

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

*Lebanon County Correctional Facility
730 East Walnut Street
Lebanon, PA 17042*

Wednesday, March 18, 2026 11:30am

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From February 18, 2026

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 to view Commissioners meeting in its entirety.

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, February 18, 2026

11:30 A.M.

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

The following Board Members were present:

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

The following Board Members were absent:

Pier Hess-Graf, District Attorney

Public Comment (s): None

It was moved by Commissioner Litz, seconded by Commissioner Phillips, to approve the minutes of the January 21, 2026 meeting. Vote unanimous.

Warden Tina Litz updated the Board on changes to the Lebanon County Correctional Facility (LCCF) agreement with ViaPath, regarding the provision of telephone and tablet usage at the LCCF as a result of the federally passed Martha Wright Reed Act going into effect on April 3, 2026. The revenue for usage is reducing from .8¢ to .2¢ per minute of usage. This will result in a reduction of revenue to the LCCF.

Warden Litz reviewed a proposed change to the commissary vendor serving the LCCF. The contract with the current vendor expires on March 31, 2026. The Warden is proposing a contract with Oasis Management Systems, Inc. Commission on sales remitted to the LCCF will increase from 40% to 44%. Warden Litz will present a contract with Oasis Management Systems at the March 5, 2026 County Commissioners' meeting.

Commissioner Phillips inquired about the status of the installation and upgrade of the facility's fire detection system. Warden Litz indicated that she is awaiting a signed contract in order to schedule the contractor.

Tina Litz, Warden, submitted written reports of her activities for the month of January 2026. The Board reviewed this report.

Tina Litz, Warden, reported that the average daily inmate population for January was 271.94. 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 January 2026 were \$3,068.28, commission amount from December was \$6,175.86.

Heather Diehl, Deputy Warden of Operations, submitted written reports of her activities for the month of January 2026. The Board reviewed this report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of January 2026. The Board reviewed this report.

Jason Lipshaw, Work Release Counselor, submitted a written report for the month of January 2026. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of January 2026. 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 January 2026. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of January 2026 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 January 2026. The Board reviewed this report.

Jason Lipshaw, Work Release Counselor, submitted a written report for the month of January 2026. Mr. Lipshaw reported that there are twelve (12) inmates employed within the community on the work release program and ten (10) inmates seeking employment. Thirteen (13) travel passes were issued during this period. The Board reviewed this report.

Benjamin Dunlop, Jubilee Prison Chaplaincy Manager, submitted a written Chaplain's report for the month of January 2026. The Board reviewed this report.

A 2026 Statistical Summary Report from PrimeCare Medical was submitted.

CGL submitted a written building maintenance report for the month of January 2026. CGL completed two hundred and eighty-six (286) 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 January 2026. The total number of students enrolled in the Emotional Support (E.S.) Program was one (1) and the Alternative Education Program was one (1). 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 January 2026. Total sessions to prepare students for the HiSET exams were twenty-four

(24), seven (7) students who passed one/more GED/HiSET subtest, and twelve (12) request slips were received. The Board reviewed this report.

Meeting Adjourned.

A handwritten signature in black ink, appearing to read 'R. Mettley', written over a horizontal line.

