

DATE:	JULY 24, 2023
NUMBER:	I.22
SUBJECT:	LOWER BUNK / LOWER TIER ASSIGNMENT
RELATED SECTIONS:	<a href="#">I.21</a> ; <a href="#">M.9</a> ; <a href="#">M.39</a>

**PURPOSE:**

To establish minimum standards for the assignment and review of incarcerated persons to lower bunk and/or lower tier housing.

**POLICY:**

Lower bunk and/or lower tier requirements are determined by detention facility health staff due to physical impairments or mobility issues caused by a disability, medical condition or drug/alcohol withdrawal. Sworn staff will review and resolve any discrepancies in housing/bunk assignments due to the lower bunk and/or lower tier restriction.

**PROCEDURE**

**I. LOWER BUNK/LOWER TIER HOUSING ASSIGNMENT**

- A. Sheriff's health staff will ensure incarcerated persons with physical impairments or mobility issues are accommodated for their safety and appropriate bed assignment. People with mobility disabilities will be assigned to accessible housing, based on their accessibility needs, which may include accessible beds and clearance space.
  - 1. The recommendation for a lower bunk and/or lower tier will be determined by health staff and entered into the medical instructions.
  - 2. The health staff's order for lower bunk and/or lower tier housing is considered a housing restriction to minimize the risk of injury to the incarcerated person.
  - 3. Incarcerated persons without an instruction for lower bunk and/or lower tier may submit a Sick Call Request (J-212) form to request this type of bed assignment. A medical evaluation is required to determine the need to establish or reinstate an instruction for lower bunk and/or lower tier.
  
- B. If the health staff requirement for a lower bunk and/or lower tier housing restriction is established during the intake process, Jail Population Management Unit (JPMU) deputies will notate such housing restriction on the incarcerated person's face card. If the restriction is determined after the incarcerated person has been housed, health staff will notify the housing deputies of the restriction.
  - 1. Housing deputies will be responsible for assigning these incarcerated persons in the Jail Information Management System (JIMS) to either a lower bunk ("LOWER BUNK"), lower tier ("LOWER TIER") or a lower bunk on the lower tier ("LOWER BUNK/LOWER TIER"). Note: A middle bunk in a triple bunk does not qualify as a bottom bunk.

2. Incarcerated persons with the lower bunk and lower tier medical instructions will only be housed on bottom bunks. Incarcerated persons with only lower tier instructions may be housed on the bottom/middle of a triple bunk or the bottom/top of a double bunk.
  3. No person with a mobility disability using a wheelchair will be assigned to any bed in a triple bunk.
  4. No person with a mobility disability will be assigned to the top bed of a triple bunk.
- C. At the beginning of each shift, the watch commander or designee will review the "LOWER BUNK / LOWER TIER DISCREPANCIES" report in JIMS.
1. The watch commander or designee shall direct housing deputies to resolve any discrepancies.
  2. Bunk and/or housing moves may be required to accommodate incarcerated persons with a lower bunk and/or lower tier designation.
  3. In the event the number of incarcerated persons requiring a lower bunk and/or lower tier placement is greater than the beds available, JPMU deputies will be notified.
  4. Housing deputies will log the report review and reconciliation in the JIMS Area Activity Log utilizing the "LOW BUNK/TIER REVIEW" drop-down. Any discrepancies that remain unresolved due to an incarcerated person not being present in the housing area (e.g., court, medical appointment, etc.) will be noted in the "Notes" section of the log entry and the watch commander shall be notified.
- D. Incarcerated persons shall accept bunk assignments as directed by staff. Incarcerated persons are not entitled to bunk location of choice and shall be subject to disciplinary action in accordance with Detention Services Bureau Policies and Procedures section O.1 for refusing a bunk assignment, including any lower bunk and/or lower tier restriction.