

PROTECTIVE BODY ARMOR

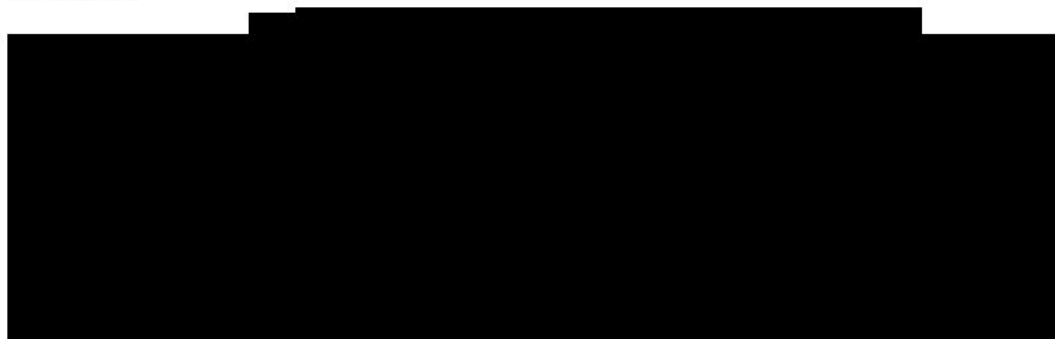
- AUTHORITY:** Administrative Directive / Department Policy
- RESCINDS:** Procedure Manual Item 1-4-111, dated 10/26/18
- FORMS:** None
- PURPOSE:** To outline a uniform procedure for use and issuance of protective body armor.

I. GENERAL INFORMATION

- A. The Professional Standards Division (PSD) Director or designee is responsible for issuing and maintaining an inventory of all Department body armor.
- B. The Department provides staff with protective body armor protection against potential physical injury associated with performance of certain types of field activities. Staff assigned to specified functions will be fitted and issued body armor. Requests for issuance of body armor to staff not assigned to specified functions are to be made to the PSD Director (or designated coordinator) through the requestor's chain of command.
- C. By Department policy, staff is required to wear body armor during certain field activities. Please refer to Procedure Manual Item (PMI) 1-4-107 (Authorization to Carry Firearms), PMI 1-4-112 (Probation-Marked Field Jacket **and** **Polos**), and PMI 1-4-119 (Field Officer Safety Information/Required Equipment for Field Activities) for specific information on this requirement.

II. PROCEDURE

- A. The PSD Assistant Division Director has been designated as the Department Body Armor Coordinator. The Coordinator maintains an inventory of all Department-issued body armor and is responsible for purchasing, issuing, and replacing armor as approved by the PSD Director.
- B. Staff will be issued personal fitted body armor upon assignment to the following functions:



1. The supervisor of each designated assignment will notify the Coordinator when new staff are assigned who have not previously been issued body armor or when their body armor has expired.
 2. The Coordinator will give the staff a date, time, and location to be fitted for body armor. When the Coordinator has received the body armor, the staff will be notified of where to pick up said armor.
- C. Staff not assigned to a function normally issued body armor may request issuance of fitted body armor through **their** chain of command. If approved, the supervisor of the staff is to notify the Coordinator of the authorization. The Coordinator will follow through to obtain the armor as in II.B.2.
- D. **Maintenance and Care**
1. Each employee who uses or is assigned body armor is responsible for the proper care and maintenance of the issued property.
 2. Body armor personally fitted and assigned to staff when not in use should be maintained in a secure area.
 3. Staff issued personally fitted body armor will retain the armor upon transfer to a new assignment unless directed to turn in this safety equipment.
 4. Body armor will eventually require replacement as it reaches expected useful life. The Coordinator will monitor and notify staff of a date to be fitted for new armor. The staff is to return old armor to the Coordinator in order to obtain new armor.
 5. Staff, upon direction to turn in body armor, shall return the body armor to the Coordinator.
 6. Staff, upon separation from the Department, shall return their body armor to the Coordinator prior to or on their last day of work.
- E. **Storage and Security of Body Armor**
1. **The storage and security of body armor is the responsibility of the individual to whom it is issued or approved. At a minimum, it:**
 - a. **Shall be securely stored in a locked desk, cabinet, or vehicle when not in use.**
- F. **Damage or Loss of Body Armor**
1. **Any loss of Department-issued body armor is to be reported verbally to the immediate supervisor as soon as possible. A SIR shall be completed within 48 hours, unless directed otherwise by a supervisor.**
 2. **Any damage to Department-issued body armor is to be reported immediately to your chain of command via SIR. Staff shall report the damage/loss to range staff for replacement body armor.**

REFERENCES:

Procedures:	1-4-107	Authorization to Carry Firearms
	1-4-112	Probation-Marked Field Jackets and Polos
	1-4-119	Field Officer Safety Information/Required Equipment for Field Activities
Policy:	A-3	Dress, Grooming and personal Appearance
	D-1	Threats, Harm, Danger to Employees and Others
	G-7	Distribution and Use of County Services, Supplies and Equipment

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APPROVED BY: