



**Fayette County Prison**  
 12 Court Street  
 Uniontown, Pennsylvania 15401

**Prison Board of Inspectors**

Sheriff James Custer (Chair)  
 Commissioner Vincent A. Vicites  
 Commissioner Dave Lohr  
 Commissioner Angela Zimmerlink  
 Judge Steve Leskinen  
 District Attorney Rich Bower  
 Controller Scott Abraham

Welcome to the meeting of the Fayette County Prison Board of Inspectors. Your participation is appreciated.  
 Regularly scheduled meetings occur at 9:15 am on the last Wednesday of each month.  
 Meetings are held in the Commissioners' Conference Room, except for the final meeting of each quarter, when the regularly scheduled meeting is held in the Chapel of the Fayette County Prison, per County Code.

**Minutes**

Fayette County Prison Board of Inspectors  
 September 25, 2019 Regular Meeting

A regularly scheduled meeting of the Prison Board took place on Wednesday, September 25, 2019. It was held in the Prison Chapel.

The meeting was Called to Order at 9:20 am by Sheriff Custer.

At Roll Call the following members were present and constituted a quorum: Sheriff James Custer, Commissioner Dave Lohr, Commissioner Angela Zimmerlink, and Controller Scott Abraham.

Members absent at roll call were: Commissioner Vince Vicites, Judge Steve Leskinen, DA Rich Bower (Note: Vince Vicites joined the meeting at 9:23 am).

Also present were: Attorney Jack Purcell, HR Director Cristi Spiker, Warden Jeff Myers, Assistant Chief Adult Probation Officer Jim Kovacs, and Chief of Staff Debra Evans-Rhodes

Sheriff Custer led the Moment of Silence and Pledge of Allegiance.

Public Comment on Agenda Items: None

Approval of Meeting Minutes of July 31, 2019 Meeting

Moved by Commissioner Angela Zimmerlink and seconded by Controller Scott Abraham to approve the meeting minutes of the July 31, 2019 meeting.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Approval of the August 2019 and September 2019 Bills

Moved by Controller Scott Abraham and seconded by Commissioner Angela Zimmerlink to approve the August and September bills.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Population Report for August 2019 and September 2019

Warden Jeff Myers reported that in August there were 183 inmates received and 188 inmates released.

To date in September, there are a total of 149 inmates received and 142 released.

At present, there are a total of 179 males and 30 females. Three of these inmates are currently housed outside of Fayette County, two for security reasons and one on a court order. Those housed outside of Fayette County are as follows: one male housed in Bedford County, one male in Indiana County, and one female in Greene.

Update on Maintenance Repair

Warden Jeff Myers provided the report as attached. He noted that maintenance in the prison is ongoing, including basic cleaning and preventative maintenance. He noted that cell motors are wearing and there is a need to build up the teeth so that doors will run smoothly. Warden Myers also noted that a cage was installed in the vehicle received from CYS.

Commissioner Dave Lohr asked where plans stand for the purchase of a van for the jail. Warden Myers responded that the purchase is planned in next year's budget. He is currently waiting for pricing on a van that has a containment compartment that will slide in.

Intermediate Punishment Program Report

Jim Kovacs of Adult Probation reviewed his report as attached. For the month of July there were a total of 304 clients on probation, resulting in 7265 incarceration days saved. There were 98 electronic monitoring (EM) installations, and 106 disconnects.

For the month of July there were a total of 296 clients on probation, resulting in 7176 incarceration days saved. There were 88 electronic monitoring (EM) installations, and 97 disconnects.

Courts: None.

New/Old Business:

Warden Jeff Myers reported that he is still gathering data on full body scanners. He has received pricing from two companies. He has budgeted \$20,000 for the purchase. SecurPass, which is used in neighboring counties, has a monthly charge of

\$1641.50 on a 7-year lease. He noted that the company would provide training on the scanners and would also take care of moving the scanners to the new prison after it is built. The other company is Intercept, with a cost of \$169,000 over five years, at \$2816.67 per month. Warden Myers noted that there are no companies in CoStars offering scanners but that both SecurPass and Intercept are in the Federal GSA program.

Commissioner Dave Lohr asked about making the purchase this year or next, based on monies remaining in the budget. Warden Myers responded that he was not sure how much remains in this year's budget. Commissioner Lohr instructed him to check with the County's financial consultant, Sam Lynch, to verify how much remains in this year's budget because it would be better to purchase the scanners as soon as possible.

Controller Scott Abraham inquired about the longevity of the scanners. Warden Myers responded that the coverage for the scanners is seven years.

