

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

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

Wednesday, October 15, 2025 11:30am

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From September 17, 2025

Report From The Warden

***Request for approval of:**

- the updated LCCF handbook to move forward with printing and Spanish translation.
- the LCCF Financial Responsibility Policy

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, September 17, 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
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess-Graf, District Attorney

Public Comment (s): Michael Schroeder, South Annville Township, asked the Board to give further consideration to providing a line in the population report to include a tabulation of detainees served by Immigration Customs Enforcement (ICE).

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to approve the minutes of the August 20, 2025 meeting. Vote unanimous.

Warden Tina Litz noted a slight increase in population. September is Suicide Prevention Month and efforts to educate will be made. Commissioner Litz inquired about a particular reason that we've seen additional Correctional Officer applicants. Warden Litz noted that the large sign on the Lebanon County Correctional Facility lawn is helpful and recent business closures have produced more applicants to the jail.

Tom Weber, CEO of PrimeCare Medical, gave a report. Mr. Weber mentioned that they are seeing increasing medical issues related to aging, much like society in general.

It was moved by Commissioner Litz to have the monthly report packet include a tabulation of detainer requests from the federal Immigration and Customs Enforcement. Motion died for a lack of a second.

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

Tina Litz, Warden, reported that the average daily inmate population for August was 298.32. 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 August 2025 were \$3,256.01, commission amount from July was \$5,937.03.

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

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

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

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

Grant Verbitskey, Director Work Release, submitted a written report for the month of August 2025. Mr. Verbitskey reported that there are eight (8) inmates employed within the community on the work release program and one (1) inmate seeking employment. Four (4) 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 August 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 August 2025. CGL completed one hundred and seventy (170) work orders during this period. 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 August 2025. Total sessions to prepare students for the HiSET exams were twelve (12), six (6) students scheduled for the next GED/HiSET testing, and sixteen (16) request slips were received. The Board reviewed this report.

Meeting Adjourned.



Robert Mettley, County Controller
Secretary

Next meeting: October 15, 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 Verbitskey
Director of Work Release

Rebecca Davis
Deputy Warden of Treatment

Scott Hocker
Captain of Security

PRISON BOARD OCTOBER 1, 2025	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF SEPTEMBER 30, 2025	316	282	34
AVERAGE DAILY POPULATION: SEPTEMBER	315.17	275.90	39.27
NUMBER OF INMATES RECEIVED	128	108	20
NUMBER OF INMATES RELEASED	124	94	30
HIGHEST COUNT	325 15 th	285 17 th	43 1 st & 3 rd
LOWEST COUNT	298 7 th & 8 th	261 4 th , 6 th , 7 th	37 15 th , 16 th & 17 th
NUMBER OF UNSENTENCED INMATES	87	83	4
NUMBER OF INMATES ON WORK RELEASE	8	6	2
NUMBER OF INMATES ON WORK DETAIL	30	25	5
NUMBER OF STATE SENTENCED INMATES	13	12	1
NUMBER TRANSFERRED TO STATE PRISON	2	2	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	2	2	0
NUMBER OF PAROLE/PROBATION VIOLATORS	106	94	12
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	42	--	--
PROBATION VIOLATION	4	--	--
PAROLE VIOLATION	11	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	7	--	--
OTHER LEBANON BENCH WARRANTS	30	--	--
OUT OF COUNTY BENCH WARRANTS	2	--	--
D.J. SENTENCE	4	--	--
SENTENCED BY COURT OF COMMON PLEAS	15	--	--
WRITS FROM OTHER COUNTIES	11	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	4	--	--
INMATES IN OTHER COUNTIES ON WRITS	4	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	11	10	1
IN LCCF ON WRITS AND RETURNED	7	6	1

Lebanon County Correctional Facility



730 East Walnut Street

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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 SEPTEMBER 2025

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	<i>September 1, 2025</i>		4,196.90
Commissary sales	September 2025	12,625.98	
Securepak Commission	August 2025	4,032.69	
Interest Applied		.37	
<i>TOTAL DEPOSITS INTO SAVINGS</i>			16,659.04
<i>TOTAL FUNDS AVAILABLE</i>	Beginning Balance + Total Deposits		20,855.94
<i>TOTAL TRANSFER TO CHECKING FROM SAVINGS</i>			12,219.82
ENDING BALANCE AS OF:	<i>September 30, 2025</i>		11,039.55
ENDING BALANCE ON: 09/30/2024	Comparison of Last Years Ending Balance		24,346.09
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	<i>September 1, 2025</i>		200.00
<i>TOTAL DEPOSITS INTO CHECKING</i>			12,219.82
<i>TOTAL FUNDS AVAILABLE</i>			12,419.82
<i>DISBURSMENTS:</i>	<i>NON-STORE</i>		
Charm-Tex	White clothing, games	1,497.80	
Thomson Reuters	Law Library	2,284.84	
Language Line	Translators	100.00	
Mychal Robinson	Inmate haircuts	525.00	
Bob Barker	White Clothing	244.34	
<i>TOTAL NON STORE DISBURSEMENTS</i>			4,651.98
<i>DISBURSMENTS:</i>	<i>STORE</i>		
Commissary sales	August 2025	7,567.84	
<i>TOTAL STORE DISBURSEMENTS</i>			7,567.84
<i>TOTAL OF ALL DISBURSMENTS INTO CHECKING</i>	Non-Store + Store		12,219.82
ENDING BALANCE AS OF:	<i>September 30, 2025</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



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Telephone: 717-274-5451
Fax: 717-274-1338

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Warden

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Rebecca Davis
Deputy Warden of Treatment

