

PROTECTIVE BODY ARMOR

AUTHORITY: Administrative Directive/Department Policy

RESCINDS: Procedure Manual Item 1-4-111, dated **12/20/20**

FORMS: None

PURPOSE: To outline a uniform procedure for use and issuance of protective body armor **and tactical vests**.

I. GENERAL INFORMATION

- A. The **Quartermaster (QM)** is responsible for issuing and maintaining an inventory of all Department body armor/**tactical vest**.
- 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 **QM** 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 **QM** has been designated as the Department Body Armor/**tactical vest** Coordinator. The **QM** maintains an inventory of all Department-issued body armor/**tactical vest** and is responsible for purchasing, issuing, and replacing armor as approved by the **Professional Standards Division (PSD)** Director.
- B. Staff will be issued personal fitted body armor/**tactical vest** upon assignment to the following functions:

DIVISION/SERVICE

Institutional Services
 Juvenile Court Services Division
 Juvenile Field Services Division
 AB109 Field Supervision Division
 Adult Field Services Division
 Special Supervision Division
 Adult Court Services Division
 Professional Standards Division

ASSIGNMENT

Institutional DPOs/**JH Transportation**
 PPP and YDC (Unit 079)
 All field staff/**YRC DJCOs**
 All field staff
 All field staff
 All field staff
 All field staff
 All armed staff

- C. The supervisor of each designated assignment will notify the **QM** when new staff are assigned who have not previously been issued body armor/**tactical vest** or when their body armor has expired.
1. The **QM** will give the staff a date, time, and location to be fitted for body armor. When the **QM** has received the body armor, the staff will be notified of where to pick up said armor.
- D. 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 **QM** of the authorization. The **QM** will follow through to obtain the armor as in **Section II, Item B, #2**.
- E. **Tactical Vests**
1. **Tactical vests are issued with the following patches: Probation star; American flag; two (2) name patches; large probation patch; and triangle patch for the assigned division.**
 2. **Tactical vests issued to facility staff will not be issued with the large probation patch.**
 3. **Patches shall not be removed or altered without prior approval from the QM or PSD Director.**
- F. Maintenance and Care
1. Each employee who uses or is assigned body armor/**tactical vest** is responsible for the proper care and maintenance of the issued property.
 2. Body armor/**tactical vest** personally fitted and assigned to staff when not in use should be maintained in a secure area.
 3. Staff issued personally fitted body armor/**tactical vest** 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 **QM** will monitor and notify staff of a date to be fitted for new armor. The staff is to return old armor to the **QM** in order to obtain new armor.
 5. Staff, upon direction to turn in body armor/**tactical vest**, shall return the body armor/**tactical vest** to the **QM**.
 6. Staff, upon separation from the Department, shall return their body armor/**tactical vest and all patches** to the **QM** prior to or on their last day of work.
- G. **Storage and Security of Body Armor/Tactical Vest**
1. The storage and security of body armor/**tactical vest** 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/**locker**, cabinet, or vehicle when not in use.

H. Damage or Loss of Body Armor/**Tactical Vest**

1. Any loss of Department-issued body armor/**tactical vest** 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/**tactical vest** is to be reported immediately to your chain of command via SIR. Staff shall report the damage/loss to **the QM** for replacement body armor/**tactical vest**.

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: