

# LANCASTER COUNTY CORRECTIONS DEPARTMENT

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605 SOUTH TENTH STREET  
LINCOLN, NE 68508  
(402) 441-7530  
FAX: 441-8946

MICHAEL THURBER, DIRECTOR

## LANCASTER COUNTY CORRECTIONS BOARD

-AGENDA-

October 17, 2013  
Thursday @ 8:30

# LANCASTER COUNTY CORRECTIONS BOARD AGENDA

Thursday, October 17, 2013  
8:30 a.m.

## **I. Approval of the May 16, 2013 Meeting**

## **II. Population Statistics**

- A. Population Comments
- B. Population Graphs-Appendix 1
- C. Calendar Year 2012 Monthly Statistical Report-Appendix 2
- D. Calendar Year 2013 Monthly Statistical Report-Appendix 3

## **III. Department Activities**

- A. Training
- B. Mental Health Jail Diversion Project
- C. Out of County Housing
- D. LCF/Work Crew Activities
- E. Programs Division
- F. Transition Activities

## **IV. Adjournment**

### Attachments

- 1- Community Service Program
- 2- Population Graphs
- 3- Monthly Status Reports
- 4- May 16, 2013 Minutes

**Lancaster County Corrections Board**  
**Meeting of Thursday, October 17, 2013**

**I. APPROVAL OF MINUTES- May 16, 2013**

<b>II. POPULATION STATISTICS</b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b>Change</b>
	<b>April-Sept.</b>	<b>April-Sept.</b>	
<b>Average Daily Population</b>	544.9	560.8	+ 2.9%
JAIL/out of county	401.1	407.6	+ 1.6%
LCF	143.8	153.2	+ 6.5%
 <b>Total Bookings</b>	 5,061.0	 5,394.0	 + 6.6%
Average per month	843.5	899.0	
<b>Total Lodgings</b>	3,493.0	3,726.0	+6.7%
Average per month	582.2	621.0	
 <b>Platte County Inmate Housing (Sept. '05)</b>	 18.3	 35.1	
<b>Butler County Inmate Housing (May '07)</b>	14.2	16.8	
<b>Saline County Inmate Housing (Aug. 2010)</b>	16.3	21.7	
<b>Saunders Co. Inmate Housing (July '09)</b>	10.0	0.0	
<b>Dawson Co. Inmate Housing (June '11)</b>	<u>43.9</u>	<u>38.5</u>	
<b>Total Monthly ADP</b>	<b>102.7</b>	<b>112.1</b>	+9.2%
 <b>Behavior Health/Jail Diversion Total</b>	 19.0	 6.0	 -13 individuals
<b>Pretrial Release /CC Total</b>	34.0	27.0	-7 individuals
<b>Sentence Conversion/House Arrest Total</b>	<u>11.0</u>	<u>30.0</u>	<u>+19 individuals</u>
<b>TOTALS</b>	<b>64.0</b>	<b>63.0</b>	<b>-1 individuals</b>

**A. Population Comments**

During the last 6 months, the department experienced an approximate 3% increase in our average daily population compared to the same time period of 2012. Bookings increased by 6.6% with us recording approximately 900 bookings per month. The months of July, August and September 2013 we booked 170 more inmates compared to the same time last year. We averaged 112 inmates out-of-county in different jails. We ended all out-of-county placements October 7, 2013.

During this recording period we only experienced 11 Behavioral Health/Sentenced Conversions and Community Corrections releases per month for a total of 63 inmates in 6 months.

**B. Population Graph (see attached) Appendix 1**

The population graph shows the month to month populations for FY13 and FY14. This graph shows the facility's rated capacity as of 1991 when the Adult Detention Facility opened.

**C. Monthly Statistical Report (see attached) Appendix 2 & 3-CY12, CY13**

This is a statistical report giving the average daily population for both facilities, number of bookings, types of arrests and releases, as well as medical and mental health services provided.

### **III. DEPARTMENT ACTIVITIES**

#### **A. TRAINING**

The start of this report period saw a change in Training Sergeants. Sgt. Steve Johnson took over in training after the resignation of Melanie Bailey.

