

DATE:	MARCH 3, 2011
NUMBER:	G.3
SUBJECT:	ELEVATORS
RELATED SECTIONS:	

PURPOSE

To identify locations and use of elevators for daily operations within the detention facilities. To provide for the safe removal of passengers in a non-functioning elevator.

POLICY

The proper use of elevators will be determined by each facility to ensure efficiency in the movement of inmates, food, supplies, and staff. Due to the volume of elevator use, and the impact on facility operations, repair of elevators is of great concern and shall be handled expeditiously. Preventative maintenance shall be scheduled and completed in a timely manner.

PROCEDURES

Each detention facility will establish procedures to meet the needs of the individual facility. The procedures should include, but not be limited to:

- I. Location and use of elevator(s).
- II. Maintenance procedures and use of the emergency override system.
- III. Evacuation of persons from a non-functioning elevator
- IV. Use of elevators during an emergency
- V. Elevator capacity limitations.