025 Checked on conditions of control stations, Talked to Officers. Helped with O/C class.  
10/13/2025 Off site with BCOT academy ASP Baton training.  
10/14/2025 Paperwork for Mass Disturbance training started.  
10/15/2025 Continued paperwork for Mass Disturbance training.  
10/16/2025 Listen to phone calls, Went to Ceder Haven to check on wheelchair access van to be used for a transport.  
10/17/2025 Conducted a meeting with kitchen staff.  
10/20/2025 Office site with BCOT academy for range. Shotgun qualifications for Correctional staff. Conducted Mass Disturbance training on the 4:00pm to 12:00am shift in conjunction with PrimeCare.  
10/21/2025 Officer site with BCOT academy for range. Shotgun qualifications for Correctional staff.  
10/22/2025 Attended the BCOT academy graduation.  
10/23/2025 Attended an Admin Meeting. Conducted disciplinary boards.  
10/24/2025 Cut off locks on lockers not being used in the officer's locker room. Helped by Director of Training Edward Potter.  
10/27/2025 Attended a meeting with Deputy Warden Diehl, Sgt. Robert Gibson, and officer Isreal Matos about winter schedule for the detail department.  
10/28/2025 Off site for handgun and shotgun training. Shotgun qualifications for Correctional Officers.  
10/29/2025 Vacation  
10/30/2025 Distributed uniforms to blk 5 gen pop, quarantine, Outmate, and Alpha block with Officer Wallander and Officer Rivas.  
10/31/2025 Distributed uniforms to Outmate upper with Officer Wallander.

# LEBANON COUNTY CORRECTIONAL FACILITY

Robert J. Karnes, Warden  
Timothy L. Clements, Deputy Warden – Operations  
Anthony J. Hauck, Deputy Warden – Treatment  
Michael K. Stuckey, Director of Work Release  
Capt. Michael L. Ott, Director of Security

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

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Captain Scott M. Hocker

## 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  
Grant Verbitskey, Director of Work Release  
Captain 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

**To: Prison Board**  
**From: Director of Training, Edward Potter Jr.**  
**RE: October report**

# October 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Basic Correctional Officer Training Academy	2 Basic Correctional Officer Training Academy	3 Basic Correctional Officer Training Academy	4	5
6 Basic Correctional Officer Training Academy	7 Basic Correctional Officer Training Academy	8 Basic Correctional Officer Training Academy	9 Basic Correctional Officer Training Academy	10 Basic Correctional Officer Training Academy	11	12
13 Off	14 Basic Correctional Officer Training Academy	15 Basic Correctional Officer Training Academy	16 Basic Correctional Officer Training Academy	17 Basic Correctional Officer Training Academy	18	19
20 -Basic Correctional Officer Training Academy -Disaster Drill	21 Basic Correctional Officer Training Academy	22 Basic Correctional Officer Training Academy	23 Off	24 Basic Correctional Officer Training Academy	25	26
27 Ordered AED batteries. Completed Disaster drill feedback	28 Firearms Training	29 Created New Officer Certificates and Training files	30 Completed Academy file and updates staff training files	31 Started to Create training plan for Staff Evidence and Video Camera training		

PCM Portal - Generate Stat Summary Report

Stat Summary Report

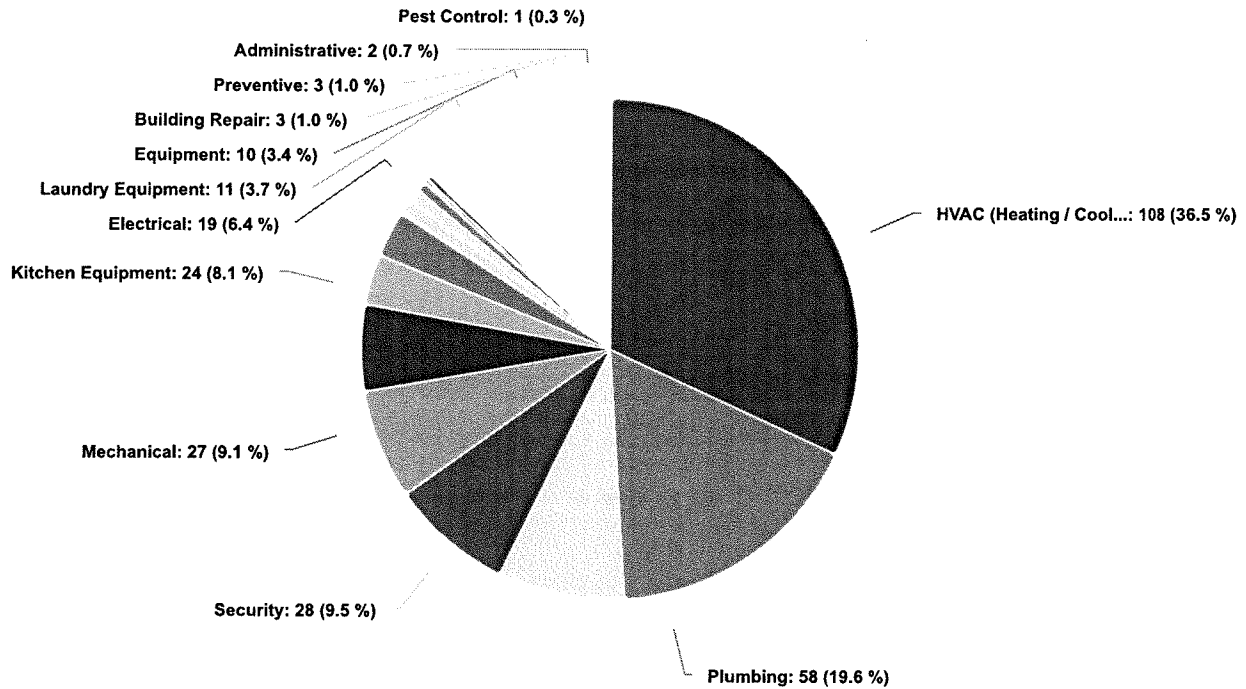
Facility Statistics	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Monthly ADP	253	246	244	240	248	273	291	294	309	313			
Monthly ADP Male	213	208	205	200	208	232	247	253	271	275			
Monthly ADP Female	40	38	39	40	40	41	44	41	38	38			
Monthly ADP Identify as Other	0	0	0	0	0	0	0	0	0	0			
Total # of Intake Screenings	119	104	151	129	123	156	133	134	126	123			
Substance Use / MAT	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # Patients Detox	33	31	37	34	36	42	41	38	42	31			
# of Patients Detoxed Opioids	10	11	9	9	10	14	11	11	9	7			
# of Patients Detoxed ETOH	6	9	10	6	11	11	11	6	14	8			
# of Patients Detoxed Benzodiazepines	6	2	4	6	7	5	9	4	8	1			
# of Patients Detoxed Methamphetamines	11	9	14	13	8	12	10	17	11	15			
Total # of Patients on MAT	38	39	43	48	56	58	61	52	65	73			
# of Intakes on Continuation of MAT	14	14	20	13	6	10	12	9	16	31			
# of New Patient MAT Inductions	0	0	2	8	10	5	5	4	5	11			
# of Patients on Methadone	9	10	15	10	11	12	9	8	12	15			
# of Patients on Suboxone	0	0	0	0	0	0	0	0	0	0			
# of Patients on Subutex	29	29	28	35	43	44	51	48	52	55			
# of Patients on Sublocade	0	0	0	0	0	0	0	0	0	0			
# of Patients on Oral Naltrexone	0	0	2	3	1	1	0	0	1	3			
# of Patients on Vivitrol	0	0	0	0	0	1	1	0	0	0			
Administrative	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # of Grievances	7	7	3	7	3	6	4	2	4	1			
# of Founded Grievances	0	0	0	1	1	2	0	0	0	0			
# of Patient Deaths	0	0	0	0	0	0	0	0	0	0			
Total # of Adverse Clinical Events	6	10	10	6	6	10	8	10	13	10			
# of Patients Placed in Restraints	0	0	1	1	1	0	0	0	2	0			
# of Intake Refusals	1	0	1	1	0	0	0	2	1	2			
Total # of Medical Housing Admissions	6	1	6	3	1	4	2	3	4	2			
Medical Transports	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # of Patients in the Hospital	3	6	3	2	1	3	0	1	1	2			
Total # of Patient Hospital Days	20	22	10	9	3	15	0	14	14	22			
Total # of ER Transports via Ambulance	2	2	3	2	0	3	3	4	7	4			
Total # of Transports	44	42	38	34	22	31	27	25	29	43			
Cardiology	3	2	7	4	2	3	0	3	2	3			
Dermatology	0	0	0	1	2	0	2	3	2	2			
Dialysis	13	18	1	0	0	0	0	0	0	0			
ENT	0	0	1	2	0	0	0	0	0	0			
Emergency Room	3	4	6	4	1	3	3	2	3	4			
Gastroenterology	0	1	0	2	5	3	1	1	1	3			
General Surgery	3	0	3	1	0	0	1	1	1	3			

Hematology/Oncology	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Methadone	0	1	0	0	0	0	0	0	0	1	1		
Neurology/Neurosurgery	0	1	1	1	0	0	1	1	0	1	0		
OB/GYN	0	0	2	0	0	1	1	1	0	2	2		
Ophthalmology	2	2	0	1	3	1	1	0	3	2	3		
Oral Surgery	0	0	1	1	0	1	0	1	0	1	0		
Orthopedics	0	0	0	0	0	0	0	0	0	0	0		
Physical Therapy	2	2	4	4	0	0	5	3	2	0	6		
Plastic Surgery	0	0	0	0	0	1	1	3	1	0	1		
Podiatry	2	0	1	0	0	0	2	1	1	0	0		
Urology	1	0	0	0	0	1	1	1	0	0	0		
Wound Clinic	0	0	1	2	0	0	0	2	2	5	2		
Surgery Performed	4	5	7	5	2	3	3	1	2	2	0		
Imaging (CT, MRI, etc.)	3	1	0	2	1	2	1	1	0	0	1		
Diagnostic Test (outside)	3	3	4	3	0	2	2	3	2	2	5		
Other Trips / Outside Consults	3	1	0	0	2	2	2	0	0	0	4		
Total # of Missed Outside Appointments	2	1	0	1	0	1	1	2	2	1	3		
Medical	0	2	1	2	0	0	1	0	0	1	0		
Total # Nurse Sick Call	209	207	222	253	260	254	269	342	325	310			
Total # of Provider Sick Calls	264	197	215	280	223	260	267	263	305	337			
# of MD Sick Calls	19	16	18	6	9	5	1	4	1	2			
# of NP/PA Sick Calls	245	181	207	274	214	255	266	259	304	335			
Total # of Patients in Medical Chronic Care	178	158	182	174	209	252	265	269	284	265			
# in CCC - Asthma (COPD/Pulmonary)	43	33	40	35	40	48	58	55	51	69			
# in CCC - Cardiac (Hypertension)	68	69	77	77	74	84	84	94	97	88			
# in CCC - Diabetes	26	22	22	25	21	25	25	27	29	15			
# in CCC - HCV	5	9	10	12	13	20	19	15	15	14			
# in CCC - HIV/AIDS	3	3	1	1	1	2	0	0	2	3			
# in CCC - Juvenile/Elderly	24	25	29	35	32	41	49	50	57	46			
# in CCC - Neuro	9	9	9	8	11	20	19	14	16	14			
# in CCC - Pregnancy	2	0	0	1	2	1	1	2	1	2			
# in CCC - Sickle Cell Disease	0	0	0	0	1	0	1	1	1	1			
# in CCC - TB	0	0	0	0	0	0	0	0	0	0			
# in CCC - Thyroid	4	2	3	5	7	8	9	9	9	7			
# in CCC - Medical/Misc (Other)	17	2	0	0	5	3	0	2	5	4			
Total # of Pregnant Females	1	0	0	1	2	1	0	1	1	2			
# of Miscarriages	0	0	0	0	0	0	0	0	0	0			
# of Abortions	0	0	0	0	0	0	0	0	0	0			
# of Deliveries	0	0	0	0	0	0	0	0	0	0			
Total # of Patients on Medical Meds	165	164	170	172	168	190	198	194	182	215			
% ADP on Medical Meds	65%	67%	70%	72%	68%	64%	57%	66%	59%	69%			
Total # 14-Day Physicals	88	64	96	84	82	118	94	78	104	102			
Total # Annual Physicals	8	7	5	3	9	3	5	7	8	5			