*Robert Mettley, County Controller
Secretary*

Next meeting: March 18, 2026 – Correctional Facility

Lebanon County Correctional Facility

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



Tina M. Litz
Warden

Heather Diehl
 Deputy Warden of Operations

Vacant
 Director of Work Release

Rebecca Davis
 Deputy Warden of Treatment

Scott Hocker
 Captain of Security

PRISON BOARD MARCH 1, 2026	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF FEBRUARY 28, 2026	253	218	35
AVERAGE DAILY POPULATION: FEBRUARY	263.64	223.68	39.96
NUMBER OF INMATES RECEIVED	101	74	27
NUMBER OF INMATES RELEASED	108	80	28
HIGHEST COUNT	269 15 th	230 1 st	42 7 th , 8 th , 11 th , 13 th , 14 th , 15 th , 16 th
LOWEST COUNT	250 20 th , 21 st , 22 nd	214 20 th , 21 st , 22 nd , 24 th	35 26 th , 27 th , 28 th
NUMBER OF UNSENTENCED INMATES	66	60	6
NUMBER OF INMATES ON WORK RELEASE	7	5	2
NUMBER OF INMATES ON WORK DETAIL	27	22	5
NUMBER OF STATE SENTENCED INMATES	18	16	2
NUMBER TRANSFERRED TO STATE PRISON	4	2	2
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	3	0	3
NUMBER OF PAROLE/PROBATION VIOLATORS	83	69	14
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	27	--	--
PROBATION VIOLATION	3	--	--
PAROLE VIOLATION	8	--	--
FINES & COSTS BENCH WARRANT/SENTENCE	5	--	--
OTHER LEBANON BENCH WARRANTS	34	--	--
OUT OF COUNTY BENCH WARRANTS	3	--	--
D.J. SENTENCE	0	--	--
SENTENCED BY COURT OF COMMON PLEAS	12	--	--
WRITS FROM OTHER COUNTIES	2	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	7	--	--
INMATES IN OTHER COUNTIES ON WRITS	6	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	1	1	0
IN LCCF ON WRITS AND RETURNED	2	2	0

Lebanon County Correctional Facility



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 Deputy Warden of Operations
Rebecca Davis
 Deputy Warden of Treatment

Director of Work Release
Scott Hocker
 Captain of Security

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF FEBRUARY 2026

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<i>February 1, 2026</i>		12,866.63
Commissary Sales	January 2026	11,374.86	
Commissary Sales	February 2026	9,917.62	
Securepak Commission	December 2025	3,717.56	
Securepak Commission	January 2026	4,145.94	
CR- Barber, indigent and commit packs	10/1/25-12/31/25	4,106.33	
Interest Applied		0.54	
TOTAL DEPOSITS INTO SAVINGS			33,262.85
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		46,129.48
TOTAL TRANSFER TO CHECKING FROM SAVINGS			35,195.13
ENDING BALANCE AS OF:	<i>February 28, 2026</i>		10,934.35
ENDING BALANCE ON: 02/28/2025	Comparison of Last Years Ending Balance		12,870.93
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<i>February 1, 2026</i>		200.00
TOTAL DEPOSITS INTO CHECKING			35,195.13
TOTAL FUNDS AVAILABLE			35,395.13
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Mychal Robinson	Inmate haircuts	352.00	
PowerDMS	Annual Renewal	3,615.89	
Language Line	Translators	205.00	
Personal Protection Consultants	OCAT x2, PPCD x1	165.00	
Weaver Associates	Training Manuals	150.00	
JDM	Binders	54.25	
Charm-Tex	Inmate whites, games	1,612.70	
Lancaster-Lebanon IU13	School Program	5,289.80	
Thomson Reuters	Law Library	1,940.67	
Robert Bates Reimbursement	Lost property	25.00	
Tina Litz Reimbursement	Released inmate transportation	40.00	
Myerstown Community Training Center	AHA, HS, CPR/AED, FA x6	120.00	
TOTAL NON STORE DISBURSEMENTS			13,570.31
<u>DISBURSMENTS:</u>	<u>STORE</u>		
Commissary sales, indigent & commit packs	December 2025	12,502.71	
Commissary sales, indigent packs	January 2026	9,122.11	
TOTAL STORE DISBURSEMENTS			21,624.82
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		35,195.13

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Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Director of Work Release
Scott Hocker
Captain of Security

ENDING BALANCE AS OF:	<i>February 28, 2026</i>		200.00
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Respectfully Submitted,

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

Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



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Lebanon, PA 17042
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Scott Hocker,
Captain of Security

COMMISSARY REPORT

MONTH OF FEBRUARY 2026

	<u>FEB 2026</u>	<u>FEB 2025</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	310	308
AVERAGE WEEKLY ORDERS:	78	77
SALES:	\$ 10,670.80	\$ 10,134.06
LESS EXPENSES (CREDITS):	\$ -753.18	\$ -267.22
TOTAL SALES:	\$ 9,917.62	\$ 9,866.84
AVERAGE WEEKLY SALES:	\$ 2,667.70	\$ 2,533.52
COMMISSION MONTH OF JAN:	\$ 4,556.17	\$ 5,396.64

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
VACANT, Director of Work Release
Scott Hocker, Capitan of Security

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

MONTHLY PRISON BOARD REPORT

DATE: 3/4/26

REPORT FROM: 2/1/26 to 2/28/26

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 2,978.35	\$ 7,917.83
MEATS	\$ 1,155.95	\$ 4,415.48
DAIRY PRODUCTS	\$ 3,633.92	\$ 6,745.28
BAKED PRODUCTS	\$ 2,450.00	\$ 5,152.00
GROCERIES	\$ 6,957.96	\$ 15,761.24
FRESH FRUITS & VEGETABLES	\$ 1,164.00	\$ 2,737.00
TOTAL	\$ 18,340.18	\$ 42,728.83
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ -	\$ 3,787.10

