

COMPETITOR INFORMATION

Purpose The purpose of the Inmate Processing event is to improve the students' knowledge of the process to book in an inmate properly.

Description Student will "book in" an inmate in a safe manner, properly search the inmate, inventory property, and fingerprint the inmate.

Dress Code Competitors shall wear a uniform consistent with current standards in law enforcement patrol. The student shall not wear a duty belt throughout the duration of this event.

Maximum Teams 3

Competitors Per Team 1

- Event Rules**
- Competitors in this event must be active members of the Texas Public Service Association and in good standing with the Texas Public Service Association.
 - Competitors must be familiar with and adhere to the Texas Public Service Association Bylaws and Code of Conduct.
 - Plagiarism, copyright violation and falsification of information are prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the code of conduct or bylaws will result in disqualification and revocation of Texas Public Service Association membership.
 - The scenario is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Violation of the ethics rules will result in disqualification and revocation of Texas Public Service Association membership.
 - A twenty (20) minute maximum time limit has been set for the scenario.
 - If a student fails to find a weapon or places themselves in an unsafe situation, they will be disqualified.
 - Inmate will already be handcuffed when entering the room.

- Event Procedures**
1. Competitor(s)/Team(s) will report to their respective event when called for or at a set reporting time.
 2. Competitor(s)/Team(s) must check in with event management upon arrival and present photo identification for verification.
 3. Competitor(s)/Team(s) will be directed (by room moderator) into the event room.
 4. Instructions will be given (by room moderator) to the Competitor(s)/Team(s).
 5. The moderator will set a timer for 20 minutes.

6. The moderator will start the timer when the inmate is escorted into the room, then the Competitor(s)/Team(s) will:
 - a. Safely search the inmate and handle any weapons or contraband found.
 - b. Properly fill out an inventory form of the inmate's belongings.
 - c. Properly fingerprint an inmate and receive clear fingerprints.

- Competitor Supplies**
- Photo Identification (See [Policies](#) for more information)
 - Gloves
 - Handcuff key
 - Black Ink Pen

EVENT MANAGEMENT INFORMATION

- Event Personnel**
- **Event Manager:** Manages the competitors, makes sure the event is running on time, i.e. runs the event outside the “room”.
 - **Room Moderator:** Provides quality assurance for the event by ensuring that the guidelines are followed, all event documents are complete, and is the timekeeper if applicable. The room moderator operates inside the event room during the competition.
 - **1x Judges:** Judges the competition
 - **1x Actor(s):** Will simulate needed scenarios accurately portraying real life events.
- Event Facilities**
- Large Room
- Event Equipment**
- Booking station that includes fingerprint card holder and an ink pad
 - Handcuffs
 - Weapon if used in the scenario
- Event Materials**
- Disinfectant wipes
 - Cleaning supplies to remove ink from inmate
 - Inventory form
 - Inmate fingerprint card
 - Rubric/Score Sheets
 - Writing Utensil

SCORING INFORMATION

CRITERIA	LOWEST POINTS	HIGHEST POINTS
Initial Search		
Approaches Inmate in a safe manner	0	5
Removes handcuffs from inmate in a safe manner	0	5
Searches Inmate in a sensible manner	0	5
Property Inventory		
Safely retrieves belongings from inmate	0	5
Secures any weapons found	0	5
Properly filled out inventory form	0	5
Fingerprinting Inmate		
Fills out Fingerprint Card correctly and neatly	0	5
Safely handles inmate to fingerprint	0	5
Takes a clear set of fingerprints	0	5
Cleans area making ready for next inmate	0	5

All points are assumed to be scaled low to high, with high being the best unless specified by Yes/No or other scoring procedure.