DATE:	**February 15, 2022**
NUMBER:	**I.51.C.4**
SUBJECT:	**INCARCERATED PERSON MOVEMENT - FACILITY ELEVATORS**

PROCEDURE

All incarcerated person movement on facility elevators will be accomplished utilizing elevators Govt. Code 6255(a) except for extenuating circumstances where staff elevators Govt. Code 6255(a) may be used.

In the event the incarcerated person elevators are not functioning, staff elevators may be used for incarcerated person movement. In this situation, the Central Command Center (CCC) will control all movement of the elevators being used.

SWORN AND PROFESSIONAL STAFF RESPONSIBILITIES

When an incarcerated person elevator is needed for movement, staff shall depress the intercom buttons next to the elevators or use a facility radio to notify CCC. CCC will answer the call and ask for the desired destination. Control deputies may also utilize the telephone or Stentofon to request an elevator from CCC. The next available elevator will be sent to transport the incarcerated person. Govt. Code 6255(a)

Professional staff may use staff elevators for facility workers only when a deputy is available to escort. Use of the staff elevators with incarcerated person workers will only be used to accomplish the movement of deliveries, cleaning equipment or other related events. If there is not a deputy available, the incarcerated person must be moved on the incarcerated person elevators. Professional staff should use the staff elevator after ensuring that the facility workers are secured in the incarcerated person elevator. Any deviation from this procedure requires the approval of a sworn supervisor, on a case-by-case basis only.

CENTRAL COMMAND CENTER RESPONSIBILITIES (CCC)

CCC has the responsibility of answering the events as they receive them. The events are received in chronological order and should be responded to in the most efficient manner possible. Decisions regarding incarcerated person movement on the elevators are the sole responsibility of the CCC deputy.

Govt. Code 6255(a)