

# Jail Best Practices Award Official Entry Form

This form must be attached to all entries. Entrants must complete all sections for the entry to be considered complete. A copy of this official entry is available electronically at [www.pacounties.org](http://www.pacounties.org).

County Name LANCASTER County Class 2  
Address 625 P KING STREET City LANCASTER, PA Zip 17602  
Contact Name DEAN MOLYNEUX Title WARDEN  
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## Project Information

Title LAW SUITS ALERT PACKAGE / SOLICITOR REVIEW Start Date 07/2007

Each application must be submitted with two signatures. Place appropriate signatures on two of the lines below:

  
\_\_\_\_\_  
Chair of the Board of County Commissioners

  
\_\_\_\_\_  
County Chief Executive Officer

Chair of the county Prison Board

## Program Narrative

A separate program narrative document must be attached to this form that answers the following questions in the order presented. This must be typed in a Word-document, Times New Roman, 10-point type.

- A description of the identified need and the background including what programs were in place before the current project, if any, and how it led to this effort
- A description of the project, including any evidenced-based approaches to jail diversion, community involvement strategies, formation of stakeholder groups, county-wide planning strategies, etc.
- A description of expectations and measurable goals, including supporting data
- A brief description of how the project was evaluated and any lessons learned
- A brief description of the community, including a description of key stakeholders, organizations, and county departments that were involved in the project
- A description of how the activities started in this project were altered or will be continued based on experience, including plans for leveraging additional resources
- A description of any costs associated with the project and how it was funded; cost savings, if any and any change in community acceptance, reductions in insurance costs, or inspection improvements that resulted from the program

## Data Elements

A separate data report must accompany each submission and must contain program impact and performance measures. Please provide data in a way that indicates dollars saved, and population percentages affected. Entries that do not include this data will be disqualified.

Please attach supporting documents, forms or other information that support the award entry. Entries must be received by close of business on February 22, 2013. Winners will be announced during the CCAP Spring Conference, March 17 - 19 2013. More information: Brinda Carroll Penyak, [bpenyak@pacounties.org](mailto:bpenyak@pacounties.org).

**JAIL BEST PRACTICES AWARD ENTRY 2013**  
**PROGRAM NARRATIVE**

**22FEB2013**

**Name of Nominee:** Lancaster County Prison  
625 East King Street  
Lancaster, PA 17602  
717-299-7800  
717-299-7813 (FAX)

**Contact Name:** Dennis Molyneux, Warden  
DMolyneux @co.lancaster.pa.us

**PROJECT INFORMATION:**

**Title:** Law Suit Alert Packages/Solicitor Review.  
**Start Date:** 07/2007

**PROGRAM NARRATIVE:**

The Law Suit Alert Packages began in July of 2007 via the Major of Security's Office as a way to easily track Inmates and/or outside persons who may be seeking litigation against Lancaster County Prison before any Litigation was actually filed. This was easily done with regards to targeting those issues or incident that seem to "red flag" this office as to a possible law suit issues, as the Major's Office was tasked to review Report Packets related to issues, incidents and also received phone call complaints from civilians. A person in effect has up to two years to litigate an issue, sometimes reports/video are not easily accessible, memories tend to fade due to the length of time, etc... Today this method has developed from simply situating files early on, to creation of files/scanning and monthly meetings with the County Solicitor to go over information they had received regarding litigation and/or possible litigation, to providing the Solicitor with information not yet filed for a proactive approach.

A Law Suit Alert Package in any case that seemed to be directed at possible litigation against Lancaster County Prison or the County of Lancaster was prepared based on information, threats of law suits and comments that would lead one to believe that litigation would/may be forthcoming at some point in the future. A Law Suit Alert Package consists of the following items: Incident Reports, Picture Evidence, Video Evidence, Audio Evidence, Legal File, Behavioral File, Medical File and associated Standard Operating Procedures/Rules. These files are then cataloged by the Multi-Divisional Secretary in the Major's Office and filed within said Office. If or when these files are needed, be it a few months or up to two years later, they can be obtained based upon the litigation information, and provided to the County Solicitor with up front information related to the Law Suit Filed without going back to search for all the information. This limits the amount of time needed by the Solicitor, Insurance Attorney, Law Clerk, etc... to come to the facility and review records to see what will be needed for a case, as essentially the information was pre-package for just such an event.

The expectation is to review Incident Reports via general paperwork and emails, inclusive of phone call complaints to the Prison and by any other means necessary to collect data (i.e., intelligence (video, audio, confidential informant, etc...)). The measurable goals are to provide the County Solicitor with files and information when asked, to providing information at scheduled monthly meetings that may lead to possible litigation before it even occurs or if litigation was already received.

The County of Lancaster Solicitor initially was part of this pre-planning of Law Suit Alert Packets, but did not take an active interest unless litigation was received. Today the pre-planning of Law Suit Alert Packets, along with monthly meetings with the County Solicitor, provide sharing of information that may be critical to not only litigation received, but may be helpful to stop litigation in the future by taking a pro-active approach when questions arise from Inmates, Civilians or Attorneys before any litigation is filed.

What started as a way to be proactive in dealing with collection of possible litigation information has become part of our regular routine. It has developed over years to what it is today, as coordination between our facility and the County Solicitor's Office to hopefully thwart off any litigation and limit the impact of any litigation filed/cost associated with same lessening the impact.

The cost associated with this project was the time and effort put forth by this office to acquire the necessary documents and completion of the file for future reference, inclusive of scanning said files today. This includes the time and attendance of those involved in the Prison/Solicitor Monthly Meetings. I believe this has provided a more streamlined effect in regards to insurance costs related to Attorney Time/Fee's, related to research of an incident, that would typically be incurred in tracking files/evidence down following submission of litigation up to 2 years after the fact.

DATA ELEMENTS

LITIGATION STATISTICS 2007 THRU 2011  
LANCASTER COUNTY PRISON, LANCASTER PA

<u>LITIGATION</u>	<u>RECEIVED</u>	<u>DISMISSED</u>	<u>WITHDRAWN</u>
	29	25 (86%)	3 (10%)
2007	9	5	0
2008	2	4	0
2009	6	4	0
2010	6	5	1
2011	6	7	2