



*San Diego County*

**SHERIFF**

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**TRAINING BULLETIN**

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## **Lower Bunk / Lower Tier Procedures**

The purpose of this training bulletin is to inform staff of the new logic within the Jail Information Management System as it relates to housing procedures for inmates with prescribed Lower Bunk / Lower Tier instructions. The new logic will not allow an inmate to be housed contrary to their indicated instructions. This new procedure will help reduce overall liability as well as alleviate issues regarding housing inmates with prescribed Lower Bunk / Lower Tier instructions. The procedure will only allow inmates with prescribed Lower Bunk / Lower Tier to be housed in beds marked for Lower Bunk / Lower Tier.

Before inmates are sent to a housing area following a classification interview, JPMU deputies will pre-screen the housing area for the availability of Lower Bunk / Lower Tier bed space. During this process, if Lower Bunk / Lower Tier bed availability is being occupied by an inmate with no prescribed Lower Bunk / Lower Tier instructions then it will be the responsibility of the housing deputies to move inmates to accommodate Lower Bunk / Lower Tier needs. The housing deputies may need to collaborate with JPMU deputies to find accommodation in a different housing area/facility.

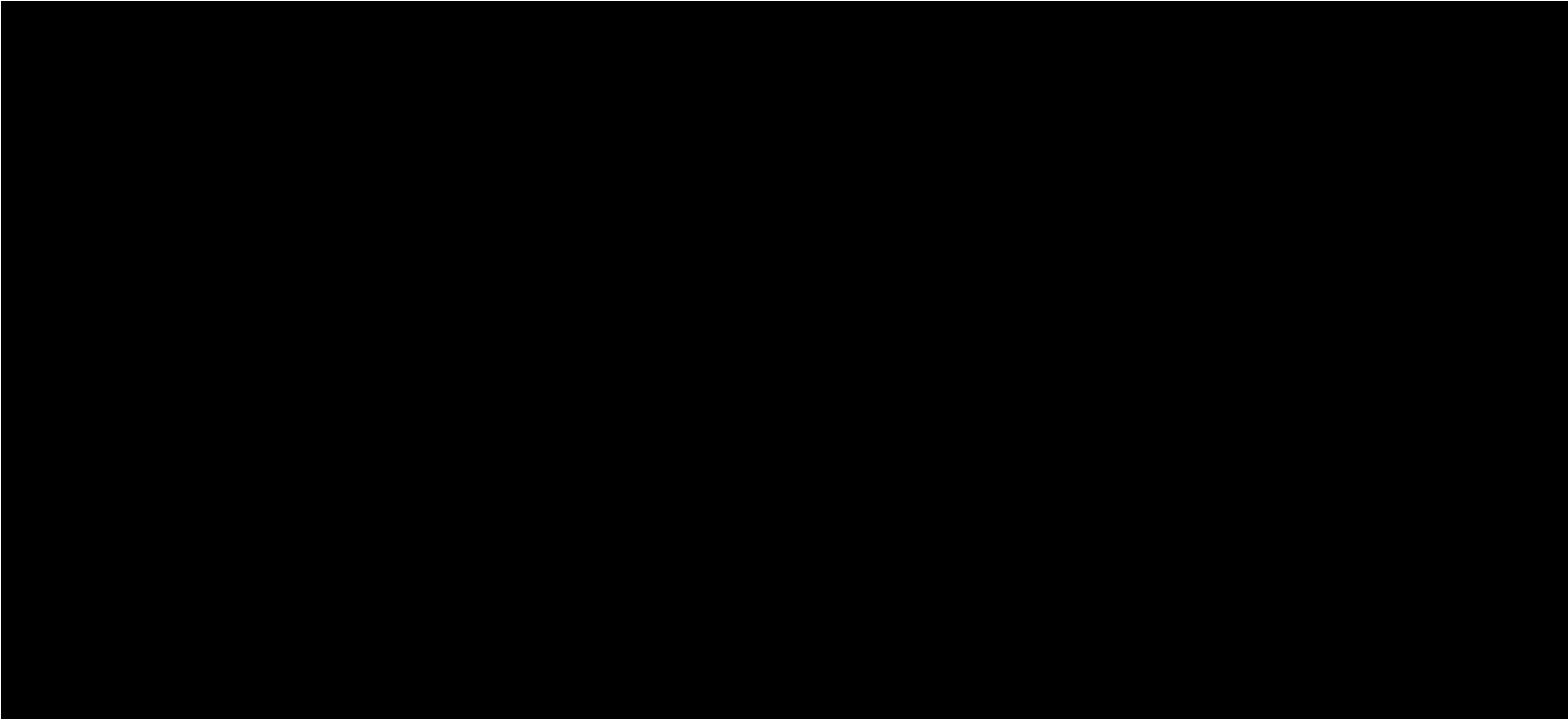
For those already in housing, the "*Lower Bunk / Lower Tier Discrepancies*" and "*Lower Bunk / Lower Tier Potentials*" are two new JIMS Web reports which were added to the HOUSING section to assist in identifying issues with Lower Bunk / Lower Tier inmates. The discrepancy report must be reviewed by the watch commander or designee at the beginning of each shift and all discrepancies must be resolved by the housing deputies.

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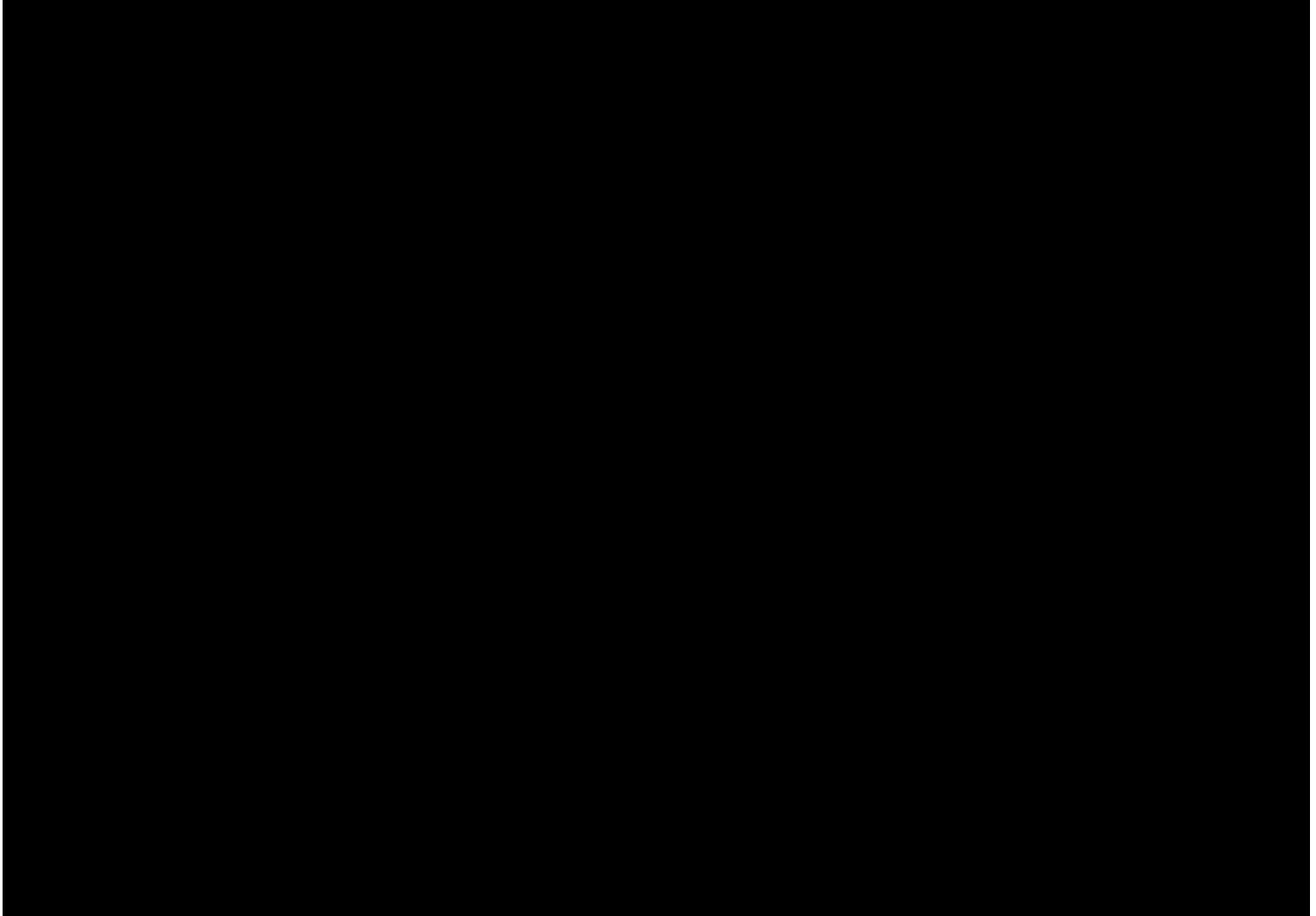
*\*\*REPORTS\*\**

Lower Bunk / Lower Tier Discrepancies will list the inmates who are housed in areas conflicting with their assigned Lower Bunk / Lower Tier Instructions.





