

The Inmate Processing event simulates the intake procedures within a correctional facility. Competitors will engage in activities such as fingerprinting, searching, inventorying property, and completing necessary documentation.

Entry Requirements

- Competitors in this event compete individually, not as a team.
- Chapters can only register 3 teams to compete.

Materials

Only the below materials are permitted in the competition.

- **Gloves**
- **Handcuff key**
- **Black Ink Pen**
- **Photo Identification** Reference [the rulebook \(https://tpsa.info/rulebook\)](https://tpsa.info/rulebook) for details

Procedures and Timeline

- **Check In (10 min Time Limit)** Competitors must check in to their event at their designated **check-in time**. Competitors that arrive **ten (10) minutes** after their designated check-in time will be marked as no-shows and not be allowed to compete out of respect for the time commitment made by our judges and volunteers.
- **Pre-Event Briefing (5 min Time Limit)** After check-in, competitors will be guided to the designated event area. Once there, the moderator will provide a comprehensive briefing, detailing the event's instructions, rules, and procedures. This briefing ensures that each competitor is well-informed and prepared for the subsequent stages of the competition.
- **Roleplay (20 min Time Limit)** The 20 minute timer will start when the inmate is escorted into the room, then the Competitor will:
 - Safely search the inmate and handle any weapons or contraband found.
 - Properly fill out an inventory form of the inmate's belongings.
 - Properly fingerprint an inmate and receive clear fingerprints
- **Evaluation and Scoring (5 min Time Limit)** After the completion of the event, judges will convene to assess each competitor's/team's performance based on a standardized rubric. This stage is conducted without the presence of the competitors. Judges will evaluate the criteria outlined in the rubric to ensure a fair and objective scoring process. Once all assessments are finalized, scores will be recorded for each competitor/team.

Safety Protocols

- **Searches** Searches will be conducted in a manner that does not risk the safety of the inmate or competitor. If a student fails to find a weapon or places themselves in an unsafe situation, they will lose a significant amount of points.

Judge Qualifications

- Judges need to know how searches are conducted and handling of any weapons/contraband. They also need to be familiar with fingerprinting and determining if usable prints are obtained.

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Initial Search						
<p>Approaches inmate in a safe manner</p> <p>With the inmate facing away from the officer, the officer approaches the inmate from the left or right rear at 45°. The officer is off-centered to the inmate. Any protective equipment, i.e. oc spray is away from the inmate. The officer is close enough to safely conduct a search and maintain control of the inmate but not so close that the inmate can grab onto any part of the officer's belt or person.</p>	<p>0</p> <p>Does not approach the inmate in a safe manner.</p>	<p>1</p> <p>Approaches the inmate from the extreme right or left, 90°, or directly from the rear. The officer is too far from the inmate to properly search the inmate or too close to the inmate so that the inmate can grab the officer or their protective gear.</p>	<p>2</p> <p>Approaches the inmate from the left or right rear at 45°. The officer is off-centered to the inmate. Any protective equipment, i.e. oc spray is away from the inmate. The officer is too close to safely conduct a search and maintain control of the inmate, but not so close that the inmate can grab onto any part of the officer's belt or person.</p>	<p>4</p> <p>Approaches the inmate from the left or right rear at 45°. The officer is off-centered to the inmate. Any protective equipment, i.e. oc spray is away from the inmate. The officer is close enough to safely conduct a search and maintain control of the inmate but not so close that the inmate can grab onto any part of the officer's belt or person.</p>		<p>Opts</p>
<p>Searches inmate in a safe manner</p> <p>The officer conducts a thorough search, locating any contraband, weapons, and all personal items on the inmate's person or in their pockets. The officer maintains a left or right, rear, 45° position far enough away that the inmate to safely conduct a search and maintain control of the inmate but not so close that the inmate can grab onto any part of the officer's belt or person.</p>	<p>0</p> <p>Does not search inmate.</p>	<p>1</p> <p>Searches the inmate from a position other than a left or right rear, 45°, and/or misses all contraband, weapons, and all personal items on the inmate's person or in their pockets.</p>		<p>10</p> <p>Searches the inmate from left or right rear, 45° position, and locates all contraband, weapons, and all personal items on the inmate's person or in their pockets.</p>		<p>Opts</p>
<p>Removes handcuffs from inmate</p> <p>The officer maintains control of the handcuffs at all times by removing each handcuff and closing it before opening the second cuff.</p>	<p>0</p> <p>Does not remove handcuffs</p>	<p>1</p> <p>Removes the handcuffs, but leaves both cuffs open or does not maintain control of the handcuffs at all times.</p>	<p>2</p> <p>Removes handcuffs, one cuff at a time, but leaves one cuff open, and maintains control of the handcuffs at all times.</p>	<p>4</p> <p>Removes handcuffs, one cuff at a time, and maintains control of the handcuffs at all times.</p>	<p>6</p> <p>Removes handcuffs, one cuff at a time while maintaining control of the handcuffs at all times, and then secures the handcuffs after removal.</p>	<p>Opts</p>
Property Inventory						
<p>Safely collects inmate's property</p> <p>The officer collects all contraband and personal items on the inmate's person or in their pockets and places the items in a property bag.</p>	<p>0</p> <p>Does not collect the inmate's property and secure in a property bag.</p>	<p>1</p> <p>The officer does not collect all contraband, weapons, or the inmate's personal property from their person or pockets and secures it in a property bag.</p>	<p>4</p> <p>The officer collects all contraband, weapons, or the inmate's personal property from their person or pockets, but does not secure it in a property bag.</p>	<p>6</p> <p>The officer collects all contraband, weapons, or the inmate's personal property from their person or pockets, and secures it in a property bag.</p>		<p>Opts</p>
<p>Secures any weapons found</p> <p>The officer removes and secures any weapons in a location not accessible to the inmate(s). A weapon is any item that can cause harm to the officer or inmate(s).</p>	<p>0</p> <p>Did not secure weapon.</p>	<p>1</p> <p>Placed weapon in a location easily accessible to the inmate(s).</p>		<p>5</p> <p>Secures the weapon in a location not accessible to the inmate(s).</p>		<p>Opts</p>
<p>Properly filled out inmate property inventory form</p> <p>The officer documents all property collected from the inmate on the inventory form and places it in the inmate's property bag.</p>	<p>0</p> <p>Did not fill out inmate property inventory</p>	<p>1</p> <p>Does not fill out the property inventory form correctly or completely and/or is illegible</p>	<p>4</p> <p>Fills out the property inventory form neatly with adequate descriptions and no more than 2 mistakes</p>	<p>8</p> <p>Fills out the property inventory form neatly and completely with good descriptions and no mistakes</p>		<p>Opts</p>