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	1,960	4,125
INMATE POPULATION	21,816	46,698
GUESTS	-	-
CENTRAL BOOKING LUNCHES	144	306
TOTAL MEALS SERVED	23,920	51,129
COST PER PERSON PER MEAL	\$ 0.77	\$ 0.84
COST PER PERSON PER DAY	\$ 2.30	\$ 2.51

DATE

DONATED BY:

2/5/26 Calvary Chapel 3 skids assorted product
2/12/26 Calvary Chapel 4 skids assorted product
2/19/26 Calvary Chapel 3 skids assorted product
2/23/26 Bill's produce 2 cs of bananas
2/26/26 Calvary Chapel 3 skids assorted product

Respectfully submitted


Sgt. Edward Bartashus, Culinary Supervisor

ACO Cheyenne Gettle

Lebanon County Correctional Facility



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

Tina M. Litz,
Warden

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

Vacant
Director of Work Release
Scott Hocker
Captain of Security

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

02-02-26: Warden daily tasks completed, reviewed policy

02-03-26: Completed warden daily tasks, conducted various inter-department meetings, toured facility kitchen and participated in the local CTC mock interviews.

02-04-26: Warden daily tasks completed, networked with our correctional facilities for security purposes, participated in a zoom with Via Path regarding FCC changes that will impact contract.

02-05-26: Warden daily tasks completed, presented at the Johnson Controls contract at the commissioners' meeting. conducted meeting with DW Davis and Assist. Work Release Director Lipshaw to review work release classification, participated in a zoom with Human Resources and Solicitor Morcom.

02-06-26: Completed warden daily tasks, conducted meetings with DWO and kitchen Sgt. regarding staffing and operations, reviewed budget items.

02-09-26: Completed daily warden tasks, participated via TEAMS In the CJAB and TEAM MISA meetings.

02-10-26: Completed warden daily tasks, participated in the CTC mock interviews., networked with CGL on various projects.

02-11-26: Completed warden daily tasks, TEAMS meeting with Via Path and DWT regarding amended contract.

02-12-26: Completed warden daily tasks, conducted and administrative meeting this date to review administrative segregations, work release classification and grievances as well as other security/treatment related topics.

02-13-26: Vacation Day

02-16-26: Holiday

02-17-26: Completed warden daily tasks, toured facility, attended the new hire academy graduation held on-site.

02-18-26: Completed daily warden tasks, attended the monthly CQI medical meeting and prison board meetings, worked on a PCCD grant for grant funds.

02-19-26: Completed daily warden tasks, conducted an administrative meeting this date to review admin segregation names, grievances, and work release classification and overall operations, conducted office support interviews. Out of 3 candidates only one showed up as scheduled.

02-20-26: Warden daily tasks completed, networked with the DWO on various topics for Human resources and County IT.

02-23-26: Warden daily tasks completed, completed the annual CJIS on-line training, worked on the pccd grant.

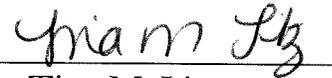
02-24-26: Completed warden daily tasks.

02-25-26: Warden daily tasks completed, invited as guest speaker at LVC to speak to Dr. Cleck's CJ class about corrections and LCCF.

02-26-26: Warden daily tasks completed, conducted an administrative meeting to discuss administrative segregation, work release classifications and grievances, reviewed policy.

02-27-26: Warden daily tasks completed, worked on pccd grant and met with the medical provider HSA, participated in a commissary vendor call to discuss contract and operations, networked with DWO and Captain of Security on various topics.