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

COMMISSARY REPORT

MONTH OF SEPTEMBER 2025

	<u>SEPT 2025</u>	<u>SEPT 2024</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	428	432
AVERAGE WEEKLY ORDERS:	107	108
SALES:	\$ 15,473.92	\$ 14,570.84
LESS EXPENSES (CREDITS):	\$ -447.66	\$ -952.50
TOTAL SALES:	\$ 15,026.26	\$ 13,618.34
AVERAGE WEEKLY SALES:	\$ 3,868.48	\$ 3,642.71
COMMISSION MONTH OF AUG:	\$ 5,058.14	\$ 4,839.20

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

MONTHLY PRISON BOARD REPORT

DATE:

REPORT FROM: 9/1/25 to 9/30/25

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 5,731.91	\$ 51,821.62
MEATS	\$ 3,031.23	\$ 25,954.27
DAIRY PRODUCTS	\$ 3,694.95	\$ 28,702.30
BAKED PRODUCTS	\$ 4,048.00	\$ 33,825.00
GROCERIES	\$ 11,082.51	\$ 108,547.63
FRESH FRUITS & VEGETABLES	\$ 1,595.00	\$ 13,638.00
TOTAL	\$ 29,183.60	\$ 262,488.82
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 1,536.20	\$ 13,064.75

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	2,120	19,110
INMATE POPULATION	27,990	219,561
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	1,404
TOTAL MEALS SERVED	30,266	240,075
COST PER PERSON PER MEAL	\$ 0.96	\$ 1.09

COST PER PERSON PER DAY	\$	2.89	\$	3.28
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DATE

DONATED BY:

9/1-- Bills produce - 4 cases lettuce
 9/4 Calvary Chapel - 4 skids assorted product
 9/8 - Bills produce -- 2 cases peppers
 9/9 - Leb Co Christian Ministry 40 turkeys and two skids of assorted can goods
 9/11 -- Calvary Chapel -- 4 skids assorted product
 9/15 - Bills produce -- 6 cases of apples
 9/18 -- Calvary Chapel -- one bag of carrots
 9/25-- Calvary Chapel - 2 skids assorted product
 9/29 -- Bills produce -- 2 cases bannans

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

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

Grant Verbtsky
Director of Work Release
Scott Hocker
Captain of Security

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

09-02-25: Completed warden daily tasks, various meetings conducted regarding 2026 budget prep, reviewed a recent PA Commission on Drug and Alcohol grant opportunity.

09-03-25: Completed warden daily tasks, talked and toured with a vendor, various meetings conducted regarding 2026 budget prep,

09-04-25: Completed warden daily tasks, finalized updated handbook, and reviewed policy.

09-05-25: Completed warden daily tasks.

09-08-25: Completed warden daily tasks, conducted various department meetings this date.

09-10-25: Completed warden daily tasks, conducted officer support interviews, reviewed policy.

09-11-25: Completed daily warden tasks, conducted an administrative meeting to discuss various operational topics to include grievances, work release classification and administrative segregations.

09-12-25: Completed warden tasks, met with CGL to review 2026 budget requests.

09-15-25: Completed daily warden tasks, conducted several in-house meetings regarding various policies, conducted an office support interview.

09-16-25: Completed daily warden tasks, toured block 6 and out mate areas of facility, continued budget/grant prep.

09-17-25: Completed daily warden tasks, participated in the monthly CQI and Prison Board meetings, budget prep.

09-18-25: Completed daily warden tasks, attended Chaplain led voluntary suicide intervention, prevention memorial services on-site, attended the commissioner meeting for the PCCD -RSAT grant approval.

09-19-25: Completed warden daily tasks, participated in the bi-monthly Re-Entry Coalition meeting via TEAMS, attended the Tek84, Intake annual training.

09-22-25: Completed daily warden tasks, participated in the bi-monthly CGL maintenance meeting to discuss facility and operational needs, Warden introduction to the newest academy cadets.

09-23-25: Completed daily warden tasks, networked with various Wardens, continued with 2026 budget prep.

09-24-25: Completed daily warden tasks, employee evaluations being reviewed and completed, various meetings conducted.

09-25-25: Completed daily warden tasks, updated prison board report, conducted an administrative meeting to discuss various operational topics to include grievances, work release classification an administrative segregation. Operational meeting reviewing DOC inspection requirements.

09-26-25: Completed daily warden tasks, attended Employee Appreciation Day ceremony. Continued budget and PCCD grant prep.

09-29-25- 09-30-25: PA County Corrections Association Warden's conference in HA, PA.

Respectfully Submitted,

Tina M. Litz
Warden

/

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
Lebanon, PA 17042

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

To: Lebanon County Prison Board

10/7/2025

CC: Deputy Warden Heather Diehl- Operations

RE: October 2025 Prison Board Report- 9/1/2025 through 9/30/2025

- 9/1/2025- Labor Day
- 9/2/2024- Revised addendum to intake policy
- 9/3/2025- Revised addendum intake policy, Administrative meeting, Emergency drill, updated hard copy of SOP
- 9/4/2025- Revised addendum to intake policy, Administrative meetings, submitted completed policy for approval
- 9/5/2025- administrative meetings
- 9/8/2025-Administrative meeting, began working on fiscal policy
- 9/9/2025- Administrative meeting, worked on fiscal policy
- 9/10/2025- interviews for officers
- 9/11/2025- administrative meetings, interviews for officers
- 9/12/2025- in house investigation
- 9/15/2025- administrative meetings
- 9/16/2025- worked on fiscal policy
- 9/17/2025- prison board
- 9/18/2025- administrative meetings, worked on fiscal policy
- 9/19/2025- administrative meetings, worked on fiscal policy
- 9/22/2024- safety committee, administrative meeting, updated hard copy of SOP
- 9/23/2025- Administrative meetings
- 9/24/2025- Administrative meetings, Disciplinary board
- 9/25/2025- Facility tour, Administrative inspection of all departments
- 9/26/2025- Administrative meetings
- 9/29/2025- Attended PCCA Warden's conference
- 9/30/2025- Attended PCCA Warden's Conference