This period was particularly busy for the training division, much of which was related to the training and orientation of staff to the new Adult Detention Facility (ADF). All uniformed staff received six days of training in the months of June and July. The development of this training was particularly challenging due to the complexity of operations and the fact that a majority of the procedures were new and largely untested. ADF training was also provided for the nurses, programs staff and Community Corrections personnel. An additional three day session was also held for supervisors.

During this period, the training division received over 700 applications from Correctional Officer candidates. There were 27 Full-Time Officers and five On-Call Officers hired and trained during this time. Two additional officers (one full-time, one on-call) have passed their physicals and are awaiting a start date. Orientation training was also provided for a new Human Resources person and several contract employees. The training division also participated in interviews for some maintenance positions.

Thirty officers completed the department's 12 week Field Training Officer Program, designed to help with the training of new officers in their first three months on the job. Twenty other officers were still enrolled in the program at the end of this period. Lt. Anderson worked on some changes in the FTO evaluations that were necessitated by the move into the new facility.

In August, eleven officers attended the departments Officer Training Academy, which is an 80 hour training course intended for officers who have been with the department for approximately 3 to 6 months.

Lt. Anderson also participated in a policy writing committee which is working to up-date the department's policies.

#### **B. MENTAL HEALTH JAIL DIVERSION PROJECT**

During these two quarters, six inmates were admitted into the project. Five were in custody at the time they were accepted into the program.

Thirteen inmates either completed or terminated from the program from April-September, 2013. Six of these inmates were under the supervision of Community Corrections. Of these thirteen individuals, six have returned to jail custody.

#### **C. OUT OF COUNTY HOUSING**

Lancaster County continues to house inmates in Platte, Butler, Saunders, Saline and Dawson counties due to overcrowding. During the months of April-September 2013, we maintained an average population of 35.1 inmates in Platte County. During this same time period, 44 round trips were made, moving 347 inmates between the two facilities.

Butler County's average population for this time period was 16.8, 12 roundtrips were made with 147 inmates moved between the two facilities.

Saline County's average population for this period was 21.7, with 246 inmates moved between the two facilities with five round trips being made by our staff.

Dawson County's average population from April-September, 2013 was 38.5 with 245 inmates moved between the two facilities.

In addition, the transport division transported 6,854 inmates to court, medical appointments or other locations. This required approximately 3,491 staff hours to complete.

## **D. LCF & WORK CREW ACTIVITIES**

April 2013 – Inmate work crews were used at the new facility to clean the grounds of trash and construction debris, to complete laundry duties, and to set-up living areas for the public overnights. A crew of four inmates worked at the Election Commission assisting in the delivery of ballot boxes, signs, etc. The rest of the month consisted of general maintenance and building repairs.

May 2013 – A crew of two inmates assisted the City Signal Shop relocate to their new shop. A crew of four inmates worked at the Election Commission assisting in the delivery of ballot boxes, signs, etc. A crew of two inmates assisted in moving furniture from the County Assessor's Office to surplus. A crew of inmates assisted at the new facility by moving salt from the receiving dock and filling the brine tanks. General maintenance and mowing continued throughout the month.

June 2013 – Inmate crews were used at the new facility to clean, to move air handling unit filters from the receiving dock to their respective mechanical rooms, to move work tables from the dock and to assemble them in the IT Room, and to move mailboxes and pencil sharpeners from the maintenance shop to their respective housing units. The rest of the month consisted of completing general and preventative maintenance, including the repair of washer and dryers. Grounds maintenance continued including trash pick-up, recycling, and mowing.

July 2013 – Inmate work crews were used at the new facility to assist with setting-up the Ground Floor for the LCF move. Areas were cleaned and the dorms were stocked with bedding, linens, and inmate clothing. In the third week of July, all inmates without approved court ordered release were dressed into jail issued clothing and all of their personal property was inventoried and placed in property. On July 30, the LCF inmate population was moved to the Ground Floor of the Adult Detention Facility and LCF was closed.

August 2013 – Inmate work crews were used to assist with cleaning LCF and arranging surplus furniture for auction.

September 2013 – Inmate work crews were used to thoroughly clean LCF in preparation of turning the building over to the Airport Authority at the end of the month. Mowing and trimming of the grounds was completed.

The Community Service Program/County Road Litter Pick-Up Program began in the final days of June and continued until the end of September. Please see the attachment showing hours and distance provided by crews over the past 6 months.

## **E. PROGRAMS DIVISION**

Correct Care Solutions Mental Health Practitioners coordinated an average of -- evaluations per month with their psychiatrist during the months of April-September, 2013. An average of --- inmate per month were placed into Emergency Protective Custody and transferred with a jail hold to the Crisis Center, due to meeting the criteria of mental illness and dangerousness to oneself or others. Mental health practitioners had an average of 403 contacts with inmates each month during this quarter, in which mental health, personal problems, or coping with confinement concerns were addressed.

Correctional Specialists and the Chaplain coordinated an average of 196 educational, self-help, and religious programs per month April-September, 2013. This number represents programs offered at the Intake & Detention Facility, Lancaster Correctional Facility in airpark, and the Adult Detention Facility during August and September, 2013.

The Work Release Coordinator reviewed an average of 33 court ordered release applications per month. This number reflects both District and County Court applications. The average number of individuals on work release this quarter was 30.0.

## F. TRANSITION ACTIVITIES

The past six months has seen the previous four years of planning, training and coordinating become reality. April was spent conducting tours. The facility was opened for the public to walk through and learn about our department. These tours were conducted three times a day during the week and twice on weekends. Approximately 200 citizens took the opportunity to spend the night in a housing unit. This garnered a positive response for both our department and new facility. The transition team was deeply involved with preparing the facility for these tours and walking groups around.

April was also the month we began an intensive training initiative for our entire department. Two years of policy and procedural development was shared with the entire staff. Vendors and department trainers conducted classes on the new equipment and systems that staff would be using.

The transition team continued purchasing equipment that was needed. These purchases ranged from pencil sharpeners to medical supplies. Purchasing this equipment was just the beginning. Once delivered, we needed to assemble much of it and install it at various locations throughout the building.

We continued to work with Sampson Construction on warranty issues throughout the facility. Some of these were easy fixes while others proved to be difficult to trouble shoot. I am happy to report that most of these have been resolved. We continue to fine tune the sliding doors and I've seen a dramatic reduction in the number of door malfunctions.

In July, we closed LCF and moved approximately 120 inmates into the ground level of the new facility. The move itself was seamless and accomplished in about 4 hours. This smaller move gave us a chance to test and fine tune our plan for moving inmates and closing IDF. It also provided us a chance to shakedown the facility's systems and test many of the new procedures. We used this inmate population to help prepare the building for full operation.

The ADF kitchen was opened with the LCF move and began providing meals for those housed in the ADF as well as the agencies for whom we provide meals. That transition went very well, experiencing few issues.

Testing and tuning of the video arraignment system was initiated in earnest in August. The Public Defender, County Attorney, Sheriff, County and District Courts were involved. We have been conducting live court hearings since September 30. As of Thursday, October 10<sup>th</sup> we have conducted 329 appearances. This includes 93 proceedings other than arraignments.

On September 27<sup>th</sup> inmates from the IDF were moved to the ADF. This was accomplished in about 10 hours. We used Star Tran buses to move the vast majority of the inmates. The Sheriff's Office and Lincoln Police Department provided escort for the buses. This move was executed with the coordination of many agencies and a majority of our staff.

The video visitation system is working well. We had a few hiccups in the beginning but things are smoothing out. The new banking system was started on September 30<sup>th</sup> as well. The public has adapted to this change with little resistance. Correctional officers are handling very little cash and inmate's family and friends have many more options for depositing money for release or commissary purchases.

Our new electronic tour and inmate movement system got off to a slow start. Compatibility with the facility's WiFi delayed full implementation. Coordination between Information Services and the vendor has resolved many of the problems. We are still struggling with some of these issues but the hand-helds are in service and staff are working through the bugs. This system will allow for more oversight of rounds and eliminate the need for paper sheets. It will also allow us to scan inmate wrist bands, thus providing better monitoring of inmate movement.