	26	15	26	34	36	29	33	41	28	66			
	21	24	39	33	18	23	26	20	17	22			
Infectious Disease	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # of In-House EKG's	106	94	121	122	108	137	44	2	0	3			
Total # of In-House X-Ray's	0	0	0	0	0	0	0	0	0	0			
# of HIV Positive Detected at Facility	4	3	1	2	0	1	0	0	2	2			
# Receiving HIV Medication or ART	2	1	2	2	1	2	0	1	0	1			
Total # HCV Tests Performed	0	0	0	0	0	0	0	0	0	0			
# of HCV Positive Detected at Facility	0	0	1	0	0	0	0	0	0	0			
# Receiving HCV Treatment	0	1	3	2	0	1	0	1	0	1			
Total # of Other Hepatitis Tests Performed	0	0	0	0	0	0	0	0	0	0			
# of Hepatitis A Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0			
# of Hepatitis B Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0			
Total # of RPR Tests Performed	3	1	0	0	1	0	1	1	1	0			
# of Syphilis Cases Detected at Facility	1	0	0	0	0	0	0	0	0	0			
Total # of GC/CT Tests Performed	4	1	0	1	1	1	0	4	1	3			
# of Gonorrhea Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0			
# of Chlamydia Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0			
Total # COVID-19 Tests Performed	11	41	4	1	1	0	0	3	1	1			
# of COVID-19 Cases Detected at Facility	6	24	0	0	0	0	0	0	0	0			
# of COVID-19 Vaccines Administered	0	0	0	0	0	0	0	0	0	0			
Total # of Patients Isolated for MRSA	0	2	0	0	2	3	2	3	3	1			
# of MRSA Cases Detected at Facility	0	1	0	0	0	0	0	2	1	0			
Total # of TB Tests Performed	103	88	133	100	103	146	129	114	104	105			
# of TB Cases Detected at Facility	0	0	0	0	0	0	0	0	0	0			
# Receiving TB Treatment	0	0	0	0	0	0	0	0	0	0			
Behavioral Health	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # of Psychiatrist/Psych Sick Calls	143	124	131	120	109	150	130	108	110	124			
Total # of Behavioral Health Sick Calls	326	218	252	336	366	340	337	305	320	422			
Total # of Behavioral Health Groups	0	0	0	0	0	0	0	0	0	0			
Total # Patients in BH CCC	87	74	88	86	87	92	93	92	88	96			
# CCC - Bipolar & Related Disorders	50	46	48	52	48	52	54	55	50	53			
# CCC - Depressive Disorder	26	19	27	22	25	24	23	26	26	31			
# CCC - Schizophrenia Spectrum & Other	11	9	13	13	15	17	17	14	15	16			
Total # of Patients on Psych Meds	134	137	127	124	136	128	131	132	132	134			
% ADP on Psych Meds	53%	56%	52%	52%	55%	47%	45%	45%	43%	43%			
Total # of Patients on MHSR-A	38	42	41	47	42	52	63	66	59	60			
% of Patients on MHSR-A	15%	17%	16%	19%	17%	19%	21%	22%	19%	19%			
Total # of Patients on MHSR-B	20	20	20	23	19	21	23	27	33	41			
% of Patients on MHSR-B	8%	8%	8%	9%	8%	8%	7%	9%	11%	13%			
Total # of Patients on MHSR-C	158	156	149	146	140	162	165	163	175	174			
% of Patients on MHSR-C	62%	63%	61%	60%	56%	59%	56%	55%	57%	56%			
Total # of Patients on MHSR-D	15	11	14	15	14	16	15	13	17	14			
% of Patients on MHSR-D	6%	4%	5%	6%	6%	6%	5%	4%	7%	4%			

	15	14	21	17	30	21	21	20	22	26			
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Total # of Patients on Suicide Watch	38	16	59	60	37	44	31	37	55	44			
Total # of Involuntary M.H. Commitments	0	0	0	0	0	0	0	0	0	0			
# of Patients Waiting Transfer to State Hospital	0	0	0	0	0	0	0	0	0	0			
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0	0	0	0	0	0			
Dental													
Total # of Dentist Sick Calls	38	16	59	60	37	44	31	37	55	44			
# of Fillings	0	0	0	0	0	0	0	0	0	0			
# of Exams	24	11	34	33	20	31	21	22	29	29			
# of Extractions	9	4	13	21	13	12	9	8	19	11			
# of Other	0	0	0	0	0	0	0	0	0	0			
# of Annual Dental Exams	5	1	12	6	4	3	1	7	7	4			

Category



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '10/1/2025' AND '10/31/2025'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>Administrative</b>				
Administrative	LCCF-12355	HR training	Training	Completed
Administrative	LCCF-12518	Administration	Administrative	Meetings / Documenting / Ordering
<b>Administrative - 2 Total:</b>				
<b>Building Repair</b>				
Building Repair	LCCF-12209	Block 1 door not securing	Constant Use	Repaired
Building Repair	LCCF-12207	Monthly, Facility Safety Inspection	PM/Inspection Generated Work Order	PM Completed
Building Repair	LCCF-11717	the cart that the tray lids are on needs new wheels.	Constant Use	Found to be OK
<b>Building Repair - 3 Total:</b>				
<b>Computer / Technology</b>				
Computer / Technology	LCCF-12214	phone in admin conference room does not work. Please let me know IT needs to be involved.	Constant Use	Replaced
<b>Computer / Technology - 1 Total:</b>				
<b>Electrical</b>				
Electrical	LCCF-12248	3&4 Control Station Panel lights are out	Escorting - Client Requested	Contractor to Repair
Electrical	LCCF-12242	Blk #5 Station the (Right Panel) Number cell Panel lights are out	Escorting - Client Requested	Contractor to Repair
Electrical	LCCF-12247	O/M Control Station Panel Lights are out	Escorting - Client Requested	Contractor to Repair
Electrical	LCCF-12241	Blk #5 Station Old to New Panel lights are out	Escorting - Client Requested	Contractor to Repair

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-12246	Blk #5 Station Alpha Panel Lights are out	Constant Use	Contractor to Repair
Electrical	LCCF-12215	Panel Lights for Central Control	Constant Use	Contractor to Repair
Electrical	LCCF-12216	Panel lights in block 1 & 2 control station	Constant Use	Contractor to Repair
Electrical	LCCF-12258	light switch plate is loose and when you move it will shock you	Constant Use	Repaired
Electrical	LCCF-12283	O/M upper showers are off and leaking from the valve.	Constant Use	Repaired
Electrical	LCCF-12225	Block #6 Station Bulb Burned Out on Panel	Constant Use	Contractor to Repair
Electrical	LCCF-12079	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12078	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12321	ALPHA PANEL NOT WORKING	Electrical Failure	Reset
Electrical	LCCF-12146	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12147	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12145	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12350	laundry room outlet braker was off	Electrical Failure	Reset
Electrical	LCCF-12077	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-12213	CENTRAL STATION DOOR HAS SECURING ISSUES	Constant Use	Replaced
<b>Electrical - 19 Total:</b>				

**Equipment**

Equipment	LCCF-12318	dryer vent cap had come loose. it is secured with an underwear girdle	Constant Use	Repaired
Equipment	LCCF-9789	Equipment Broken-BLOCK 4 CELL 66 GATE BROKEN	Constant Use	Repaired
Equipment	LCCF-12291	the o/m upper cart need repair work on the wheels	Constant Use	Repaired
Equipment	LCCF-12320	Dryer is not working properly	Constant Use	Repaired
Equipment	LCCF-12294	Dryer not working	Defective Part	Cleaned
Equipment	LCCF-9790	Equipment Broken-BLOCK 2 CELL 28 GATE BROKEN	Constant Use	Repaired
Equipment	LCCF-12266	Gate (Outer) (GATE-12) Intake Gate Outside	Constant Use	Repaired
Equipment	LCCF-12267	the large pedestal fan that is by the mixer has at least two breaks in the cord	Constant Use	Repaired
Equipment	LCCF-12245	F O/M Station Intercom phone doesn't work Equipment Broken	Constant Use	Replaced
Equipment	LCCF-11789	Block 1 cell 17 bunk is broken need to be fix possible welder in cell is place out of service	Constant Use	Repaired
<b>Equipment - 10 Total:</b>				