Respectfully Submitted,



Tina M. Litz

Warden

LEBANON COUNTY CORRECTIONAL FACILITY

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

730 E. Walnut Street
Lebanon, PA 17042

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

To: Lebanon County Prison Board

3/9/2026

CC: Deputy Warden Heather Diehl- Operations

RE: March 2026 Prison Board Report- 2/1/2026 through 2/28/2026

- 2/2/2026- Personnel matters
- 2/3/2026- Personnel Matters
- 2/4/2026- personnel matters
- 2/5/2026- personnel matters, Mock interviews at CTC
- 2/6/2026- Administrative meetings
- 2/9/2026- Safety committee, Personnel matters
- 2/10/2026- personnel matters
- 2/11/2026- personnel meetings
- 2/12/2026-administrative meetings, personnel matters
- 2/13/2026- Personnel matters
- 2/16/2026- Holiday
- 2/17/2026-Administrative meetings
- 2/18/2026-Disciplinary boards, Prison board
- 2/19/2026-Personnel Matters, Began Uniform Orders, Scheduling
- 2/20/2026-Personnel matters
- 2/23/2026- administrative meetings
- 2/24/2026- Personnel matters
- 2/25/2026- personnel matters
- 2/26/2026-personnel matters
- 2/27/2026 administrative meetings

Monthly operations

Full Operations:84

Modified Operations:0

Locked down: 0

Total Shifts: 84

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

Review and sign Overtime/ Absence slips

Review Use of Force Incidents

Review Misconduct Reports

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

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

Tina M. Litz,
Warden

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

Scott Hocker
Captain of Security

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: February 2026 Prison Board
2-2-26 to 2-27-26

2-2-26: Completed daily DW of Treatment tasks
2-3-26: Completed daily DW of Treatment tasks
2-4-26: Completed daily DW of Treatment tasks, handed out white clothing to indigent inmates
2-5-26: Completed daily DW of Treatment tasks, answered inmate grievances, attended interdisciplinary team (IDT) meeting with Prime Care
2-6-26: Completed daily DW of Treatment tasks, completed parole recommendations
2-9-26: Completed daily DW of Treatment tasks, attended MISA meeting
2-10-26: Completed daily DW of Treatment tasks, attended Gender Identity Tolerance training, attended drug court
2-11-26: Completed daily DW of Treatment tasks, created Ramadan list for inmates that requested to participate
2-12-26: Vacation Day
2-13-26: Vacation Day
2-16-26: County Holiday
2-17-26: Completed daily DW of Treatment tasks
2-18-26: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended prison board meeting
2-19-26: Completed daily DW of Treatment tasks, attended administrative meeting, attended IDT meeting with Prime Care medical
2-20-26: Completed daily DW of Treatment tasks
2-23-26: Completed daily DW of Treatment tasks
2-25-26: Completed daily DW of Treatment tasks, attended drug court, completed parole recommendations
2-26-26: Completed daily DW of Treatment tasks, attended administrative meeting, handed out white clothing to indigent inmates, answered inmate grievances
2-27-26: Completed daily DW of Treatment tasks, answered inmate grievances

Lebanon County Correctional Facility



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Warden

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

Scott Hocker
Captain of Security

February 2026: The counselors continue to meet with inmates to work through any questions or concerns they have during their incarceration. They also connect inmates with attorneys, probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs. This month the counselors attended Gender Identity Tolerance training
Number of DNA's done for the month: 19
Number of grievances for the month: 13
Approximate number of request slips completed: 1050 Intakes of new commitments: 54, Public Defender applications: 16

Respectfully,

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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 Warden

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 Rebecca Davis
 Deputy Warden of Treatment

Vacant
 Director of Work Release
 Scott Hocker
 Captain of Security

March 18, 2026

To: Lebanon County Prison Board
 From: Jason Lipshaw Work Release Counselor
 Subject: Monthly Prion Board Report.
 Re: 02/01/2026 – 02/28/2026

BOARD MEMBERS:

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

PARTICIPANTS

	February 2026	February 2025
Inmates Employed in the Community:	05	11
Inmates added to the Program:	02	04
Inmates removed from the Program:	07	01
Removed for a Major Misconduct:	02	01

REQUEST SLIPS / COUNSELING

	February 2026	February 2025
Request Slips:	34	140

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	February 2026	February 2025
Inmates Seeking Employment:	03	04
Total Number of Travel Passes (TP):	04	12
Travel Passes for Employment:	04	09
Travel Passes for Work Related Items:	00	03
Travel Passes for Medical Apps.:	00	00
Travel Passes for Legal Matters:	00	00
Travel Passes for D & A Therapy:	00	00

FINANCIAL STATUS

	Month of February 2026	Year to date 2026
AMOUNT RECEIVED	\$18,370.15	\$36,975.06
ROOM AND BOARD	\$4,634.90	\$8,937.71
FINES AND COSTS	\$4,174.20	\$7,485.17
DISTRICT JUSTICES	\$270.00	\$400.00
PROCESSING FEE	\$154.53	\$229.53
DRUG TESTING	\$390.00	\$770.00
SUPERVISOR FEE	\$780.00	\$1,540.00
MONEY DEDUCTED	\$10,403.63	\$19,362.41
INMATE BALANCE	\$7,966.52	\$17,612.65
COST RECOVERY - Room & Board RB	\$225.00	\$510.53

Work Release

Work Release Classification was held this month, and 06 inmates were approved.
Assisted Inmates with employment placement.
Picked up pay checks for work release participants.

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

Sandra Hammock
Micheal Tobias

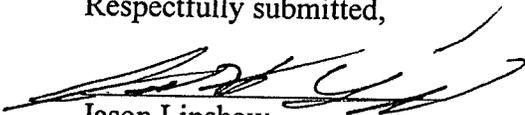
Wiggles and Giggles Daycare
Brentwood INC.

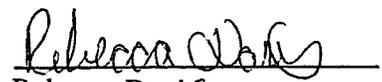
Inmates removed/released from the Work Release Program for the month of February.

Melissa Risser
Micheal Tobias
Brian Stalneck
Sandra Hammock
Brady Elliott
Miguel Crespo
Edgardo Martinez

Major Misconduct
Major Misconduct
Employer Terminated Employment
Immediate Parole with No Major Misconducts
County Parole
County Parole
Facility max

Respectfully submitted,


Jason Lipshaw
Work Release Counselor


Rebecca Davis
Deputy Warden of Treatment

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Heather Diehl, Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
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730 E. Walnut Street
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Phone: 717-274-5451
Fax: 717-274-1338

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

2/2/2026 Defensive tactics with Academy Class at DES.
2/3/3036 Worked on new form to track Mental Health and Major Misconducts.
2/4/2026 ASP Baton training with Academy Class at DES.
2/5/2026 Completed new form to track Mental Health and Major Misconducts. Attended an Admin. Meeting.
2/6/2026 Helped with the Oleoresin Capsicum Academy Class.
2/9/2026 Conducted station checks around the facility.
2/10/2026 DES to pick up radios.
2/11/2026 Off Site for Range class with the Academy Class.
2/12/2026 Off Site for Range class with the Academy Class.
3/13/2026 Worked 11:30pm to 8am. Conducted institutional walkthrough all areas. Talked to officers about any concerns or problems.
2/16/2026 Holiday
2/17/2026 Worked on station inventories and updated all sheets in the control stations.
2/18/2026 Tour of county warehouse with Sgt. Gibson. Conducted inmate interviews. Continued and finalized all inventories.
2/19/2026 Continued inmate interviews.
2/20/2026 Personnel matters.
2/23/2026 County 2-hour delay. Check conditions of portable radios.
2/24/2026 Personnel matters.
2/25/2026 Conducted Kitchen Inventory with Sgt. Bartashus and Officer Gettle.
2/26/2026 Attended an Admin Meeting.
2.27/2026 Conducted Detail inventory with Sgt. Gibson and Officer Matos.o;ok;


Captain Scott M. Hocker

LEBANON COUNTY CORRECTIONAL FACILITY

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

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Lebanon, PA 17042

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

Daily Duties:

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

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

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

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

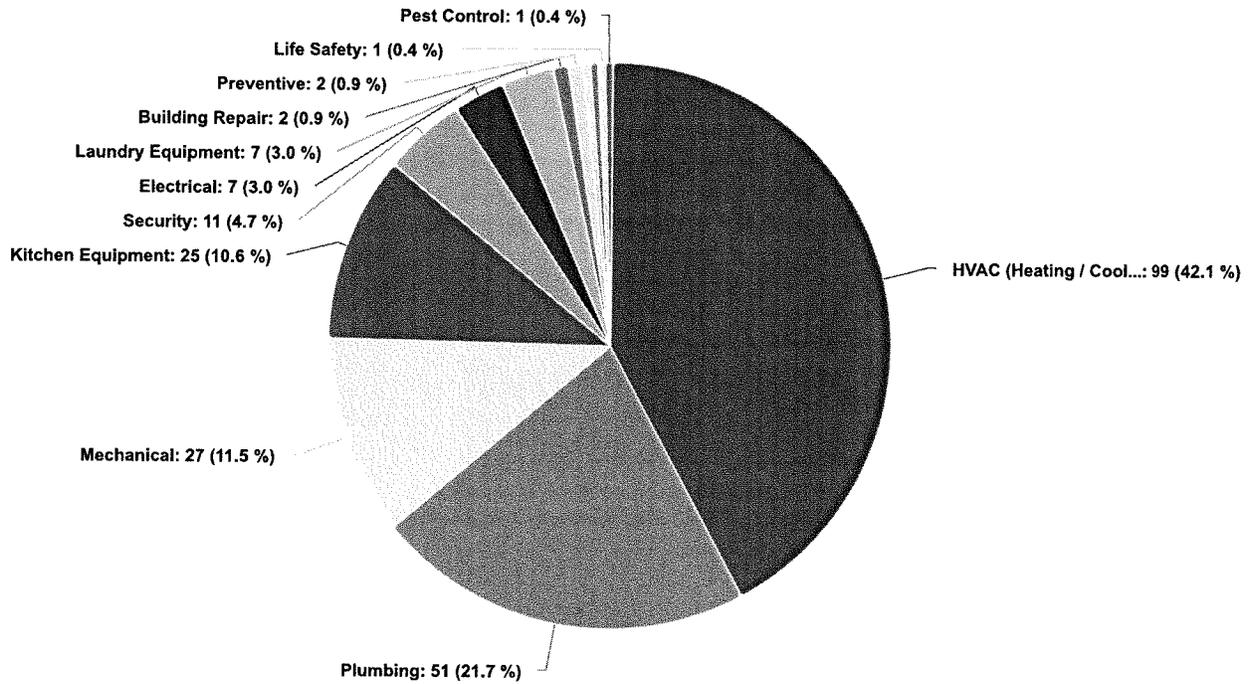
To: Prison Board
From: Director of Training, Edward Potter Jr.
RE: February Report

February 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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2	3	4	5	6	7	8
Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy		
9	10	11	12	13	14	15
Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy	Basic Correctional Officer Training Academy		
16	17	18	19	20	21	22
Holiday	Basic Correctional Officer Training Academy	Reviewed food safety training material. Ordered AED replacement items	Scheduled staff training. Updated training rosters and retention data.	Completed Food Safety and Hygiene training with staff		
23	24	25	26	27	28	29
Off	Completed Food Safety and Hygiene training with staff	Completed Food Safety and Hygiene training with staff	Zoom meeting with Lexipol	Completed food safety and hygiene training with staff		

Category



Report Criteria

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '2/1/2026' AND '2/28/2026'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-13579	Administrative duties	Administrative	Meetings / Documenting / Ordering
Administrative - 1 Total:				
Building Repair				
Building Repair	LCCF-13330	Monthly, Facility Safety Inspection	PM/Inspection Generated Work Order	PM Completed
Building Repair	LCCF-13365	Block 4 cell 69 window doesn't close	Constant Use	Found to be OK
Building Repair - 2 Total:				
Electrical				
Electrical	LCCF-13195	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13194	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13125	Bulb Burned Out in alpha right shower, closest to "D" Cell	Constant Use	Found to be OK
Electrical	LCCF-13269	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13193	Monthly, Transfer Switch	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13270	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical	LCCF-13268	Monthly, Emergency Lighting	PM/Inspection Generated Work Order	PM Completed
Electrical - 7 Total:				
Equipment				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Equipment	LCCF-12810	visiting room booth 1 stool broken - placed out of service	Constant Use	Repaired
Equipment - 1 Total:				
HVAC (Heating / Cooling)				
HVAC (Heating / Cooling)	LCCF-13196	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13227	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13264	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13260	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13250	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13249	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13248	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13247	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13245	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13246	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13244	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13243	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13241	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13242	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13240	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13232	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13233	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13231	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13230	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13229	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13228	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13367	inmates in block 1 request the filters by the phones be changed	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13239	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13237	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13238	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13235	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13236	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13234	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13263	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13267	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13265	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13266	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-13214	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13212	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13213	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13211	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13209	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13210	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13208	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13206	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13207	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13205	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13203	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13204	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13202	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13201	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13200	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13199	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13198	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13353	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13356	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13357	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13355	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13251	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13252	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13253	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13254	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13255	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13256	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13257	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13258	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13197	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13399	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13379	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13375	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13377	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-13378	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13376	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13225	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13226	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13223	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13222	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13220	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13221	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13219	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13217	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13218	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13216	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13215	Monthly, Roof Top Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13354	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13281	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13306	Monthly, Condensate Pump	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13302	Monthly, Air Dryer	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13294	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13402	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13403	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13400	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13401	Weekly, Filter Change	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13224	Monthly, Exhaust Fan	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13182	Monthly, Wall/Window A/C Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13183	Monthly, Air Handler Unit	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13299	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13297	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13298	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13296	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13295	Monthly, Unit Heater, Hot Water	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13282	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13259	Monthly, Exhaust Hood	PM/Inspection Generated Work Order	PM Completed
HVAC (Heating / Cooling)	LCCF-13283	Monthly, Wall Mount, Mini-Split	PM/Inspection Generated Work Order	PM Completed

HVAC (Heating / Cooling) - 99 Total:

Kitchen Equipment

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Kitchen Equipment	LCCF-13318	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13319	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13315	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13317	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13313	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13328	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13321	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13320	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13190	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13326	Monthly, Refrigerator, Reach-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13325	Monthly, Warming Cabinet	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13324	Monthly, Commercial Dishwasher	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13323	Monthly, Food Slicer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13316	Monthly, Oven, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13322	Monthly, Griddle, Gas	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13314	Monthly, Freezer, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13312	Monthly, Refrigerator, Walk-In	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13311	Monthly, Garbage Disposal	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13310	Monthly, Ice Machine	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13309	Monthly, Food Mixer	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13163	the latch on the warmer is broken off	Constant Use	Replaced
Kitchen Equipment	LCCF-13329	Monthly, Booster Heater	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13327	Monthly, Range Hood	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13191	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment	LCCF-13192	Monthly, Kettle, Steam	PM/Inspection Generated Work Order	PM Completed
Kitchen Equipment - 25 Total:				
Laundry Equipment				
Laundry Equipment	LCCF-13277	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13276	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13275	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13278	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13274	Monthly, Clothes Dryer, Gas	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13279	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment	LCCF-13280	Monthly, Clothes Washer, Comm.	PM/Inspection Generated Work Order	PM Completed
Laundry Equipment - 7 Total:				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Life Safety				
Life Safety	LCCF-13284	Monthly, Fire Alarm / Annunciator Panel	PM/Inspection Generated Work Order	PM Completed
Life Safety - 1 Total:				
Mechanical				
Mechanical	LCCF-13301	Monthly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13307	Monthly, Air Curtain	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13308	Monthly, Door, Roll-Up	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13396	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13186	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13184	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13189	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13333	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13188	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13335	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13332	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13187	Monthly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13185	Monthly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13350	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13349	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13359	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13407	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13395	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13404	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13405	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13385	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13372	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13382	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13371	Weekly, Emergency Generator	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13383	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13361	Weekly, Air Compressor	PM/Inspection Generated Work Order	PM Completed
Mechanical	LCCF-13358	Weekly, Boiler	PM/Inspection Generated Work Order	PM Completed
Mechanical - 27 Total:				
Pest Control				
Pest Control	LCCF-13173	Bugs in kitchen	Constant Use	Escorted Contractor
Pest Control - 1 Total:				
Plumbing				

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-13304	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13369	Water Leaking from toilet in outmate upper per cpl sheaffer	Constant Use	Found to be OK
Plumbing	LCCF-13292	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13293	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13290	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13289	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13286	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13288	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13398	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13414	Callback: [Toilets not flushing]	Constant Use	Reset
Plumbing	LCCF-13300	Monthly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13271	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13287	Monthly, Water Circulating Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13291	Monthly, Water Heater, Domestic Gas	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13285	Monthly, Expansion Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13303	Monthly, Hot Water Storage Tank	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13305	Monthly, Heat Exchanger	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13351	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13362	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13363	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13360	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13373	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13374	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13391	toilet not flushing properly	Constant Use	Duplicate Request
Plumbing	LCCF-13390	Bathroom in the DWT office area has a strong sewage smell coming from it.	Constant Use	Cleaned
Plumbing	LCCF-13347	urinal out of order.	Constant Use	Duplicate Request
Plumbing	LCCF-13370	Vandalism: [cell 73 clog]	Vandalism	Unclogged
Plumbing	LCCF-13397	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13408	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13406	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13368	Toilet is leaking	Constant Use	Repaired
Plumbing	LCCF-13409	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13352	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13381	block 5 cell B in alpha unit has a clogged/ backed up toilet. it is currently filled with an unknown substance which stinks	Constant Use	Duplicate Request

