



**POLICY AND ADMINISTRATIVE
PROCEDURES**
Manual of Policies and Procedures

Title

BALLISTIC AND STAB RESISTANT VESTS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Attachments:
11-8-2-5	02-01-111 02-03-104 02-03-110 02-03-117 02-04-102 03-02-106 03-03-103 04-03-110	<ul style="list-style-type: none"> • Body Armor Manual • Generic Sizing Chart • Male/Female Sizing Form • Waiver

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide guidelines for the issuance and wearing of a Ballistic/Stab Resistant Combination Vest for all staff.

II. POLICY STATEMENT:

It is the policy of the Department of Correction to provide staff with the opportunity to wear a Ballistic/Stab Resistant Combination Vest (vest) while performing duties around incarcerated individuals. The vests provide staff an extra layer of protection while working around incarcerated individuals and self-protection while conducting transports, restrictive status housing assignments, and Quick Response Teams. This vest is an essential component of personal protection equipment that may reduce injury in the event of an assault. The vests are required equipment for specified duties but all staff and volunteers are encouraged to wear one while in the presence of incarcerated individuals.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **AUTHORIZED WEARER:** Any employee, contractor, visiting staff, or volunteer is authorized to wear the vest.
- B. **BALLISTIC PANEL:** A protective plate that covers vital organs when inserted into the pouches/pockets of a properly sized and worn carrier.
- C. **BALLISTIC/STAB RESISTANT COMBINATION VEST (Vest):** A garment with ballistic panels properly inserted into the pockets/pouches designed to cover and protect specific portions of the wearer’s body to resist penetration of sharp objects and ballistics. The garment without ballistic panels inserted is termed a “carrier”.

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- D. EMPLOYEE: Any and all persons employed by the Department, including contractors, interns, and volunteers.
- E. FACILITY: An organizational unit of the Department where Department business is conducted (e.g., Central Office, a Parole District Office, Madison Correctional Facility, Plainfield Correctional Facility, etc., including a private correctional unit with which the Department has a contract and which conducts Department business).

IV. VEST WAIVER:

Employees who decline to be issued a carrier shall sign a liability waiver (Attachment). The decision to wear a vest is a personal choice of the employee, unless assigned to a post that requires it per Section VI. If the employee has previously declined, and has subsequently chosen to be issued a carrier, the employee shall amend the waiver. If an employee has previously declined a carrier but has been reassigned to a position required to wear the vest, the employee shall be given the opportunity to amend the waiver and receive a carrier.

V. FITTING / ORDERING OF CARRIER:

- A. Staff shall be fitted by designated, trained staff. **(Note: Substantial weight gain or loss, or change in body shape or contour, shall require inspection for proper fit or changing carrier size.)**
- B. Staff shall order appropriate carriers via the designated Clothing Officer. The carriers shall be obtained through the Uniform Distribution Center (UDC).
- C. Ballistic panels shall be maintained and stored in a designated central location in the facility. The facility shall designate an area where additional carriers and ballistic panels will be stored.

VI. ISSUING / WEARING OF THE CARRIERS/VESTS (See Facility/Divisional Directive):

- A. Any employee, contractor, or volunteer assigned to a facility is authorized to wear the vest.
- B. Uniformed staff who choose to be issued a carrier shall understand that the vest is part of the uniform and must be worn at all times while on duty when in the presence of incarcerated individuals.
- C. Non-uniformed staff who choose to be issued a carrier shall understand that wearing the vest is mandatory while on duty when in the presence of incarcerated individuals.
- D. Staff shall be issued a carrier from the designated Clothing Officer responsible for uniform distribution within the facility.

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- E. Staff shall check out the ballistic panels using the chit system at the beginning of their shift and return the ballistic panels at the end of their shift. Staff shall not leave facility grounds with the ballistic panels.
- F. Staff assigned to the following posts shall be required to wear the vest:
 - 1. Restrictive Status Housing Units;
 - 2. Security Level 2-4 trips (Medical, court, and routine transports);
 - 3. Quick Response Teams (QRT) and Weapons Teams; and,
 - 4. Any armed post.
- G. Staff occupying the following positions shall wear the vest when outside the office in the field :
 - 1. Parole Staff;
 - 2. Correctional Police Officers; and,
 - 3. Investigations and Intelligence staff
- H. Uniformed staff wearing a vest may wear a plain navy, black, or gray short or long sleeve shirt.
- I. The ballistic panels must be properly inserted with the strike face facing away from the body into the appropriate pouches/pockets of the carriers.
- J. Staff shall be responsible for returning the carrier to their supervisor immediately upon leaving employment with the Department.

VII. CARRIER / BALLISTIC PANEL MAINTENANCE:

- A. Staff shall be responsible for maintaining the carrier by cleaning it in accordance with the manufacturer's recommendations and UDC guidelines.
- B. Ballistic panels shall be sanitized after each use per manufacturer's recommendations by designated facility staff.
- C. Carriers and ballistic panels shall be inspected for damage and integrity immediately following a strike to the vest.
- D. Ballistic panels shall be stored flat in a ventilated, low-humidity environment.
- E. Ballistic panels shall only be stored in the designated, secure area.
- F. Ballistic panels expire after 60 months from manufacture/purchase and shall be replaced per manufacturer's recommendation.

VIII. RECORD KEEPING:

- A. Staff distribution of carrier shall be logged by the facility's designee.

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B. The designee shall complete documented, routine audits and inspections of the ballistic panels in accordance with the manufacturer's recommendations and ensure accountability and serviceability of the ballistic panels. These audits and inspections shall be documented in a log.

IX. FACILITY DIRECTIVE:

Each facility shall develop a facility directive in accordance with Policy and Administrative Procedure 00-04-101, "The Development of Policy," indicating the central storage location, distribution area, responsibilities, issuance, tracking, maintenance, and sanitation of the carriers and ballistic panels.

X. APPLICABILITY:

This policy and administrative procedure is applicable to all Department employees, contract staff, visiting staff, and volunteers.

signature on file
Christina Reagle
Commissioner

Date