**HVAC (Heating / Cooling)**

HVAC (Heating / Cooling)	LCCF-12080	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12143	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12029	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12033	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12032	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12031	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-12030	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12129	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12128	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12127	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12065	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12108	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12253	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12257	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12256	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12255	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12254	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12183	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12279	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12280	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12281	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12282	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12278	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12179	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12171	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12319	block 5 is cold	Constant Use	Adjusted
HVAC (Heating / Cooling)	LCCF-12089	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12088	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12087	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12323	RTU Heat not coming on	Electrical Failure	Reset
HVAC (Heating / Cooling)	LCCF-12302	INMATES COMPLAINED ITS COLD. FROM OFC HALL	Constant Use	Found to be OK
HVAC (Heating / Cooling)	LCCF-12144	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12105	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12103	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12104	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12102	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12101	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12100	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12099	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12097	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-12098	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12095	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12096	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12094	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12093	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12092	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12086	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12085	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12084	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12083	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12082	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12081	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12160	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12064	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12158	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12159	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12121	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12120	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12119	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12118	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12117	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12116	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12115	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12114	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12112	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12113	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12111	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12110	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12109	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12107	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12106	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12311	Weekly, Filter Change	PM/Inspection Generated Work Order	Replaced
HVAC (Heating / Cooling)	LCCF-12310	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12309	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-12307	Weekly, Filter Change	PM/Inspection Generated Work Order	Replaced
HVAC (Heating / Cooling)	LCCF-12308	Weekly, Filter Change	PM/Inspection Generated Work Order	Replaced
HVAC (Heating / Cooling)	LCCF-12091	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12090	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	Replaced
HVAC (Heating / Cooling)	LCCF-12134	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12132	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12131	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12130	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12126	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12125	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12124	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12123	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12122	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12324	working with the filter for the RTU	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12135	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12136	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12137	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12138	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12139	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12140	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12141	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12142	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12176	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12175	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12174	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12173	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12172	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12338	Weekly, Filter Change	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12337	Weekly, Filter Change	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12336	Weekly, Filter Change	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12335	Weekly, Filter Change	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12334	Weekly, Filter Change	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12327	Roof top unit down	Constant Use	Replaced
HVAC (Heating / Cooling)	LCCF-12362	working on the RTU 5 with the heat system	Constant Use	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>HVAC (Heating / Cooling) - 108 Total:</b>				
<b>Kitchen Equipment</b>				
Kitchen Equipment	LCCF-12074	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12188	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12076	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12075	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12206	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12201	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12202	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12191	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12189	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12186	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12199	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12193	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12204	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12187	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12200	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12203	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12205	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12197	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12198	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12190	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12192	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12194	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12195	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-12196	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
<b>Kitchen Equipment - 24 Total:</b>				
<b>Laundry Equipment</b>				
Laundry Equipment	LCCF-12157	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12155	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12284	Bad smell coming from laundry room	Constant Use	Repaired
Laundry Equipment	LCCF-12356	washer not draining	Constant Use	Cleaned
Laundry Equipment	LCCF-12357	washer not darning right	Constant Use	Cleaned
Laundry Equipment	LCCF-11627	the washer #1 is turned off at the braker. we are wondering what is wrong with it that it is shut off	Constant Use	Replaced
Laundry Equipment	LCCF-12151	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	Out of Service

