


<p align="center">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: BODY ARMOR – FIELD</p>		<p align="right">Page 1 of 3</p>
<p>Chapter: Security & Supervision</p>	<p align="center">#422.02</p>	<p align="center">NEW</p>	
<p>Attachments, Forms & Companion Documents: 1. Body Armor Request and Receipt Form</p>			
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>			
<p>Approved:  <hr/>Andrew A. Pallito, Commissioner</p> <p align="center"><u>October 28, 2013</u> Date Signed</p> <p align="right"><u>December 2, 2013</u> Date Effective</p>			

PURPOSE

The purpose of this administrative directive is to establish guidelines for the issuance, proper use, and care of body armor.

POLICY

It is the policy of the Department of Corrections to maximize field staff safety through use of prescribed safety procedures and providing body armor upon request of field staff. While body armor provides a significant level of protection, it is not a substitute for the observance of staff safety procedures.

AUTHORITY

28 V.S.A § 101(3), 28 V.S.A § 102(b)(8)

REFERENCE

Federal Bulletproof Vest Partnership Grant Act of 1998

DEFINITIONS

Body Armor: A concealable vest worn to assist in protection of the wearer against serious injury or death due to the offensive use of firearms and to provide additional trauma protection during vehicle crashes.

Field Supervision Activities: Work assignments and/or tasks that place, or could reasonably be expected to place, field staff in situations where they would be required to enforce conditions of supervision in a field environment outside of a secure office setting.

PROCEDURAL GUIDELINES

A. Issuance of Body Armor

1. Field staff may request body armor by submitting the body armor request and receipt form.
2. Upon approval of the District Manager, a copy of the form shall be submitted to the Department's Body Armor Program Manager for processing.
3. Field staff shall sign an acknowledgement of receipt for body armor.
4. Each field site will maintain a master list of all the body armor issued. The District Manager or designee is responsible for maintaining this list.
5. The master list will include the following information:
 - i. Field staff name;
 - ii. Name of body armor manufacturer;
 - iii. Serial number on body armor;
 - iv. Date of manufacture;
 - v. Date body armor was issued.
6. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
7. Body armor that is worn, damaged, or expired shall be replaced by the Department.

B. Use of Body Armor

1. When engaged in field supervision activities, field staff who request body armor are required to wear the body armor in a concealable manner underneath clothes and not as the outermost layer of clothing.
2. Exemptions from wearing body armor are:
 - i. When a physician determines that a field staff member has a medical condition that would preclude wearing body armor.
 - ii. When their District Manager determines that circumstances make it inappropriate to mandate wearing body armor.

C. Care, Maintenance and Replacement of Body Armor

1. Field staff shall routinely inspect body armor for fit, signs of damage, and for general cleanliness.

2. As dirt and perspiration may erode body armor panels, each field staff member shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions. The body armor panels shall not be dry cleaned or machine washed.
3. Field Staff are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.
4. Field Staff are responsible for reporting any change in fit, damage, or excessive wear to the body armor panels or vest carrier to their supervisor.
5. The service life of body armor is five years. Field Staff are responsible for notifying their supervisor at least 60 days prior to when their issued body armor is five years old and request replacement at that time.
6. Supervisors and District Managers are responsible for notifying the Body Armor Program Manager about the need for replacement of body armor.
7. Body armor shall not be carried in a vehicle in a manner that will expose it to direct sunlight over a long period of time.
8. Supervisors shall be responsible for ensuring that body armor is worn and maintained through routine observation and periodic inspections.
9. All issued body armor shall remain the property of the Department and returned upon the field staff member's separation from employment.
10. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

TRAINING

1. It is the responsibility of the Director of Field Services to review this directive with District Managers, and Supervisors during their respective scheduled meetings.
2. Local Managers will ensure that all appropriate staff understand their responsibilities and that they train relevant staff on the procedures for which they are responsible.

QUALITY ASSURANCE

It is the District Manager's responsibility to monitor compliance with this directive. Compliance will be noted in staff performance evaluations.