

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	APRIL 14, 2023
NUMBER:	G.3.L
SUBJECT:	ELEVATORS

PROCEDURE

I. ELEVATOR LOCATIONS

Las Colinas Detention and Reentry Facility (LCDRF) has three elevators throughout the facility.

A. The administrative elevator is a staff elevator located in the administration building.

B. Elevators 1 & 2 are incarcerated person elevators located in House 5.

II. INMATE MOVEMENT ON ELEVATORS

Any incarcerated person utilizing elevator 1 or 2 will have a deputy escorting them in the elevator.

III. MAINTENANCE

The elevator system will be maintained by a contracted company. LCDRF's maintenance will be the liaison for the contract company, Monday through Friday. If a person is stuck in the elevator and it is after hours, Central Control shall notify the Department of General Services (DGS) helpline at Phone number - 7922.000. If DGS' response will be longer than 30 minutes, Central Control shall notify 9-1-1 for FD response.