

POLICY AND PROCEDURES

NUMBER: 832

SUBJECT: Elevator Use

ACA STANDARDS: 4-ALDF-2A-10

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97

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I. POLICY

The St. Louis County Department of Justice Services shall provide operational procedures for the use of elevators within the secure perimeter of the Justice Center.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Public Elevators

a. Visitor Queuing Elevators #5 and 6

- (1) Move visitors to the visiting areas adjacent to the housing units.
- (2) Move attorneys, Probation and Parole and Division of Family Services employees to the visiting areas adjacent to the housing unit.
- (3) In case of mechanical failure, visitors will be instructed to:

- (a) Use the stairs near the queuing area.
- (b) Use the elevator in the other queuing area. After departing the elevator staff will direct the visitors to the crossover corridor on the mezzanine.

b. Lobby Elevators #7 and 8

- (1) Move staff to Programs Services, Justice Services Administration and the Command Center.
- (2) Move civilians and police personnel to Single Prints, Justice Center Courtrooms, Public Defender's Office, Prosecuting Attorney's Office and Justice Services Administration.
- (3) In case of mechanical failure, the stairs near the queuing area will be used.

2. Secure Elevators

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

B. Use of Secure Elevators by Staff and Inmates

- 1. Entering and exiting elevators with two (2) or more officers escorting inmates:**
 - a.** An officer will secure the elevator, visually check for contraband and operate the elevator controls.
 - b.** The inmates will enter the elevator and be directed to face the rear of the elevator.
 - c.** The remaining officer(s) will enter the elevator and position themselves to observe the inmates.
 - d.** Upon exiting the elevator, an officer will ensure the vestibule is secure.

- e. The inmates will exit from the elevator.
 - f. The officer at the elevator control will exit last, ensuring all inmates have exited the elevator and no contraband has been discarded.
 - 2. Entering and exiting elevators with one (1) officer escorting an inmate(s):
 - a. An officer will escort the inmate(s) into the elevator. This is done by allowing the inmate(s) to enter the elevator first, immediately followed by the officer.
 - b. The officer will instruct the inmate(s) to face the rear of the elevator.
 - c. The officer will operate the elevator controls.
 - d. Upon arriving at the designated level, the officer will escort the inmate(s) out of the elevator.
 - e. The officer will ensure the vestibule is secure as the inmate(s) and officer enter the vestibule.
 - f. As the inmate(s) and officer exit the elevator, the officer will check the elevator for contraband.
 - 3. If other staff are aboard an elevator and inmates are escorted into the elevator, staff will step out of the elevator to allow the inmate(s) access to the rear of the elevator. Staff will then enter the elevator.
 - 4. If a combative inmate is placed on an elevator with escorting officers, any staff not involved with the incident will quickly exit from that elevator and use another elevator.
 - 5. When an inmate is assisting a staff member with equipment or supplies and an elevator must be used, the following shall apply:
 - a. A staff member shall always remain with the inmate while he/she is on the elevator.
 - b. Only the staff will use the elevator controls.
 - 6. An inmate worker will be allowed to use the elevator controls in the main movement elevators when the inmate is delivering food

carts or while moving from floor to floor continuing his/her work assignment, (i.e., emptying refuse, cleaning unit control areas, etc.).

C. Emergency Equipment on Secure Elevators

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2. Master Control shall:

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c. Have the ability to shut down elevators 1 through 4 in emergency situations.]

d. Monitor the location of elevators 1-4.

e. Have the ability to take over the controls of elevators 1-4 by computer, in order to move these elevators to a given level and open the elevator's door when sufficient assistance has arrived at that location. This will only be done in emergency situations.

D. Power Failures

1. During a power failure the elevators in the Justice Center will stop at designated floors to allow the occupants to exit the elevator.

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E. Fire Plan

1. Elevators shall not be used during a fire in the Justice Center.

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4. The Clayton Fire Department shall use Elevator #3 as their primary elevator. The Fire Department shall have the authority to use any of the elevators on an 'as needed' basis during a fire.

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F. Report of Elevator Malfunction

1. When staff become aware of an elevator malfunction, that staff member will report the malfunction immediately to the following staff:
 - a. Master Control
 - b. Watch Commander
2. The following information will be given to the Watch Commander and Master Control:
 - a. The elevator that is malfunctioning
 - b. The type of malfunction
 - c. The number of staff/inmates on elevator
 - d. Any emergency situation on elevator.
3. Master Control staff will use the camera and the intercom system on secure elevators to check if there is any person(s) on the elevator prior to disabling the elevator. It is also Master Control staff's responsibility to disable the elevator, to ensure the elevator

will not be used until the elevator is repaired and placed back in service.

4. The Master Control staff will ensure the Watch Commander is informed of the situation.
- [5. The Watch Commander will inform Public Works staff that an elevator has malfunctioned. The Watch Commander will inform the Public Works staff of all of the information the Watch Commander has received. The Watch Commander will also determine if any Administrative staff (e.g., Director, Superintendents, etc.) need to be informed of the situation.]

NOTE: Public Works staff is responsible for contacting the authorized personnel to repair the elevator.

6. If a medical emergency occurs in the elevator that has malfunctioned, the Watch Commander will call the Corrections Medicine staff and Clayton Fire Department and report the emergency.
7. The Master Control staff will contact the Public Works staff on an on-going basis to ensure the Department of Justice Services is kept apprised of the progress of the repairs.
8. The Master Control staff will contact the Watch Commander as additional information has been gathered. The Watch Commander will ensure staff is given any necessary information concerning the elevator malfunction.
9. Upon repair of the elevator, the Watch Commander will ensure any necessary Incident Reports are written by the appropriate staff. The Watch Commander will also ensure all necessary information is written in the Watch Commander report.

G. Staff/Others on Elevator that Malfunctions

1. If the elevator malfunctions while a person(s) is on the elevator, that person(s) will contact Master Control by the most expedient means:
 - a. Push button next to phone symbol
 - b. Use two-way radio
 - c. Use Personal Duress Alarm

2. If the master Control does not respond to the above alarms, the person(s) on the elevator will push the button next to the bell symbol.
3. When a staff member hears an elevator alarm, he/she will contact Master control immediately and inform Master Control staff and the Watch Commander of the alarm. A volunteer who hears an elevator alarm will inform a staff person immediately of the situation. That staff member will inform Master Control staff and the Watch Commander. Staff members will give all information known as in procedure A-2 of this policy.

NOTE: The Master Control staff will immediately be in visual contact via camera and audio contact with the person(s) in the elevator, if the elevator is a secure elevator. St. Louis County Police are responsible for the public elevators.

4. All persons will try to remain calm and answer all question asked by Master Control or appropriate authority to ensure the safety of all on the elevator. Staff in the elevator will try to assist others in remaining calm.
5. The Master Control staff will maintain constant audio and visual communications with the persons in the elevator, if the elevator is a secure elevator. (St. Louis County Police are responsible for public elevators.) The names of any persons in the elevator will be taken by the Master Control staff. These staff will also assist persons in the elevator remain calm. If any emergencies occur, Master Control will immediately contact the Watch Commander.
6. Upon the repair of the elevator and/or release of persons from the elevator, the Watch Commander will ensure all persons are not in need of medical attention.

NOTE: If medical attention is needed and immediate extraction is needed, the Watch Commander will ensure the Corrections Medicine staff and the Clayton Fire Department are notified. If persons need to be transported to the hospital, but it is not an emergency an ambulance service may be notified.