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Laundry Equipment	LCCF-12156	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12154	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12153	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	Out of Service
Laundry Equipment	LCCF-12152	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
<b>Laundry Equipment - 11 Total:</b>				
<b>Life Safety</b>				
Life Safety	LCCF-12161	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
<b>Life Safety - 1 Total:</b>				
<b>Mechanical</b>				
Mechanical	LCCF-12178	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12274	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12275	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12286	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12288	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12285	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12069	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12067	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12262	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12259	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12249	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12260	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12250	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12184	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12185	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12315	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12312	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12303	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12313	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12339	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12330	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12340	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12331	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12342	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12068	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12066	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-12304	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
<b>Mechanical - 27 Total:</b>				
<b>Pest Control</b>				
Pest Control	LCCF-12348	bugs in medical	Escorting - Client Requested	Escorted Contractor
<b>Pest Control - 1 Total:</b>				
<b>Plumbing</b>				
Plumbing	LCCF-12170	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12165	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12325	SHOWERS DONT TURN ON	Constant Use	Repaired
Plumbing	LCCF-12181	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12167	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12169	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12166	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12345	washer not draining the right way	Constant Use	Repaired
Plumbing	LCCF-12343	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12341	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12332	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12344	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12333	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12306	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12305	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12314	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12316	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12317	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11997	Inmates are complaining that the shower drain is backing up onto the shower floor.	Constant Use	Unclogged
Plumbing	LCCF-12150	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12149	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12293	Leak in the boiler room	Remove / Relocate	New Install Complete
Plumbing	LCCF-12235	Blk #5 Cell 76 Sink Drains very slow	Constant Use	Unclogged
Plumbing	LCCF-12234	Blk#5 Cell 77 Sink Drains very slow	Constant Use	Unclogged
Plumbing	LCCF-12233	Female MIU Cell #80 Sink Drains very slow	Constant Use	Unclogged
Plumbing	LCCF-12229	Block #6 Lower Bathroom Urinal Broken	Constant Use	Duplicate Request
Plumbing	LCCF-12228	Block #6 Upper Bathroom Urinal is Broken	Constant Use	Duplicate Request
Plumbing	LCCF-12236	Blk #5 Cell 74 Sink Drains very slow	Constant Use	Unclogged
Plumbing	LCCF-12237	Blk #5 Cell 73 water comes out very slow	Constant Use	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-12232	F O/M Shower the right one doesn't have a shower head	Constant Use	Duplicate Request
Plumbing	LCCF-12211	was reported to me that the sink shoots water out through the cell	Constant Use	Adjusted
Plumbing	LCCF-12265	the toilet does not flush. they have been using buckets of water all weekend to make it flush for them	Constant Use	Repaired
Plumbing	LCCF-12022	Bathroom sink in by the DWT and Director of Work Release office are needs looked at. Specifically the faucet. When the water is turned on, the water isn't coming out properly.	Constant Use	Replaced
Plumbing	LCCF-12023	Toilet Broken - not flushing	Constant Use	Repaired
Plumbing	LCCF-12148	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12212	Restroom-toilet clogged by shower	Constant Use	Repaired
Plumbing	LCCF-12182	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12226	Block #6 Upper Shower Water Running Constantly	Constant Use	Replaced
Plumbing	LCCF-12268	Block 6 toilet not working	Constant Use	Repaired
Plumbing	LCCF-12264	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12263	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12252	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12261	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12251	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12227	Block #6 Upper Room #7 water coming in from shower from wall	Constant Use	Unclogged
Plumbing	LCCF-12163	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12292	Block 2 Cell 20 no water	Constant Use	Adjusted
Plumbing	LCCF-12180	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12168	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12162	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12164	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12238	Blk #5 Alpha Cell E Sink Drains very slow	Constant Use	Unclogged
Plumbing	LCCF-12277	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12276	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12177	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12290	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12289	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12287	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
<b>Plumbing - 58 Total:</b>				
<b>Preventive</b>				
Preventive	LCCF-12244	Blk #5 Alpha Left Side Shower Mold on Wall and Floor	Constant Use	Contractor to Repair
Preventive	LCCF-12133	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-12351	cleaning filters for block 1-2-3-4	Administrative	Duplicate Request
<b>Preventive - 3 Total:</b>				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
<b>Security</b>				
Security	LCCF-12349	A dozen cameras that still say preview is outdated. DWO wanted me to put in a maintenance request to unplug and replug the cameras.	Constant Use	Contractor to Repair
Security	LCCF-12360	Callback: [ECB Call back: Block 5 door not working]	Constant Use	Out of Service
Security	LCCF-12073	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-12072	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-12361	Block 5 door not securing	Constant Use	Repaired
Security	LCCF-12346	the door in work repleads was slamming	Constant Use	Repaired
Security	LCCF-12071	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-12326	LIBRARY DOOR KNOB CAME APART. KNOB IS IN YOUR BIN	Constant Use	Repaired
Security	LCCF-12070	Quarterly, Gate Opener	PM/Inspection Generated Work Order	PM Completed
Security	LCCF-10746	Cell 13-gate not working	Constant Use	Repaired
Security	LCCF-12208	cell 9 broken	Constant Use	Repaired
Security	LCCF-12220	central control door, button has to be pressed in order to secure it due to lock holding door open when shutting	Constant Use	Duplicate Request
Security	LCCF-12219	camera on loading dock does not work at night	Constant Use	Contractor to Repair
Security	LCCF-12223	front school room door won't open via key or panel	Constant Use	Contractor to Repair
Security	LCCF-12217	Outside receiving gate camera pointed wrong directed	Constant Use	Contractor to Repair
Security	LCCF-12222	sgt control 21 door button has to be held in order for the door to open	Constant Use	Repaired
Security	LCCF-12218	inside receiving gate camera does not work at night	Constant Use	Contractor to Repair
Security	LCCF-12224	intake inner gate latch getting stuck. you have to recycle the gate multiple times	Constant Use	Repaired
Security	LCCF-11107	Cell door does not operate correctly	Constant Use	Repaired
Security	LCCF-12295	Door to outmate was not securing	Constant Use	Adjusted
Security	LCCF-12296	Outmate lower block door wont secure	Constant Use	Adjusted
Security	LCCF-11701	Cell 30 does not open or close. Has been placed out of service.	Constant Use	Repaired
Security	LCCF-12272	cell gate 35 not working	Constant Use	Repaired
Security	LCCF-12273	Block 2 door not securing	Constant Use	Repaired
Security	LCCF-12210	Lock Broken/Not Working-inner school room door not working - key also doesn't work	Constant Use	Repaired
Security	LCCF-12270	Cell 29 cell gate doesn't secure	Constant Use	Repaired
Security	LCCF-12269	Gate Not Opening/Shutting cell gate in 2/31 doesn't secure	Constant Use	Repaired
Security	LCCF-12271	Callback: [[ECB]-Callback Multiple inmates stuck in cells]	Defective Part	Repaired
<b>Security - 28 Total:</b>				

