Booking/Inmate Alert System

909.1 PURPOSE AND SCOPE
Receiving and identifying critical information regarding persons taken into custody and subsequently processed or housed in our jail is extremely important. Assessing an inmate(s) is crucial to the safety of police personnel and other inmates.

909.1.1 CLASSIFICATION PROTOCOL
(a) To ensure that information is received, identified and passed on to Jail personnel a new Alert system is being implemented. The three-pronged system is as follows:

1. Use of UAlert via the West Covina Services Group booking system. This system allows for Communication, Jail, and Records personnel to enter information such as suicide attempts, assaults or violence against PPD personnel, gang affiliation, etc. on high risk persons.

   (a) Arresting Officer(s): It is important to remember to run persons you come in contact with or are arresting via the NAME system and that you read the information entered in the system via UAlert which is identified with an asterisk (*) next to the person’s name.

   (b) Booking Officer: It is imperative to notify jail personnel of an inmate’s physical and mental status as well as their behavior(s), specifically current violent or assaultive actions they may have done, as well as any use of force or application of chemicals used to affect the arrest. Additionally, this information needs to be documented on the pre-booking paperwork.

   (c) Jail Personnel: It is crucial that you read the UAlert information of the person being booked via the NAME system, which is identified with an asterisk (*) next to the person’s name, and notify a Supervisor of the same so that the Supervisor can assess the information and ensure that the proper alert card (See#3 below) can be placed outside the inmate housing door of that individual.

909.1.2 JAIL PERSONNEL
(a) UAlert information will not be accessible until the individual's identity has been confirmed via the UBook. In cases where the individual is uncooperative or combative booking will not have occurred. To mitigate this issue there are two steps that will assist in completing risk assessment in a timely manner.

   1. Booking Officer: Shall provide Jail staff with as much information or documents that they have to help identify the individual.

   2. Jail Staff: A "High Alert" notebook has been created which will be located at the booking counter at all times. It contains information of individuals that have previously
been identified as being assaultive or have created significant issues in the Jail on prior arrests and/or bookings. Additionally the notebook will contain prior booking slips, photos, and previous JAR's associated with the individual.

909.1.3 ALERT CARDS

(a) "Caution" (yellow) and "High Risk" (red) Assessment cards have been created by the Jail Section to help identify individuals that need specific handling. The yellow or red card will be placed outside the jail cell door displayed to anyone who approaches the cell of an individual that meets the criteria for the Caution or High Risk card. Once the inmate leaves custody, his/her card will become a permanent part of the inmates booking paperwork.

(b) Below are examples of what may be written on either card:

1. "Assaultive - Do not handle alone,"
2. "Use of force used to effect the arrest - use caution,"
3. "Prior history of suicide attempts."