

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 individuals to compete.

Materials

Competitors are required to bring the following materials/supplies, as they will not be provided by TPSA. No other supplies/materials will be permitted.

Competitor Provided Materials

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

TPSA Provided Materials

- **Inmate Property Inventory Form**
- **Mental Health/Disability Intake Form**
- **Fingerprint Card**

Supplemental Documents

- [Mental Health/Disability Intake Form](#)
- [Inmate Property Inventory Form](#)
- [Fingerprint Card](#)

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 time will start when the moderator says "start". The inmate (handcuffed) will be escorted into the room by the arresting officer. The inmate will stand on the "X" facing away from the competitor. The arresting officer will advise the competitor of the reason for arrest and step away from the inmate. The arresting officer will obtain an inventory bag and position themselves near the competitor (with the bag held open) in a location that allows the Competitor to "hand-off" contraband without turning away from inmate. The Competitor will:
 - Safely search the inmate and handle any weapons or contraband found. All weapons and contraband will be cleared and safely handed off to the arresting officer.
 - Properly fill out an inventory form of the inmate's belongings.
 - Properly fill out a mental health/disability intake form.
 - Properly fingerprint an inmate and receive clear fingerprints.
 - Place the inmate in a holding cell which will be indicated by an "taped square" on the floor.
 - Clean workstation
 - Gather paperwork, weapons, and property and submit to the judge for scoring.

The timer will stop when all items have been placed in the judges hands or at the call of "stop" from the moderator.

 - Competitors who do not finish shall be scored on an "as is" basis. Zero points will be awarded for incomplete tasks. No documentation shall be submitted after the call of time.
- **Evaluation and Scoring (5 min Time Limit):** After the completion of the event, the 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.

Professional Dress Guidelines

To secure professionalism points, Competitors should dress in attire that accurately reflects what professionals in the respective public safety careers would wear while performing the tasks associated with the event. Competitors are also expected to consult and follow the Professional Dress Guidelines in the Rulebook to qualify for points. Additionally, participation is contingent upon meeting all prescribed Safety Protocols. The Judge will inspect the Competitors for safety control prior to the start of the event.

Safety Protocols

- **Jewelry:** Rings must feature a continuous, even, and unadorned exterior surface. Necklaces must not be visible from the outside of the uniform. Bracelets may not be worn. If competitors have piercings beyond a single stud in each ear, they must cover these additional piercings with band-aids or wear clear studs to maintain a professional appearance.
- **Hair:** All hair must be secured out of the eyes for the duration of the event. Competitors with hair extending past the top of the shoulder shall wear their hair secured neatly in a bun or ponytail ensuring that no hair extends below the collar of the uniform. It is not an exception to the rule that a Competitor's chosen hair style is too thick to be secured above the collar.
- **Fingernail Length:** Competitors' fingernails shall not extend past the tip of the finger and shall be free of any/all adornments. Color is not a factor.
- **Shirt Sleeves:** If Long sleeve shirts are worn, they shall fit closely at the wrist and not extend past the wrist.
- **Pants:** Competitors must wear pants that cover the entire leg, with no portion of the leg visible. Pants shall be secured at the waist with a hem length not to extend past the sole of the shoe.
- **Long Pants:** Long pants must be worn secured at the waist and shall not extend past the sole of the shoe. No portion of the leg shall be visible.
- **Pant Length:** Pants shall not extend past the sole of the shoe.
- **Shoes:** Competitors must wear low-heeled, closed-toed footwear for this event.
- **Searches:** Searches shall be conducted in accordance with the current version of the TPSA rulebook.
- **Emergency Stop Command: 'Index':** If the 'Index' command is issued by a Judge, Staff Member, Actor, or other designated authority, all Competitors must immediately cease all activities and actions. This includes stopping any ongoing tasks, disengaging from any current simulations, and discontinuing any interactions with other participants. If an Actor issues the 'Index' command while handcuffed, they must be immediately released from the handcuffs by the nearest Competitor or event staff member. All Competitors must promptly secure and holster any weapons they may be handling. After holstering, Competitors should adopt a neutral, attentive posture and await further instructions from event officials. Failure to promptly and accurately comply with the 'Index' command may result in immediate disqualification and/or other appropriate actions as determined by event officials.
- **Handcuffing and Restraints:** Handcuffing shall be conducted in accordance with the current version of the TPSA rulebook.