Monthly operations

Full Operations: 89

Modified Operations:0

Locked down: 1

Total Shifts:90

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

Review and sign Overtime/ Absence slips

LEBANON COUNTY CORRECTIONAL FACILITY

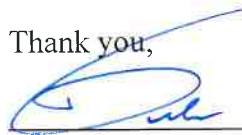
Tina M. Litz, Warden
Heather Diehl, Deputy Warden-Operations
Becky Davis, Deputy Warden – Treatment
Grant Verbitskey, Director of Work Release
Scott Hocker Captain of Security
Edward Potter, Director of Training

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Review Use of Force Incidents
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,



Deputy Warden Heather Diehl

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

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: September 2025 Prison Board
9-1-25 to 9-30-25

9-1-25: Completed daily DW of Treatment tasks
9-2-25: Completed daily DW of Treatment tasks
9-3-25: Completed daily DW of Treatment tasks, completed parole recommendations, answer inmate grievances
9-4-25: Completed daily DW of Treatment tasks, handed out clothing to indigent inmates, answered inmate grievances, completed parole recommendations
9-5-25: Vacation day
9-8-25: Completed daily DW of Treatment tasks, attended MISA meeting
9-9-25: Completed daily DW of Treatment tasks, attended MISA meeting, attended drug court
9-10-25: Completed daily DW of Treatment tasks
9-11-25: Completed daily DW of Treatment tasks, attended administration meeting
9-12-25: Completed daily DW of Treatment tasks
9-15-25: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates
9-16-25: Completed daily DW of Treatment tasks, answered inmate grievances, completed parole recommendations, handed out white clothing to indigent inmates
9-17-25: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended Prison Board
9-18-25: Completed daily DW of Treatment tasks, worked on LCCF policy update
9-19-25: Completed daily DW of Treatment tasks, attended re-entry meeting
9-22-25: Completed daily DW of Treatment tasks, answered inmate grievances, worked on LCCF policy update
9-23-25: Completed daily DW of Treatment tasks, attended drug court
9-24-25: Completed daily DW of Treatment tasks, completed parole recommendations, worked on LCCF policy update
9-25-25: Completed daily DW of Treatment tasks, oversaw visit from Prime Care eye doctor, attended administrative meeting
9-26-25: Completed daily DW of Treatment tasks, answered inmate grievances
9-29-25: Attended PA County Corrections Association conference
9-30-25: Attended PA County Corrections Association conference

Lebanon County Correctional Facility



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Tina M. Litz,
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Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Scott Hocker
Captain of Security

September 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: 21

Number of grievances for the month: 19

Approximate number of request slips completed: 1,100, Intakes of new commitments: 90, Public

Defender applications: 32

Respectfully,

A handwritten signature in black ink, appearing to read "Rebecca Davis", with a long, sweeping underline.

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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

Heather Diehl

Deputy Warden of Operations

Rebecca Davis

Deputy Warden of Treatment

Tina Litz,
Warden

Grant Verbitskey,

Director of Work Release

Scott Hocker,

Captain of Security

October 15, 2025

To: Lebanon County Prison Board
From: Grant Verbitskey of Work Release
Subject: Monthly Prison Board Report.
Re: 09/01/2025 – 09/30/2025

BOARD MEMBERS:

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

PARTICIPANTS

	September 2025	September 2024
Inmates Employed in the Community:	08	11
Inmates added to the Program:	02	04
Inmates removed from the Program:	02	08
Removed for a Major Misconduct:	00	02

REQUEST SLIPS / COUNSELING

	September 2025	September 2024
Request Slips:	85	140

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	September 2025	September 2024
Inmates Seeking Employment:	03	04
Total Number of Travel Passes (TP):	02	33
Travel Passes for Employment:	02	32
Travel Passes for Work Related Items:	00	01
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of September 2025	Year to date 2025
AMOUNT RECEIVED	\$22,791.34	\$166,147.69
ROOM AND BOARD	\$5,305.04	\$39,576.40
FINES AND COSTS	\$4,916.76	\$34,666.01
DISTRICT JUSTICES	\$150.00	\$670.00
PROCESSING FEE	\$75.00	\$575.00
DRUG TESTING	\$410.00	\$3,130.00
SUPERVISOR FEE	\$820.00	\$6,260.00
MONEY DEDUCTED	\$11,676.80	\$84,877.40
INMATE BALANCE	\$11,114.54	\$81,270.29
COST RECOVERY - Room & Board RB	\$105.00	\$2,092.88

MEETINGS

Attended Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations.

Prison Operations

Assisted with Prison Operations throughout the month.

Work Release

Work Release Classification held this month

Assisted Inmates with employment placement – Filling out applications.

Conducted random urinalysis

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

Rebecca Class

The Lebanon Valley Home

Chase Mease

ASK Foods (Choice Staffing)

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

Tenney, Henry

County Parole (Hearth Restaurants)

Smith, Kyle

Discharged (Brentwood Inc.)

Respectfully submitted,



Grant Verbitskey

Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY

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Ray Arnold, Director of Work Release
Scott Hocker, Director of Security
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Phone: 717-274-5451
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To: Lebanon County Prison Board
Fr: Captain Scott Hocker
Re: September 2025 Prison Board Report

9/1/2025	Holiday
9/2/2025	Completed all August end of the paperwork. Submitted to the state.
9/3/2025	Disciplinary Boards. Helped with emergency drill.
9/4/2025	Confirmed computer numbers. Gave list of computers that need replaced.
9/5/2025	Meeting with Maintenance about cameras and cell gates.
9/8/2025	Vacation
9/9/2025	Vacation
9/10/2025	Completed interview with Warden Litz for Officer Support Staff.
9/11/2025	Attended Admin meeting.
9/12/2025	Walked around the facility to check on conditions.
9/15/2025	Completed interview with Warden Litz for Officer Support Staff.
9/16/2025	Talked to B. Moyer Radio about problems with batteries and chargers for portable radios.
9/17/2025	Attended Prison Board. Meeting with Deputy Warden Diehl and PrimeCare H.S.A Michelle Golembewski.
9/18/2025	Reviewed cameras, tablet messages, and phone calls.
9/19/2025	Inside perimeter check, walk through the kitchen to check on conditions and talk to the inmates.
9/22/2025	Checked on conditions of control stations.
9/23/2025	Review Use of Force paperwork.
9/24/2025	Conducted Use of Force, Incident Command, and Fundamentals of Security training with the new cadets.
9/25/2025	Attended an Admin Meeting. Conducted an inventory check for all control stations.

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
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- 9/26/2025 Conducted a Sergeants meeting with Deputy Warden Diehl. Numerous topics were discussed.
- 9/29/2025 Started to write an updated Headcount policy.
- 9/30/2025 Meeting with Maintenance and Johnson Control about fire panels insider the facility.


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

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Heather Diehl, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Grant Verbitskey, Director of Work Release
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To: Prison Board
From: Director of Training, Edward Potter Jr.
RE: September Report

September 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Holiday	2 Off	3 Off	4 Off	5 Off	6	7
8 Off	9 Completed creating staff training for Admissions, Body Scanner, Intakes	10 -Correctional Officer Interviews -Meeting with DWO	11 -Administrative Meeting -C.O. Interview	12 -Prepared New Hire Packets -New Hire Physicals	13	14
15 Use of Force Review meeting	16 -Submitted Access Requests for new hires -Finalized Academy Schedule	17 Prepared Manuals and Training material for Academy	18 Instructed Staff Training for current staff on Admissions, Body Scanner, and Intakes	19 Instructed Staff Training for current staff on Admissions, Body Scanner, and Intakes	20	21
22 Basic Correctional Officer Training Academy Day 1	23 Basic Correctional Officer Training Academy Day 2	24 Basic Correctional Officer Training Academy Day 3	25 Basic Correctional Officer Training Academy Day 4	26 Basic Correctional Officer Training Academy Day 5	27	28
29 Basic Correctional Officer Training Academy Day 6	30 Basic Correctional Officer Training Academy Day 7					

PCM Portal - Generate Stat Summary Report

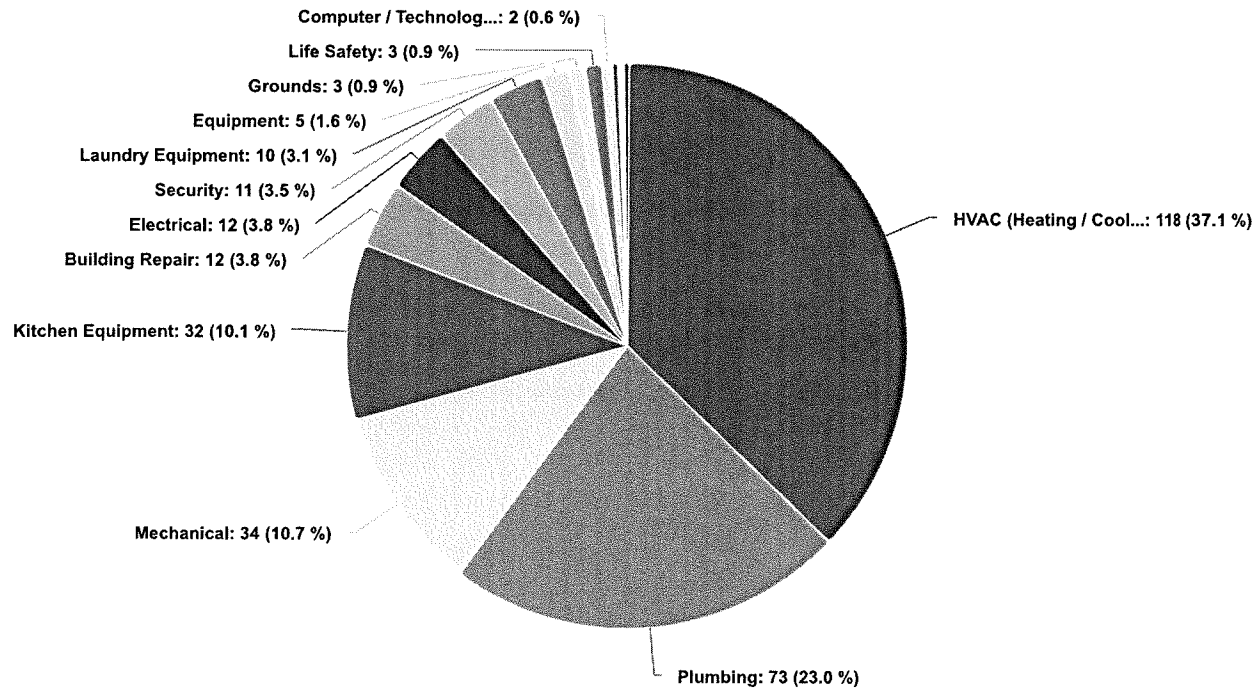
Stat Summary Report													
Facility Statistics													
Monthly ADP	Jan-25	Feb-25	Mar-25	Apr-25	May-25	June-25	July-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Total
Monthly ADP Male	253	246	244	240	248	273	291	294	309				
Monthly ADP Female	213	208	205	200	208	232	247	253	271				
Monthly ADP Identify as Other	40	38	39	40	40	41	44	41	38				
Total # of Intake Screenings	0	0	0	0	0	0	0	0	0				
Substance Use / MAT	119	104	151	129	123	156	133	134	126				
Total # Patients Detox	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
# of Patients Detoxed Opioids	33	31	37	34	36	42	41	38	42				
# of Patients Detoxed ETOH	10	11	9	9	10	14	11	11	9				
# of Patients Detoxed Benzodiazepines	6	9	10	6	11	11	11	6	14				
# of Patients Detoxed Methamphetamines	6	2	4	6	7	5	9	4	8				
Total # of Patients on MAT	11	9	14	13	8	12	10	17	11				
# of Intakes on Continuation of MAT	38	39	43	48	56	58	61	52	65				
# of New Patient MAT Inductions	14	14	20	13	6	10	12	9	16				
# of Patients on Methadone	0	0	2	8	10	5	5	4	5				
# of Patients on Suboxone	9	10	15	10	11	12	9	8	12				
# of Patients on Subutex	0	0	0	0	0	0	0	0	0				
# of Patients on Sublocade	29	29	28	35	43	44	51	48	52				
# of Patients on Oral Maltrexone	0	0	0	0	0	0	0	0	0				
# of Patients on Vivitrol	0	0	2	3	1	1	0	0	1				
Administrative	0	0	0	0	1	1	1	0	0				
Total # of Grievances	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
# of Founded Grievances	7	7	3	7	3	6	4	2	4				
# of Patient Deaths	0	0	0	1	1	2	0	0	0				
Total # of Adverse Clinical Events	0	0	0	0	0	0	0	0	0				
# of Patients Placed in Restraints	6	10	10	6	6	10	8	10	13				
# of Intake Refusals	0	0	1	1	1	0	0	0	2				
Total # of Medical Housing Admissions	1	0	1	0	0	0	0	2	1				
Medical Transports	6	1	6	3	1	4	2	3	4				
Total # of Patients in the Hospital	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 Patient Hospital Days	3	6	3	2	1	3	0	1	1				
Total # of ER Transports via Ambulance	20	22	10	9	3	15	0	14	14				
Total # of Transports	2	2	3	2	0	3	3	4	7				
Cardiology	44	42	38	34	22	31	27	25	29				
Dermatology	3	2	7	4	2	3	0	3	2				
Dialysis	0	0	0	1	2	0	2	3	2				
ENT	13	18	1	0	0	0	0	0	0				
Emergency Room	0	0	1	2	0	0	0	0	0				
Gastroenterology	3	4	6	4	1	3	3	2	3				
General Surgery	0	1	0	2	5	3	1	1	1				
	3	0	3	1	0	0	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			
Neurology/Neurosurgery	0	1	1	1	0	0	1	1	0	1			
OB/GYN	0	0	0	2	0	1	1	1	0	2			
Ophthalmology	2	2	2	0	1	3	1	0	3	2			
Oral Surgery	0	0	0	1	1	1	0	1	0	1			
Orthopedics	0	0	0	0	0	0	0	0	0	0			
Physical Therapy	2	2	4	4	4	0	5	3	2	0			
Plastic Surgery	0	0	0	0	1	1	1	3	1	0			
Podiatry	2	0	1	0	0	0	2	1	1	0			
Urology	1	0	0	0	1	1	1	1	0	0			
Wound Clinic	0	0	1	2	0	0	0	2	2	5			
Surgery Performed	4	5	7	5	2	0	3	1	2	2			
Imaging (CT, MRI, etc.)	3	1	0	2	1	1	2	1	0	0			
Diagnostic Test (outside)	3	3	4	3	0	0	2	3	2	2			
Other Trips / Outside Consults	3	1	0	0	2	2	2	0	0	0			
Total # of Missed Outside Appointments	2	1	0	1	0	0	1	2	2	1			
Medical	0	2	1	2	0	0	1	0	0	1			
Total # Nurse Sick Call	209	207	222	253	260	254	269	269	342	325			
Total # of Provider Sick Calls	264	197	215	280	223	260	267	267	263	305			
# of MD Sick Calls	19	16	18	6	9	5	1	1	4	1			
# of NP/PA Sick Calls	245	181	207	274	214	255	266	266	259	304			
Total # of Patients in Medical Chronic Care	178	158	182	174	209	252	265	265	269	284			
# in CCC - Asthma (COPD/Pulmonary)	43	33	40	35	40	48	58	58	55	51			
# in CCC - Cardiac (Hypertension)	68	69	77	77	74	84	84	84	94	97			
# in CCC - Diabetes	26	22	22	25	21	25	25	25	27	29			
# in CCC - HCV	5	9	10	12	13	20	19	19	15	15			
# in CCC - HIV/AIDS	3	3	1	1	1	2	0	0	0	2			
# in CCC - Juvenile/Elderly	24	25	29	35	32	41	49	49	50	57			
# in CCC - Neuro	9	9	9	8	11	20	19	19	14	16			
# in CCC - Pregnancy	2	0	0	1	2	1	1	1	2	1			
# 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	9			
# in CCC - Medical/Misc (Other)	17	2	0	0	5	3	0	0	2	5			
Total # of Pregnant Females	1	0	0	1	2	1	0	0	1	1			
# 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	198	194	182			
% ADP on Medical Meds	65%	67%	70%	72%	68%	64%	57%	57%	66%	59%			
Total # 14-Day Physicals	88	64	96	84	82	118	94	94	78	104			
Total # Annual Physicals	8	7	5	3	9	3	5	5	7	8			