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Mental Health/Disability Intake Form						
Properly fills out Mental Health/Disability intake form	<p>0</p> <p>Does not fill out the intake form</p>	<p>1</p> <p>Does not fill out the Mental Health/Disability intake form correctly or completely and/or is illegible</p>	<p>4</p> <p>Fills out the Mental Health/Disability intake form neatly with adequate descriptions and no more than 5 mistakes</p>	<p>5</p> <p>Fills out the Mental Health/Disability intake form neatly, with adequate descriptions and no more than 5 mistakes</p>	<p>8</p> <p>Fills out the Mental Health/Disability intake form neatly and completely with good descriptions and no mistakes</p>	Opts
Fingerprinting Inmate						
Fills out fingerprint card correctly and neatly The officer fills in all required fields on the fingerprint card, neatly and legibly.	<p>0</p> <p>Did not fill out the information on the fingerprint card.</p>	<p>1</p> <p>Filled in the required information on the fingerprint card but it is not legible.</p>	<p>2</p> <p>Legibly filled in the information on the fingerprint card but had more than 2 errors.</p>	<p>4</p> <p>Neatly and legibly filled in all information on the fingerprint card with no errors.</p>		Opts
Safely handles inmate to fingerprint The officer keeps their equipment side away from the inmate. The inmate maintains the unused arm at their side or flat on the counter. The officer has the inmate step back and away while loading the fingerprinting stand. The officer maintains control of the inmate's hand while fingerprinting.	<p>0</p> <p>Did not fingerprint inmate.</p>	<p>1</p> <p>Fingerprinted the inmate in an unsafe manner. ex. allows inmate to be able to grab officer's equipment or clothes with inmate's free hand and does not maintain visual or physical control of the other hand.</p>		<p>5</p> <p>Fingerprinted the inmate, while keeping their equipment side away. The officer keeps the inmate at a distance while loading the stand and maintains control of the inmate's hand while fingerprinting.</p>		Opts
Takes a clear set of prints The officer rolls each of the inmate's fingers to create a print with clear ridge detail.	<p>0</p> <p>Did not fingerprint inmate</p>	<p>1</p> <p>Fingerprints were not rolled and/or were unclear, ridges are not visible.</p>		<p>6</p> <p>Fingerprints were rolled and ridge detail was clear on all but one finger.</p>	<p>10</p> <p>Fingerprints were rolled and all ridge detail was clear on all prints</p>	Opts
Cleans area making it ready for the next inmate The officer removes all items from the workspace and wipes it down.	<p>0</p> <p>Did not clean area after completing intake.</p>	<p>1</p> <p>Made an attempt to clean the area after completing the intake. The work station is clearly still dirty. ex. inmate left prints on counter before allowed to clean hands.</p>	<p>4</p> <p>Cleaned the workstation but left only minor mistakes. ex. small smudges on the counter or small smeared ink.</p>		<p>8</p> <p>Completely cleaned the area after completing the intake area. No residue left.</p>	Opts
Professionalism						
Dress Code	<p>0</p> <p>Does not fulfill the dress code requirements.</p>		<p>10</p> <p>Fulfills the dress code requirements.</p>			Opts
Total Score: 0 /84 pts						