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-12553	Blk#5 Cell B toilet clogged	Constant Use	Unclogged
Plumbing	LCCF-13334	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13336	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13261	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13262	Weekly, Drain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13392	Cell 75 is leaking from the toilet	Constant Use	Duplicate Request
Plumbing	LCCF-13387	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13386	Weekly, Macerator (Muffin Monster)	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13384	Weekly, Water Softener	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13272	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13273	Monthly, Drinking Fountain	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13338	OM upper bathroom 3rd sink leaking	Constant Use	Replaced
Plumbing	LCCF-13180	First sink leaking	Constant Use	Replaced
Plumbing	LCCF-13179	the 2nd sink's cold-water button does not work.	Constant Use	Replaced
Plumbing	LCCF-13178	There is a leak coming from a pipe where the toilet was removed. 2nd spot closest to the wall.	Constant Use	Repaired
Plumbing	LCCF-13337	Weekly, Lift Station Pump	PM/Inspection Generated Work Order	PM Completed
Plumbing	LCCF-13344	Blocks 3&4 control station toilet is clogged per Officer Freeman.	Constant Use	Unclogged
Plumbing - 51 Total:				
Preventive				
Preventive	LCCF-13577	Annual generator load testing	PM/Inspection Generated Work Order	PM Completed
Preventive	LCCF-13578	Annual generator load testing	PM/Inspection Generated Work Order	PM Completed
Preventive - 2 Total:				
Security				
Security	LCCF-13348	the door to enter outmate does not secure when closed and needs to be pushed shut.	Constant Use	Repaired
Security	LCCF-13576	Outside relieving gate not working	Constant Use	Replaced
Security	LCCF-13341	Central Door again	Constant Use	Duplicate Request
Security	LCCF-13342	Callback: [ECB- (Call Back) 1 and 2 stairwell not working]	Constant Use	Repaired
Security	LCCF-13134	Per Officer Watson the Gate on Cell 3/50 is not opening.	Constant Use	Replaced
Security	LCCF-13364	HSA door handle sticks	Constant Use	Duplicate Request
Security	LCCF-13339	Locker in OM missing handle. Handle in briefing room	Constant Use	Replaced
Security	LCCF-13343	Callback: [ECB- (Call back) Central stairwell not working]	Constant Use	Adjusted
Security	LCCF-13587	Outside receiving gate not working	Constant Use	Deferred
Security	LCCF-13135	HSA door needs fixed.	Constant Use	Repaired
Security	LCCF-13174	Central Control door is not securing	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 . 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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MARCH 18 , 2026
MARCH PRISON BOARD MEETING
DETAIL SECTION

This Report Covers February 1, 2026, to February 28, 2026

The Detail Section consists of the following persons:

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

OUTSIDE: Outside detail consisted of (03) 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.

295 Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

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

On a Weekly Basis:

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

PRISON BOARD CON'T

DETAIL SECTION
ON A PERIODIC BASIS:

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

PRISON BOARD CON'T
DETAIL SECTION.

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

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

Respectfully Submitted,



Detail SGT Gibson

Rocky B



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Prison Board Report

FEB, 2026

		avg attendance
Worship Services (English Male)	8	6
Worship Services (Spanish Male)	8	7
Worship Services (English Female)	4	6
12 Step Classes (English Male)	0	0
12 Step Classes (English Female)	0	0
Bible Study Classes (English Male)	13	2
Bible Study Classes (Spanish Male)	8	2
Bible Study Classes (English Female)	8	5
Individual Counseling Sessions	30	
Request Slips Answered	151	
Housing Area Visits	25	

Respectfully Submitted

Benjamin Dunlop, Jubilee Prison Chaplain

3/4/2020



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

Monthly Report February 2026

E.S. (Emotional Support) Program:

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

Requirements:

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

1 - Total Students

Alternative Education Program:

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

Requirements:

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

1 - Total Students

2 - Total Students for month of February

0 – Total Requests/Interviews conducted this month

Respectfully Submitted,

A handwritten signature in black ink that reads 'Stephanie Warner'.

Stephanie M. Warner
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Community Education Program

Monthly Report for **February, 2026**

H.S.E. High School Equivalency

Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>24</u>
Students preparing for the 3/20/26 GED/HiSET subtests:	<u>8</u>
Request Slips Received:	<u>11</u>

Respectfully Submitted,



Ken Travis
HSE Instructor,
LL IU13 Community Education