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

Total # of Patients on Suicide Watch	15	14	21	17	30	21	21	20	22				
Total # of Involuntary M.H. Commitments	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				
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0	0	0	0	0				
Dental	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 Dentist Sick Calls	38	16	59	60	37	44	31	37	48				
# of Fillings	0	0	0	0	0	0	0	0	0				
# of Exams	24	11	34	33	20	31	21	22	29				
# of Extractions	9	4	13	21	13	12	9	8	19				
# of Other	0	0	0	0	0	0	0	0	0				
# of Annual Dental Exams	5	1	12	6	4	3	1	7	7				

Category



Report Criteria

Repair Center is Lebanon County Correctional Facility

Status is not equal to Canceled or Denied

Complete is between '9/1/2025' AND '9/30/2025'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-12056	mhr training	Training	Completed
Administrative - 1 Total:				
Building Repair				
Building Repair	LCCF-11748	o/m upper bathroom hallway has multiple holes in ceiling	Constant Use	Repaired
Building Repair	LCCF-11944	Monthly, Facility Safety Inspection	PM/Inspection Generated Work Order	PM Completed
Building Repair	LCCF-11750	BLOCK 1 SHOWERS ONLY 3 SHOWER HEADS WORKING	Constant Use	Found to be OK
Building Repair	LCCF-11774	BLOCK 3 CONTROL STATION. YARD SIDE MANUAL OVER RIDE LEVER DOES NOT LIFT	Constant Use	Replaced
Building Repair	LCCF-11975	Update guardian set points	Escorting - Client Requested	Escorted Contractor
Building Repair	LCCF-11732	blk 6 lower room 14 vent in ceiling is bent	PM/Inspection Generated Work Order	PM Completed
Building Repair	LCCF-11735	blk 6 lower room 9 vent is coming off and bent in ceiling	Constant Use	Repaired
Building Repair	LCCF-11731	blk 6 lower room 11 holes in ceiling	Constant Use	Completed
Building Repair	LCCF-11730	blk 6 lower room 12 holes in ceiling	Constant Use	Repaired
Building Repair	LCCF-11753	o/m upper unit window near exit is cracked	Constant Use	Contractor to Repair
Building Repair	LCCF-11761	o/m upper rooms 1, 2, 4, 6, & 7 vents need replace in ceiling/wall	Constant Use	Repaired
Building Repair	LCCF-12013	the chemical control panel on the wall by the 3 compartment sink fell off the wall. we need it re-attached and secured please	Constant Use	Repaired
Building Repair - 12 Total:				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Computer / Technology				
Computer / Technology	LCCF-11777	Phone Problem. 5 o/m station block intercom phone does not work.	Defective Part	Replaced
Computer / Technology	LCCF-11762	TV O/M Lower does not work	Constant Use	Duplicate Request
Computer / Technology - 2 Total:				
Electrical				
Electrical	LCCF-11764	wires everywhere in O/M Station	Dirt or Foreign Matter	Cleaned
Electrical	LCCF-11467	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11535	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11736	blk 6 lower tv cable is loose and slowing coming out of tv	Constant Use	Repaired
Electrical	LCCF-11970	Electrical Issue-block 1 control station panel - stairway button broken - block 2 button still functional	Constant Use	Repaired
Electrical	LCCF-11949	LIGHT BROKEN	Constant Use	Found to be OK
Electrical	LCCF-11812	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11878	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11810	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11811	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11879	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-11880	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical - 12 Total:				
Equipment				
Equipment	LCCF-11727	blk #6 lower-bottom of downstair light cover is coming off	Constant Use	Repaired
Equipment	LCCF-12054	work on the washer that was not draining	Constant Use	Repaired
Equipment	LCCF-11737	blk 6 upper near station at window fire extinguisher is missing	Escorting - Client Requested	Contractor to Repair
Equipment	LCCF-11763	CELL 4 block 1 wont flush	Constant Use	Repaired
Equipment	LCCF-11760	blk 2 cell 30	Constant Use	Duplicate Request
Equipment - 5 Total:				
Grounds				
Grounds	LCCF-11755	o/m yard on blk 6 side near room 12 about 2 feet from the ground is a hole	Constant Use	Deferred
Grounds	LCCF-11752	Ground Maintenance Issue- light pool infront of blk#1&3 is about to fall over onto the fence	Constant Use	Found to be OK
Grounds	LCCF-11751	Ground Maintenance Issue- barbed wire infront of blk#1&3	Constant Use	Found to be OK
Grounds - 3 Total:				
HVAC (Heating / Cooling)				
HVAC (Heating / Cooling)	LCCF-11824	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11825	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11833	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11840	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11839	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11918	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-11784	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11855	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11959	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11960	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11962	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11961	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11953	Officer Barcynski reported it being cold inside Alpha.	Constant Use	Adjusted
HVAC (Heating / Cooling)	LCCF-12045	the unit was freezing's up	Constant Use	Repaired
HVAC (Heating / Cooling)	LCCF-11817	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11818	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11838	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11837	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11836	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11835	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11819	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11834	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11820	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12044	the vents were clogged up	Constant Use	Cleaned
HVAC (Heating / Cooling)	LCCF-11853	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11856	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11852	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11858	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11857	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11851	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11854	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11828	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11826	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11813	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11815	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11868	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11849	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11848	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11846	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11850	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-11847	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11827	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11859	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11863	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11864	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11843	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11842	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11844	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11845	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11860	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11861	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11862	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11865	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11866	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11867	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11877	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11829	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11831	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11830	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11832	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11816	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11821	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11822	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11823	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11785	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11786	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11787	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11788	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11814	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12005	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12004	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12003	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12002	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12006	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-11771	AC does not work in the detail shop	Defective Part	Replaced
HVAC (Heating / Cooling)	LCCF-11905	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12055	did the filters on all blocks 1 and 2 and 3 and 4 weekly replace	Constant Use	Cleaned
HVAC (Heating / Cooling)	LCCF-11982	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11983	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11984	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11985	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11981	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11869	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11873	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11801	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11804	pm	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11803	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11802	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11793	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11799	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12051	work on the vents on the main hallway that was clogged up	Constant Use	Cleaned
HVAC (Heating / Cooling)	LCCF-11907	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11800	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11875	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11874	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11872	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11871	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11870	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12052	work on the vents that was clogged up in the woman side in block 5 side wall	Constant Use	Cleaned
HVAC (Heating / Cooling)	LCCF-11987	Nurses and Security staff reporting that the medical department has been getting really hot.	Constant Use	Found to be OK
HVAC (Heating / Cooling)	LCCF-11958	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11893	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11892	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11876	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11841	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11891	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12043	unit is cooling	Constant Use	Repaired
HVAC (Heating / Cooling)	LCCF-11914	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-11904	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11909	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11908	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11906	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11798	Quarterly, Condensing Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12050	work on the unit that was freezing up	Constant Use	Repaired
HVAC (Heating / Cooling)	LCCF-11790	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11791	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-11792	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-12061	block 5 it was a little cool in there we put it the tam to 70 degrees	Constant Use	Adjusted
HVAC (Heating / Cooling) - 118 Total:				

Kitchen Equipment

Kitchen Equipment	LCCF-11942	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11934	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11935	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11933	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11932	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11807	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11931	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11929	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11808	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11809	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11927	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11925	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11464	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11587	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11595	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11586	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11584	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11585	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11582	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11580	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11930	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11928	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11926	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-11923	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11924	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11943	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11941	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11940	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11938	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11939	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11937	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-11936	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment - 32 Total:				

Laundry Equipment

Laundry Equipment	LCCF-11547	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11546	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11890	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11889	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11887	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11885	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11886	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11888	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-11884	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-12060	dryer not working	Constant Use	Out of Service
Laundry Equipment - 10 Total:				

Life Safety

Life Safety	LCCF-11894	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety	LCCF-11754	Fire Alarm Issue-at top of stair the smoke detector showing red	Escorting - Client Requested	Contractor to Repair
Life Safety	LCCF-11963	Vandalism: [The fire alarm pull station in block 3 broken. placed out of service.]	Vandalism	Contractor to Repair
Life Safety - 3 Total:				

Mechanical

Mechanical	LCCF-11967	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11964	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11965	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11780	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11781	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11919	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11920	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11797	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-11460	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11462	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11805	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11913	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11796	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11912	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11955	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11954	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11991	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11988	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11795	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11794	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11978	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11989	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11977	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11999	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11998	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12008	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12007	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12010	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12026	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-11806	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12036	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12025	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12035	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-12038	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical - 34 Total:				

Pest Control

Pest Control	LCCF-11677	Pest Control Issue. wasp nest forming at top of window on female outmate side in yard. last window closest to fence.	Escorting - Client Requested	Escorted Contractor
Pest Control - 1 Total:				