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						
Approaches inmate in a safe manner 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.	0 Does not approach the inmate in a safe manner.	1 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.	6 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.	10 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.		
Removes handcuffs from inmate The officer maintains control of the handcuffs at all times by removing each handcuff and closing it before opening the second cuff.	0 Does not remove handcuffs	1 Removes the handcuffs, but leaves both cuffs open or does not maintain control of the handcuffs at all times.	6 Removes handcuffs, one cuff at a time, but leaves one cuff open, and maintains control of the handcuffs at all times.	7 Removes handcuffs, one cuff at a time, and maintains control of the handcuffs at all times.	9 Removes handcuffs, one cuff at a time while maintaining control of the handcuffs at all times, and then secures the handcuffs after removal.	

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Searches inmate in a safe manner 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.	0 Does not search inmate.	1 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.	3 Searches the inmate from a position other than a left or right rear, 45°, and/or misses some contraband, weapons, or some personal items on the inmate's person or in their pockets.	10 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.		
Property Inventory						
Properly filled out inmate property inventory form The officer documents all property collected from the inmate on the inventory form and places it in the inmate's property bag.	0 Did not fill out inmate property inventory	1 Does not fill out the property inventory form correctly or completely and/or is illegible	6 Fills out the property inventory form neatly with adequate descriptions and no more than 2 mistakes	8 Fills out the property inventory form neatly and completely with good descriptions and no mistakes		
Safely collects inmate's property The officer collects all personal items on the inmate's person or in their pockets. Property is placed in a property bag.	0 Does not collect the inmate's property and secure in a property bag.	1 The officer does not collect all of the inmates personal property, but secures what is collected in a property bag.	5 The officer collects all personal property from the inmate and does not secure it in a property bag.	8 The officer collects all personal property and places it in the property bag.		
Secures contraband The officer removes and secures all contraband found on the inmate and hands it off to the arresting officer.	0 Did not attempt to remove or secure contraband.	1 The officer fails to remove and secure all contraband.	5 The officer removes and secures all contraband found on the inmate and places it in the property bag.	10 The officer removes and secures all contraband found on the inmate and safely hands it off to the arresting officer.		
Mental Health/Disability Intake Form						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Mental Health/Disability intake form Properly fills out the mental health/ disability intake form.	0 Does not fill out the Mental Health/Disability intake form.	1 Does not fill out the Mental Health/Disability intake form correctly or completely and/or is illegible.	6 Fills out the Mental Health/Disability intake form neatly with adequate descriptions and no more than 5 mistakes.	7 Fills out the Mental Health/Disability intake form neatly, with adequate descriptions and no more than 3 mistakes.	8 Fills out the Mental Health/Disability intake form neatly and completely with good descriptions and no mistakes.	
Fingerprinting Inmate						
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.	0 Did not fingerprint inmate.	1 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.		5 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.		
Fills out fingerprint card correctly and neatly The officer fills in all required fields on the fingerprint card, neatly and legibly.	0 Did not fill out the information on the fingerprint card.	1 Filled in the required information on the fingerprint card but it is not legible.	3 Legibly filled in the information on the fingerprint card but had more than 2 errors.	4 Neatly and legibly filled in all information on the fingerprint card with no errors.		
Takes a clear set of prints The officer rolls each of the inmate's fingers to create a print with clear ridge detail.	0 Did not fingerprint inmate	1 Fingerprints were not rolled and/or were unclear, ridges are not visible.	2 Fingerprints were rolled and ridge detail was unclear on multiple fingers.	6 Fingerprints were rolled and ridge detail was clear on all but two fingers.	10 Fingerprints were rolled and all ridge detail was clear on all prints	

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Cleans area making it ready for the next inmate The officer removes all items from the workspace and wipes it down.	0 Did not clean area after completing intake.	1 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.	6 Cleaned the workstation but left only minor mistakes. ex. small smudges on the counter or small smeared ink.		8 Completely cleaned the area after completing the intake area. No residue left.	
Professionalism						
Professional Dress Presents a neat, professional appearance in attire consistent with any recognized industry standard for the career and event tasks. Team members reasonably match in color and style.	0 Attire does not reasonably reflect a recognized industry standard for the career and tasks, or team members do not reasonably match.		3 Attire reflects a recognized industry standard, but noticeable issues with neatness or how clothing is worn detract from professional appearance.		5 Appearance is neat and professional. Attire reflects a recognized industry standard, is worn properly, and reasonably matches among team members.	
Professional Behavior Maintains a professional demeanor, stays attentive and engaged, and communicates appropriately for the role and situation throughout the event.	0 Professional demeanor and role-appropriate engagement are not demonstrated.	1 2 Shows limited professional demeanor. Communication or engagement remains too casual or disconnected from the role.	3 Generally presents professionally, but communication, attentiveness, or engagement is inconsistent.	4 Maintains a professional demeanor, stays engaged, and communicates appropriately for the role.	5 Sustains a professional demeanor and attentive engagement throughout. Communicates with tact and adapts appropriately to the people and situation.	
Total Score: _____ / 100 pts						