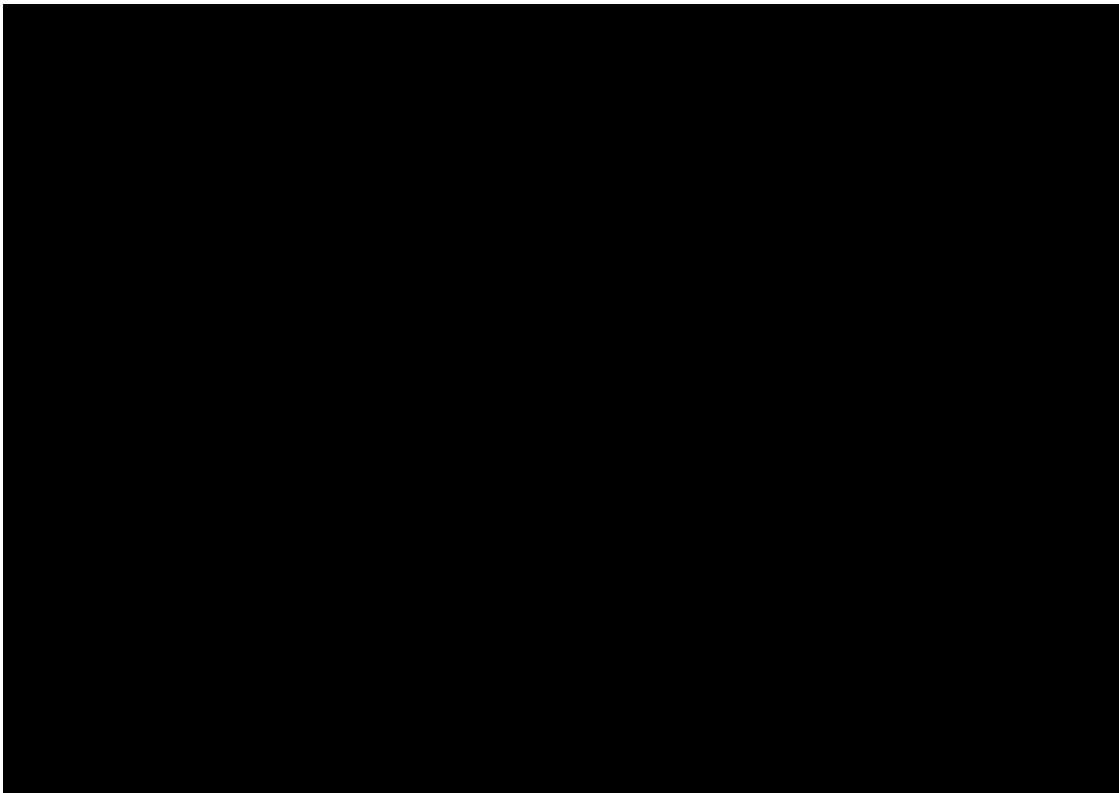
The Lower Bunk / Tier Potentials will give a list of inmates in a selected housing area. The move status and discrepancy column will identify inmates housed appropriately, who need to remain, as well as those who are actual discrepancies needing to be moved.





A bed type housing indicator was added into JIMS to identify Lower Bunk and Lower Tier bed assignments. When placing an inmate into JIMS, if an inmate has a prescribed Lower Bunk / Lower Tier, Lower Tier, or Lower Bunk medical instruction then the inmate must be placed into appropriate bed type.

- L = Lower Tier/ Lower Bunk
- LT = Lower Tier/ Top Bunk
- U = Upper Tier/ Lower Bunk
- UT = Upper Tier/ Top Bunk

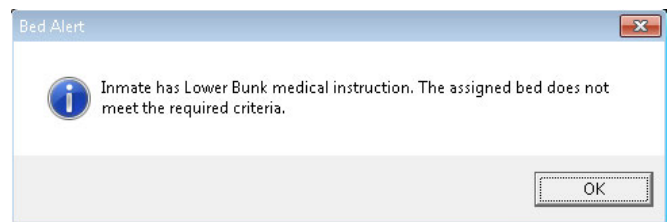
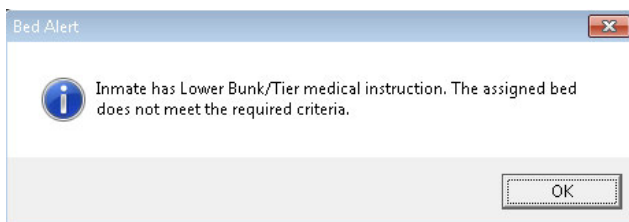




**\*\*PROCEDURE\*\***

**\*\* If an inmate with prescribed lower bunk /lower tier instruction is placed into a wrong bed type then a *Bed Alert Message* will appear stating the issue with the housing option. It will **NOT** allow the bed move and it may **NOT** be overridden.**

*Example*



**\*\*REFUSAL PROCESS\*\***

Inmates are not entitled to housing location of choice and shall accept housing assignments as directed by staff. Inmates **MAY NOT REFUSE** a housing assignment, including any lower bunk and/or lower tier instruction and may be subject to disciplinary action for refusing.