<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	Tina M. Litz, Warden Heather Diehl , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Grant Verbitskey. 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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NOVEMBER 19 , 2025  
NOVEMBER PRISON BOARD MEETING  
DETAIL SECTION

This Report Covers October 1, 2025, to October 31, 2025

The Detail Section consists of the following persons:

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

OUTSIDE: Outside detail consisted of (05) 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.

320 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. Painted all metal surfaces in 5 cells in block 4
7. We painted the outside perimeter fence
8. Cleaned up leaves at courthouse and cap

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

**Total Detail hours worked from October. 1, 2025 through October. 31, 2025**

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

**Respectfully Submitted,**

  
**Detail SGT Gibson**

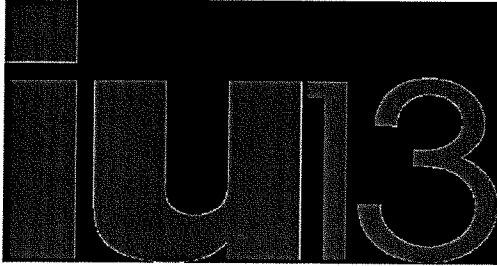
# Prison Board Report

October, 2025

		avg attendance
Worship Services (English Male)	6	12
Worship Services (Spanish Male)	6	9
Worship Services (English Female)	4	13
12 Step Classes (English Male)	17	6
12 Step Classes (English Female)	1	7
Bible Study Classes (English Male)	18	4
Bible Study Classes (Spanish Male)	6	5
Bible Study Classes (English Female)	8	9
Individual Counseling Sessions	42	
Request Slips Answered	228	
Housing Area Visits	13	

Respectfully Submitted

Benjamin Dunlop, Jubilee Prison Chaplaincy Manager



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

**Monthly Report October 2025**

**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.

**0 - Total Students**

**1 - Total Students for month of October**

**0 – Total Requests/Interviews conducted this month**

Respectfully Submitted,

Stephanie M. Warner  
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Community Education Program

Monthly Report for **October, 2025**

**H.S.E. High School Equivalency**

Sessions to prepare students for the HiSET exams: (2 sessions per day)	<u>16</u>
Students scheduled for 11/7/25 HiSET/GED tests:	<u>10</u>
Request Slips Received:	<u>11</u>

Respectfully Submitted,

Ken Travis  
HSE Instructor,  
LL IU13 Community Education