Commissioner Vince Vicites asked what Warden recommends. Warden Myers responded that his recommendation is to go with SecurPass because it provides a faster and clearer image.

### Personnel

The current staff complement is 47 full-time officers and 10 part-time officers.

Moved by Sheriff Jim Custer and seconded by Controller Scott Abraham to ratify the resignation of Correctional Officer Dave Wrona, effective August 3, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to ratify the resignation of Correctional Officer Tania Bosley, effective August 6, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve the promotion of Part-Time Correction Officer Melissa Albright to Full-Time Correction Officer, at a rate of \$18.45 an hour, with an annual rate of \$38,376.00, effective September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Dave Lohr to approve the promotion of Part-Time Correction Officer Kimberly Strickler to Full-Time Correction Officer, at a rate of \$18.45 an hour, with an annual rate of \$38,376.00, effective September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Dave Lohr to approve the promotion of Part-Time Correction Officer Robert Wallace to Full-Time Correction Officer, at a rate of \$18.45 an hour, with an annual rate of \$38,376.00, effective September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Dave Lohr to approve the promotion of Part-Time Correction Officer Amanda Schwarz to Full-Time Correction Officer, at a rate of \$18.45 an hour, with an annual rate of \$38,376.00, effective September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Warden Myers announced that a formal system for inmate grievances is starting. To date, there has been no formal system for tracking and responding. There are currently 4 Union grievances and 0 Nonunion grievances.

Policy updates were provided to the Prison Board for review prior to today's meeting.

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Prison Rape Elimination Act of 2003, the purpose being to foster compliance with the Prison Rape Elimination Act of 2003, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-001 Work Release Programs, the purpose being to establish authorized work programs such as in-house work assignment program, industries, program, public works' community service program or work release program in cooperation the Fayette county Department of Public Works, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-003 Commits Requiring Emergency Medical Treatment, the purpose being to establish policy and procedure for the deferring of acceptance of commitments that are in need of emergency medical treatment, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-011 Transporting of Inmates, the purpose being to describe the procedures used to supervise inmates who are transported to medical facilities or who may otherwise require escorted trips into the community, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-12 Fayette County Prison Organizational Structure, the purpose being to establish a clear chain of command whereby specific areas of responsibility are fixed and commensurate authority is delegated, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-027 Inmate Grievance, the purpose being to promote cooperation and trust within the Prison through the investigation and proper disposition of incidents of injustice, or violation of individual rights, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-042 Medical/Health Suicide Prevention and Intervention, the purpose being to provide a program for identifying, responding, and preventing suicide by patients, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-83 Emergency Evacuation, the purpose being to provide Fayette County Prison Staff with guidelines and procedures for the safe, secure evacuation of the facility in an emergency situation that renders, or has the potential to render, a housing unit or the entire facility uninhabitable, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-84 Emergency Utility Outages, the purpose being to describe the procedures to be used by Staff in the event of a utility outage, electrical, gas or water, to secure the facility and its inmates, and to ensure the welfare of the Staff, inmates, and visitors, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-85 Emergency Natural Disaster, the purpose being to ensure the safety of the public, staff, and inmates, and to maintain the security of the facility in the event of a major natural disaster that adversely affects the facility, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-86 Emergency Fire, the purpose being to establish a Fire Emergency Response Plan that will provide employees with information on fire prevention, response, and other emergency issues relating to fires in the facility, and to comply with local, state and national regulations and codes, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-87 Emergency Elevator Evacuation, the purpose being to provide establish guidelines for evacuation of occupants of any malfunctioning elevator within the facility in the most expedient manner possible, without jeopardizing the safety of the occupants or the security of the institution, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0



Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-88 Hostage, the purpose being to refuse to grant to any authority to any staff member or any other person held hostage, and also refuse to release any inmate who is holding, or whose confederates in the Prison or the community, are holding hostages for that purpose, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-89 Inmate Disturbances and Riots, the purpose being to establish that disturbances and riots will be dealt with immediately to bring the situation under control, with minimum force, to prevent personal injury to Staff and Inmates, and to minimize property damage to the facility, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-90 Manmade Disasters, the purpose being to ensure the safety of the public, staff, and inmates and to ensure the security of the facility in the case of a man-made disaster that adversely affects the facility, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-91 Escape, the purpose being to maintain institutional security in order to protect the public, including preventing escapes through accountability and internal security management procedures and being prepared to react to attempts of escape and successful escapes, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-92 Emergency Preparedness, the purpose being to present a general contingency plan that is applicable across a broad range of emergencies, and to minimize injuries and property damage in any specific emergency, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-93 Support for Emergency Management, the purpose being to have a prearranged agreement with support agencies to verify the amount of support pledged and the type of support to be rendered, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-94 Post Orders Emergency Personnel, the purpose being to maintain a current, working collection of post orders describing the duties, responsibilities and requirements of all emergency positions created solely for emergency situations, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-95 Armory Operations and Emergency Equipment, the purpose being to maintain an Armory for the secure storage and control of firearms, security devices, chemical agents and riot equipment, and to control access to that location, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Policy ADM-96 Bomb Threat Terrorism, the purpose being to describe general and specific policies and procedures to be followed by staff of Fayette County Prison in the event of bomb threats, terrorism, or similar situations in a manner that does not jeopardize the public, staff, or inmates, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 01 Special Management Unit, making it standard operating procedure that all inmates housed in the Special Management Unit are required to be handcuffed and shackled prior to leaving the unit, and that all standard operating procedures concerning high level security inmates shall be adhered to, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 02 Duty Handcuffs, making it standard operating procedure that officers have on their person at all times duty handcuffs, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 03 Inmate Movement, making it standard operating procedure that a transport vehicle be used for any operational inmate movement required during non-daylight hours, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 4 Security Status Inmate Movement, making it standard operating procedure to only handcuff Security Risk and Escape Risk inmates prior to leaving their housing units, and that leg shackles will only be applied if the escorting officer deems it necessary, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 5 Transport Equipment Bag, making it standard operating procedure that Shift Supervisors be required to issue the Transport equipment bag located in the Central Control Armory to the Prison transport team prior to leaving the prison, and that the equipment bag be inventoried prior to issue and upon return by the Shift Supervisor, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 6 Emergency Medical Treatment Notification, making it standard operating procedure that Shift Supervisors are required to notify the Warden/Designee any time Inmates are transported to receive emergency medical treatment, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Moved by Sheriff Jim Custer and seconded by Commissioner Angela Zimmerlink to approve Standard Operating Procedure (SOP) 7 Release of Prisoner, making it standard operating procedure that all releases from the custody of Fayette County Prison are to be reviewed and approved by the Records Supervisor, and, in the absence of the Records Supervisor, the Captain will assume this responsibility, with an effective date of September 25, 2019.

Sheriff Custer	Aye
Commissioner Vicites	Aye
Commissioner Lohr	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Public Comment:

Kevin Locke inquired about 20 state inmates, some of whom have been in the Fayette County Prison since August. He wanted to know why that was the case, and commented that the overload of prisoners creates a discipline problem. Sheriff Custer responded that these prisoners were court ordered to be held for September trial and that there were daily conversations with the Courts and with the Public Defender's Office regarding the situation. He further stated that those who have not been moved already, will be meeting with their attorneys and will likely to next week. Sheriff Custer further noted that if there is no plea entered for these inmates by Monday, then their trials will begin the following Monday.

Kevin Locke commented that state prisoners are complaining about overcrowding and the guards feel that it is creating a hostile work environment. Sheriff Custer said is up to the Attorneys or the Judges.

Warden Myers added that there are daily conversations with the parties involved about approval to move. Sheriff Custer noted that there are four inmates from Camp Hill to return, and two have a trial coming up.

Aaron Loring asked about the policies and procedures that were passed at today's Prison Board Meeting. He said that none of the Prison Staff had seen the policies. Warden Myers noted that they would not see policies until they were passed. Loring noted that he had already worked today and may have unwittingly violated policies. He further inquired about whether Prison Staff would receive training on policies. Warden Myers responded that training would be provided.

Aaron Loring also inquired about how soon full body scanners would be purchased because "we need it." Warden Myers agree that they are needed. Shannon Matty added that both scanners and dogs are needed. Sheriff Custer responded that there is support for both from the Prison Board, but that the availability of funds needed to be verified and there is a procedure to be followed for making purchases.

Moved by Sheriff James Custer and seconded by Commissioner Dave Lohr to adjourn meeting

Sheriff Custer	Aye
Commissioner Lohr	Aye
Commissioner Vicites	Aye
Commissioner Zimmerlink	Aye
Controller Abraham	Aye
Motion Carried Unanimously	5-0

Meeting adjourned at 9:59 AM.

Respectfully submitted,

Debra K. Evans-Rhodes, Ph.D.  
Chief of Staff for Commissioner Lohr