All in all, I believe the transition went well. Staff are still learning their new duties and adjusting to the changes. We continue to evaluate the procedures that were developed and their effectiveness in real time operation. I have complete faith that our staff will continue to improve and adjust to our new facility while providing improved service to Lancaster County.

## V. ADJOURNMENT

**LANCATER COUNTY CORRECTIONS  
COMMUNITY SERVICE PROGRAM  
COUNTY ROAD LITTER PICK-UP  
June - September, 2013**

**NUMBER OF COUNTY ROAD CLEAN-UP TRIPS: 36**

**TOTAL INMATE HOURS WORKED: 472.00**

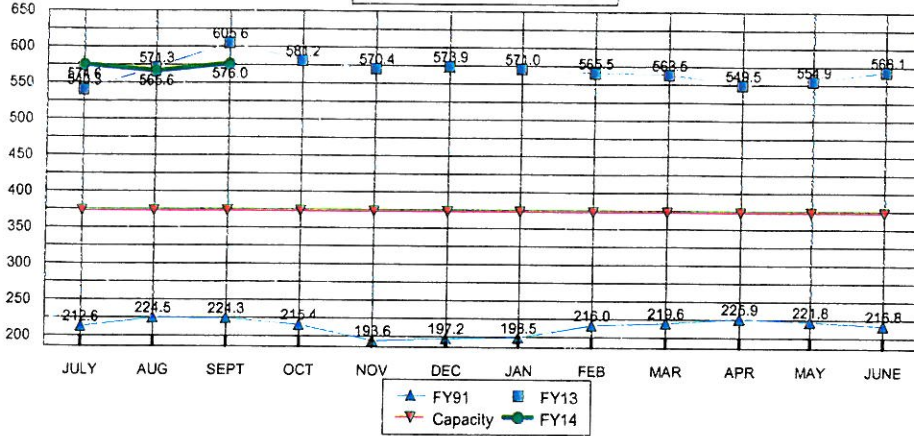
**TOTAL STAFF HOURS WORKED: 138.00**

**ROAD DISTANCE CLEARED OF LITTER: 213.00**  
(1 MILE = BOTH SIDES OF ROAD)

**BAGS OF LITTER REMOVED: 62**



**TOTAL POPULATIONS  
 FY91, FY13, FY14**

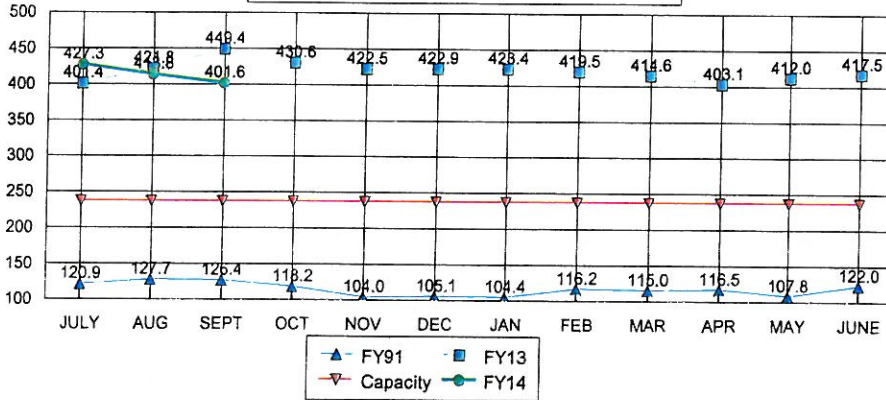


AVERAGES

FY14 TO DATE	572.1
FY13 SAME PERIOD	572.4
FY13 TO YR-END	567.9

-0.1%	Change in FY14 to date over same period last year
0.7%	Change in FY14 to date over FY13 average to year-end