Plumbing

Plumbing	LCCF-11779	Urinal is clogged	Constant Use	Repaired
Plumbing	LCCF-11947	Water Leak in block 1 cells 3 and 4 - puddle in cells	Constant Use	Found to be OK
Plumbing	LCCF-11946	Water Leak in block 1 cells 3 and 4 - puddle in cells	Constant Use	Found to be OK
Plumbing	LCCF-11922	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-11921	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11911	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11902	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11903	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11560	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11571	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11559	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11557	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11556	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11555	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11756	o/m lower Toilet Broken all 3 urinals are broken	Constant Use	Unclogged
Plumbing	LCCF-11729	Inmate Restroom-blk 6 lower middle toilet is broken	Constant Use	Unclogged
Plumbing	LCCF-11783	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11950	CLAIMS NO RUNNING WATER	Constant Use	Repaired
Plumbing	LCCF-11782	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11900	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11951	Water fountain in medical is leaking water onto the floor.	Constant Use	Found to be OK
Plumbing	LCCF-11952	Officer Shoemaker reported seeing drain flies and a roach near the floor drain in the bathroom of Central Control Station.	Constant Use	Cleaned
Plumbing	LCCF-11948	Drain Line Clogged-sink not working - inmates agreed to remain in cell	Constant Use	Duplicate Request
Plumbing	LCCF-11680	Plumbing Issue-issues with sink working	Constant Use	Duplicate Request
Plumbing	LCCF-11896	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11969	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11966	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11898	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11974	block 1 & 2 control station sink is clogged	Constant Use	Unclogged
Plumbing	LCCF-12046	work on the water fountain that was leaking water from it	Defective Part	Replaced
Plumbing	LCCF-11899	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12039	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12040	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12042	the toilet seat in central is broken	Constant Use	Repaired
Plumbing	LCCF-12024	Block 6 upper showers will not turn off unless you turn the shutoff valve to shut them off,	Constant Use	Repaired
Plumbing	LCCF-12037	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12027	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12058	sink clogged	Constant Use	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-12028	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12021	sink in female locker room block 5 is clogged	Constant Use	Unclogged
Plumbing	LCCF-12000	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12009	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12001	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12020	CELL 4/68 has a clogged toilet. theyve been given the pluger multiple times and cannot get it unclogged	Constant Use	Unclogged
Plumbing	LCCF-11882	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11883	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12015	Toilet not flushing	Constant Use	Repaired
Plumbing	LCCF-12011	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12012	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11886	Officer Santiago reported the toilet is clogged in the gym.	Constant Use	Unclogged
Plumbing	LCCF-11979	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11980	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12049	work on the showers drain that was clogged up	Constant Use	Unclogged
Plumbing	LCCF-11990	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11992	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11993	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11994	left shower drain is clogged. water does not go down. block 6 upper	Constant Use	Unclogged
Plumbing	LCCF-11996	Toilet Clogged	Constant Use	Unclogged
Plumbing	LCCF-11972	5-GP- 74 Sink is clogged	Constant Use	Unclogged
Plumbing	LCCF-11916	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12014	during use (two days in a row) the unit spewed hot water and steam all over the kitchen floor. we stopped using it just in case this is a problem with the machine. and a potential burn/fall hazzard	Constant Use	Duplicate Request
Plumbing	LCCF-11957	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11968	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11956	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-12047	work on the water fountain the drain was clogged up	Defective Part	Unclogged
Plumbing	LCCF-11917	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11901	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11897	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11910	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11915	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11895	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-11881	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-11757	sink doesnt work	Constant Use	Repaired
Plumbing - 73 Total:				
Preventive				
Preventive	LCCF-11598	Annual, Electrical Panel	PM/Inspection Generated Work Order	PM Completed
Preventive - 1 Total:				
Security				
Security	LCCF-11775	CELL GATE ISSUE	Constant Use	Duplicate Request
Security	LCCF-11945	detail closet door 6 lower will not unlock with key.	Constant Use	Completed
Security	LCCF-11971	brown iron gate inoperable	Constant Use	Found to be OK
Security	LCCF-11635	BLOCK 3 YARD CAMERAS NOT WORKING- CPL FALU	Escorting - Client Requested	Escorted Contractor
Security	LCCF-11976	block 1 panel stair well door knob spins loosely	Constant Use	Repaired
Security	LCCF-12018	Medical dormitory door hinge broken	Vandalism	Repaired
Security	LCCF-12048	work on block 3 door that needed Reper	Constant Use	Repaired
Security	LCCF-12016	21 door is not un locking.	Constant Use	Repaired
Security	LCCF-12053	work on the door lock in the main floor that was not opening	Constant Use	Repaired
Security	LCCF-12057	centrals door broken	Constant Use	Repaired
Security	LCCF-12059	21 door broken	Constant Use	Repaired
Security - 11 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	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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OCTOBER 15, 2025
OCTOBER PRISON BOARD MEETING
DETAIL SECTION

This Report Covers September 1, 2025, to September 30, 2025

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.

290 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 of block 1 cell 9
7. We put a desk and a chair together
8. We painted the outside perimeter fence.

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

Total Detail hours worked from September. 1, 2025 through September. 30, 2025

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

Respectfully Submitted,



Detail SGT Gibson



Rebuild. Restore. Renew...Lives.

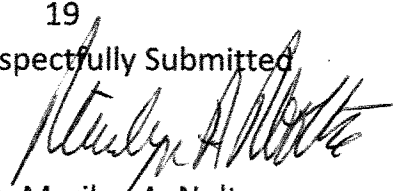
235 S 12th St, Lebanon PA 17042 • Tel: 717-274-7528 • Fax: 717-274-0149 • www.jub.org

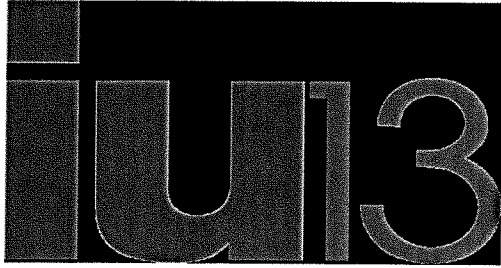
Prison Board Report

September, 2025

		avg attendance
Worship Services (English Male)	14	12
Worship Services (Spanish Male)	8	9
Worship Services (English Female)	5	8
12 Step Classes (English Male)	15	5
12 Step Classes (English Female)	4	7
Bible Study Classes (English Male)	6	4
Bible Study Classes (Spanish Male)	12	4
Bible Study Classes (English Female)	8	8
Individual Counseling Sessions	59	
Request Slips Answered	288	
Housing Area Visits	19	

Respectfully Submitted


Rev Marilyn A. Nolte
LCCF Chaplain Manager



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

Monthly Report September 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 September

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 **September, 2025**

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams: (2 sessions per day)	<u>12</u>
HiSET tests passed on September 5, 2025:	<u>8</u>
Students who earned their High School Equivalency	<u>2</u>
Students scheduled for the November GED/HiSET Testing:	<u>6</u>
Request Slips Received:	<u>14</u>

Respectfully Submitted,

Ken Travis
HSE Instructor,
LL IU13 Community Education