**JAIL-OFF SITE CO. POPULATION  
 FY91, FY13, FY14**

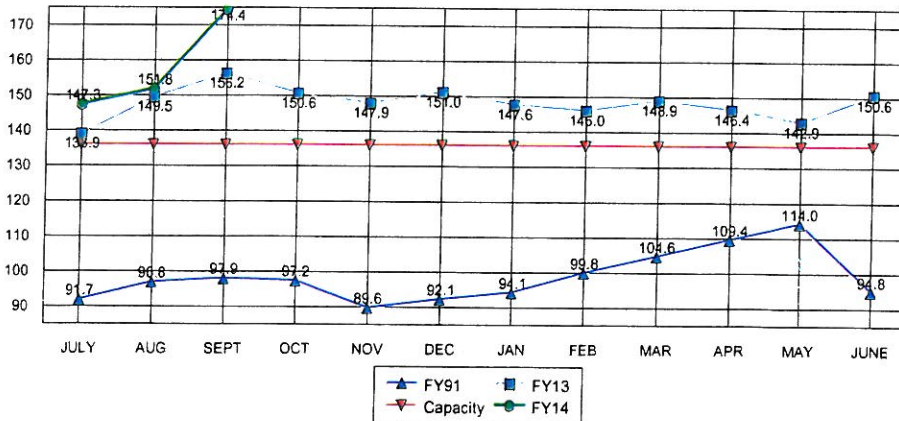


AVERAGES

FY14 TO DATE	414.2
FY13 SAME PERIOD	424.2
FY13 TO YR-END	419.9

-2.3%	Change in FY14 to date over same period last year
-1.3%	Change in FY14 to date over FY13 average to year-end

**LCF-ONLY POPULATION  
 FY91, FY13, FY14**



AVERAGES

FY14 TO DATE	157.8
FY13 SAME PERIOD	148.2
FY13 TO YR-END	148.0

6.5%	Change in FY14 to date over same period last year
6.6%	Change in FY14 to date over FY13 average to year-end



**LANCASTER COUNTY CORRECTIONS DEPARTMENT  
MONTHLY STATUS REPORT**

**CALENDAR YEAR 2012**

	2012												AVERAGE TO DATE	TOTAL TO DATE
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		
<b>INTAKE &amp; DETENTION FACILITY</b>														
Average Daily Population @ IDF	292.9	286.5	291.7	288.4	291.8	286.6	292.5	316.0	330.7	305.7	304.5	301.8	299	N/A
High for Month	323	308	317	309	314	302	317	341	354	327	318	323	321	N/A
Low for Month	268	268	275	270	269	272	280	293	309	287	288	266	279	N/A
Platte County ADP	3.2	9.9	16.6	21.9	14.4	19.8	17.1	13.6	22.7	32.0	37.8	38.4	21	N/A
Butler County ADP	15.3	17.2	16.0	15.3	14.3	15.2	13.6	13.5	13.0	12.6	10.7	14.8	14	N/A
Saline County ADP	18.6	17.1	19.2	18.7	16.5	13.6	14.5	14.8	19.6	15.0	2.5	14.1	15	N/A
Saunders County ADP	7.6	8.8	12.9	20.8	16.1	10.9	6.6	5.1	0.7	0.0	0.0	0.0	7	N/A
Dawson County ADP	13.6	17.8	26.8	34.9	35.1	38.8	47.5	52.0	55.3	57.7	61.9	50.5	41	N/A
Total Number of Bookings	783	760	833	793	878	825	886	861	818	735	830	789	816	9,791
New Bookings	197	171	191	196	191	201	188	207	197	174	186	190	191	2,289
Felony Arrests	168	165	170	180	205	162	227	204	150	156	174	177	178	2,138
Misdemeanor Arrests	470	456	517	492	528	548	534	540	514	458	505	499	505	6,061
Domestic Violence Arrests	82	62	68	84	65	70	83	80	73	71	69	55	72	862
DWI Arrests	69	73	70	61	64	67	56	57	65	53	58	65	63	758
Felons Sentenced	18	25	15	15	16	17	14	16	22	20	17	22	18	217
Misdemeanants Sentenced	59	67	68	55	66	54	66	58	66	42	69	37	59	707
Held for Other Jurisdictions	58	47	63	51	63	50	45	43	66	59	65	54	55	664
Total Conditionally Released	228	241	255	244	292	270	264	237	261	235	268	257	254	3,052
Percent Conditionally Released	29.12%	31.71%	30.61%	30.77%	33.26%	32.73%	29.80%	27.53%	31.91%	31.97%	32.29%	32.57%	31%	N/A
Pre-Arrestment Releases	126	130	138	146	190	169	159	132	153	134	143	140	147	1,760
Court Disposition Releases	102	111	117	98	102	101	105	105	108	101	125	117	108	1,292
Total of Individuals Lodged	555	519	578	549	586	555	622	624	557	500	562	532	562	6,739
<b>LANCASTER CORRECTIONAL FACILITY</b>														
Average Daily Population	144.7	148.8	144.0	135.0	138.0	145.4	138.9	149.5	156.2	150.6	147.9	151.0	146	N/A
High for Month	152	159	156	148	149	151	147	159	161	160	155	157	155	N/A
Low for Month	129	136	130	119	114	139	128	135	148	143	142	137	133	N/A
Estimated Value of Inmate Labor @ \$7.25	\$6,880	\$2,291	\$5,148	\$4,575	\$5,387	\$4,430	\$3,843	\$3,705	\$3,110	\$5,206	\$5,271	\$3,270	\$4,426	\$53,114
<b>MEDICAL/MENTAL HEALTH SERVICES</b>														
Referred to Jail Physician	67	60	64	57	56	61	75	83	70	72	60	75	67	800
Referred to Mental Health/LRC	2	1	4	1	1	2	1	4	1	0	1	0	2	18
Transferred to Emergency Room	6	2	9	3	1	5	2	9	7	14	5	4	6	67

APPENDIX 2



**LANCASTER COUNTY CORRECTIONS DEPARTMENT  
MONTHLY STATUS REPORT**

**CALENDAR YEAR 2013**

2013

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	AVERAGE TO DATE	TOTAL TO DATE
<b>INTAKE &amp; DETENTION FACILITY</b>														
Average Daily Population @ IDF	301.0	299.4	294.2	280.3	293.9	301.9	303.3	298.4	291.3					
High for Month	323	316.0	307	310	311	310	333	318	327				296	N/A
Low for Month	283	281	278	248	279	248	281	276	265				317	N/A
Platte County ADP	32.2	41.2	36.2	26.0	34.9	30.5	37.8	40.2	41.1				271	N/A
Butler County ADP	14.5	13.3	14.5	18.9	17.4	15.4	16.6	18.8	13.7				36	N/A
Saline County ADP	11.7	3.9	3.5	3.3	14.5	24.5	32.5	30.2	25.0				16	N/A
Saunders County ADP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				17	N/A
Dawson County ADP	58.2	54.9	56.1	59.5	46.7	43.0	33.6	21.9	0.0				0	N/A
Total Number of Bookings	902	750	862	842	935	897	930	943	862				44	N/A
New Bookings	190	193	201	258	203	187	207	220	189				880	7,923
Felony Arrests	204	146	181	159	204	197	232	219	194				205	1,848
Misdemeanor Arrests	560	477	529	633	598	566	577	610	548				193	1,736
Domestic Violence Arrests	83	65	73	56	75	74	89	84	69				566	5,098
DWI Arrests	61	57	69	106	71	66	66	62	46				74	668
Felons Sentenced	25	15	19	11	19	19	31	16	20				67	604
Misdemeanants Sentenced	67	61	68	74	63	66	41	50	44				19	175
Held for Other Jurisdictions	47	51	65	59	51	49	49	48	56				59	534
													53	475
Total Conditionally Released	284	246	272	318	299	274	299	322	265				287	2,579
Percent Conditionally Released	31.49%	32.80%	31.56%	33.97%	31.97%	30.55%	32.15%	34.15%	30.74%					
Pre-Arrestment Releases	159	142	163	177	166	167	186	170	164				32%	N/A
Court Disposition Releases	125	104	109	141	133	107	113	152	101				166	1,494
													121	1,085
Total of Individuals Lodged	618	504	590	618	636	623	631	621	597				604	5,438
<b>LANCASTER CORRECTIONAL FACILITY</b>														
Average Daily Population	147.6	146.0	148.9	157.2	142.9	145.0	147.3	152.1	174.4					
High for Month	151	151	154	162	153	157	155	160	210				151	N/A
Low for Month	142	140	141	149	117	135	121	126	153				161	N/A
													136	N/A
Estimated Value of Inmate Labor @ \$7.25	\$6,221	\$4,024	\$4,365	\$3,212	\$3,553	\$2,973	\$3,118	\$2,980	\$4,365				\$3,868	\$34,808
<b>MEDICAL/MENTAL HEALTH SERVICES</b>														
Referred to Jail Physician	69	61	74	87	87	67	72	89	60				74	666
Referred to Mental Health/LRC	1	1	1	3	1	1	1	0	0				1	9
Transferred to Emergency Room	3	4	5	7	8	8	7	8	7				6	57

**MINUTES  
BOARD OF CORRECTIONS  
QUARTERLY MEETING  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, MAY 16, 2013  
9:00 A.M.**

Board Members Present: Larry Hudkins, Chair  
Jane Raybould, Vice Chair  
Deb Schorr  
Brent Smoyer  
Roma Amundson

Others Present: Mike Thurber, Corrections Director  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dan Nolte, County Clerk  
Ann Taylor, County Clerk's Office

The Chair called the meeting to order at 8:58 a.m.

**AGENDA ITEM**

**1 APPROVAL OF BOARD OF CORRECTIONS MINUTES OF THURSDAY, FEBRUARY 28, 2013**

**MOTION:** Smoyer moved and Amundson seconded approval of the February 28, 2013 Board of Corrections Meeting minutes. Smoyer, Amundson, Raybould and Hudkins voted aye. Schorr was absent from voting. Motion carried 4-0.

**2 POPULATION STATISTICS**

A. Population Comments

Mike Thurber, Corrections Director, said there was a 9.7% increase in the average daily population this quarter, with an average of 559 inmates. There was also a 5.8% increase in bookings during this quarter, compared to the same period in 2012.

Schorr arrived at the meeting at 9:01 a.m.

- B. Population Graphs - Appendix 1
- C. Fiscal Year 2013 Monthly Statistical Report - Appendix 2
- D. Calendar Year 2013 Monthly Statistical Report - Appendix 3

See agenda packet.

### **3 DEPARTMENT ACTIVITIES**

#### A. Training

Thurber said the Training Division handled 499 applications for Correctional Officer positions this quarter. Orientation training was provided to 28 new full-time officers, one new on-call officer and four new nurses. Eighteen officers attended the Officers Training Academy, an 80-hour training course. The Training Division is also working on policies and procedures for the new Lancaster County Adult Detention Facility (LCADF).

#### B. Mental Health Jail Diversion Program

Thurber said 50 individuals were released to behavioral/pre-trial release or the sentence conversion program this quarter. Three individuals were sent to the Crisis Center.

#### C. Out-of-County Housing

Thurber said out-of-county housing remained at 113 inmates per day, with most housed in Butler, Dawson and Platte County facilities. He noted the Transport Division has transported 3,053 inmates to court, medical appointments or other locations.

#### D. Lancaster Correctional Facility (LCF)/Work Crew Activities

Thurber said work crew activities included furniture moves, general maintenance and assisting County Engineering with installation/removal of snow fencing.

#### E. Programs Division

Thurber said Correctional Specialists had an average of 339 inmate contacts per month this quarter. The Chaplain coordinated educational, self-help and religious programs. The Work Release Coordinator reviewed an average of 73 court-ordered release applications from the District and County Courts this quarter. An average of 39 inmates per day were on work release.

## F. Transition Activities

Brad Johnson, Transition Coordinator, said the radio antenna system was completed this quarter and passed testing. The radios have been used during tours of the new LCADF and they are working well. Training on the electronic security system has been completed. He said joint training was also conducted with the Lincoln Police Department (LPD) Special Weapons and Tactics (SWAT) Team on different scenarios.

There was consensus to recognize Three Eagles Communication (radio broadcast group) for their assistance with news releases and scheduling of public tours and an overnight shakedown of the new LCADF at a County Board of Commissioners Meeting.

## 4 ADJOURNMENT

**MOTION:** Amundson moved and Smoyer seconded to adjourn the meeting at 9:15 a.m. Schorr, Smoyer, Amundson, Raybould and Hudkins voted aye. Motion carried 5-0.

  
\_\_\_\_\_  
Dan Nolte  
Lancaster County Clerk

