

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject BODY ARMOR	Policy Number GJ-1
		Effective Date 08-05-20
Related Information GC-15, <i>Employee Resignations and Retirements</i> GC-20, <i>Uniform Specifications</i>	Supersedes GJ-1 (10-24-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the availability and issuance of body armor to authorized Office employees.

Although this Office Policy refers to “employees” throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to maximize employee safety by providing all deputies, reserve deputies, and firearm certified detention officers with ballistic body armor meeting minimum specifications, as specified in this Office Policy. Detention officers may voluntarily purchase stab resistant body armor that meets minimum specifications and may be eligible to receive partial reimbursement by the Office.

DEFINITIONS

Ballistic Body Armor: An item of personal protective equipment providing protection against specific ballistic threats within its coverage area. In this standard, the term ballistic body armor refers to body armor coverage primarily for the torso.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Firearm Certified Detention Officer: A detention officer who is 21 years of age or older, who has been approved by command personnel to attend, and has successfully completed, AZPOST firearm training requirements.

Good Standing: When an employee has been evaluated as having achieved performance expectations in all appraised categories on their most recent employee performance appraisal, has not received serious discipline in the form of a suspension or demotion in the past year, and is not under investigation for serious misconduct, that could potentially result in serious discipline.

Stab Resistant Body Armor: An item of personal protective equipment that provides coverage primarily for the torso to guard against injury from penetration by knives, edged weapons, and sharp-pointed weapons.

PROCEDURES

1. **Standards for Body Armor:**
 - A. Ballistic Body Armor:

1. Ballistic resistant body armor issued by the Office shall comply with the National Institute of Justice (NIJ) Ballistic Resistance of Body Armor Standard-0101.06, for Threat Level Type II. Ballistic body armor complying with this standard meets the minimum performance requirements critical for law enforcement protection.
2. Only ballistic body armor providing wet, as well as dry, protection shall be issued by the Office.
- B. Stab Resistant Body Armor: Stab resistant body armor purchased by detention officers shall comply with NIJ Stab Resistance of Personal Body Armor Standard-0115.00 for Protection Level 3.
2. **Fit of Body Armor:** Body armor should fit well, be reasonably comfortable on hot days, and permit relatively free movement of limbs, trunk, and neck. The overall fit, positioning, and appearance under a uniform or civilian attire worn during duty hours, must be considered. Those with atypical body dimensions may need to have their armor specially ordered or tailored. Uniform shirts not fitting properly over body armor shall be altered or replaced.
3. **Acquisition, Issuance and Tracking of Ballistic Body Armor:**
 - A. Ballistic body armor shall be issued to all deputies, reserve deputies, and firearm certified detention officers, whose assignment requires them to be firearm certified.
 - B. The Office shall be responsible for selecting, purchasing, issuing, and tracking all ballistic body armor issued to all deputies, reserve deputies, firearm certified detention officers, and any other authorized employee.
 - C. The Training Division shall be responsible for coordinating the purchase, issuance, and documenting, of all ballistic body armor for deputies, reserve deputies, and firearm certified detention officers.
 - D. Sworn personnel are normally fitted for their body armor during their academy training. The Training Division shall issue the body armor after their graduation and once the body armor is received from the manufacturer. Sworn personnel not attending academy training shall contact the Training Division for fitting, ordering, issuance, and tracking of Office issued ballistic body armor;
 - E. Firearm certified detention officers shall contact the Training Division to have their ballistic body armor issued to them. They shall keep their ballistic body armor as part of their Office issued equipment, as long as they are firearm certified, regardless of their assignment, or until they separate from service with the Office.
4. **Requirements for Ballistic Body Armor:** The routine wearing of ballistic body armor significantly reduces the possibility of fatal wounds. Complete protection in all circumstances is impossible. The wearing of ballistic body armor is in no way a replacement for the use of common sense or sound tactical procedures by Office employees.
 - A. Deputies and Reserve Deputies:
 1. Deputies and reserve deputies who have been issued ballistic body armor, shall wear the body armor any time they could reasonably be expected to take enforcement action, both on-duty and while working off-duty assignments.
 - a. Enforcement actions include, but are not limited to, uniform patrol activities, serving arrest or search warrants, civil process when intelligence warrants a heightened awareness, or other law enforcement special assignments.

- b. Off-duty assignments arranged through the Office include, but are not limited to, Chase Field.
 - c. Deputies working in an administrative capacity, involved in undercover or plain clothes assignments, or with approval of their supervisor, are not required to wear their ballistic body armor while on-duty. Body armor not worn on-duty in an administrative, undercover, or plain clothes assignment, or with supervisory approval, shall be readily accessible to the employee.
 2. Reserve deputies shall keep their ballistic body armor as part of their Office issued equipment, as long as they remain on active status, are current in training and required service hours, and have passed an annual firearm qualification.
 - B. Detention Officers:
 1. Office issued ballistic body armor shall be worn by firearm certified detention officers when required to carry a firearm for their assignment. These assignments include, but are not limited to, Court Operations Division, Special Response Team, Medical Transport Services Section, or Jail Wagon.
 2. Detention officers working in an administrative capacity, involved in plain clothes assignments, or with approval of their supervisor, are not required to wear their ballistic body armor while on-duty. Body armor not worn on-duty in an administrative, or plain clothes assignment, or with supervisory approval, shall be readily accessible to the employee.
 - C. Posse Members: Active posse members may voluntarily purchase and wear ballistic body armor meeting the approved NIJ standards for use when they are on-duty and volunteering during a regularly scheduled shift. Replacement of body armor by posse members, for any reason, shall be at the expense of the posse member.
 - D. Other Office Employees: Any other employee of the Office may be issued ballistic body armor with the prior approval of their bureau chief.
 5. **Replacement of Ballistic Body Armor:** Ballistic body armor shall be replaced when it becomes compromised or damaged, such as being struck by a projectile or sharp instrument, or when it is lost or stolen, no longer fits, is in poor condition, or when it has reached the manufacturer's recommended replacement date.
 - A. If ballistic body armor is lost, stolen, or damaged, the following procedures shall be followed:
 1. The employee shall report the incident to the appropriate jurisdictional law enforcement agency for a report and entry of the ballistic body armor into NCIC.
 2. The employee shall immediately notify their direct supervisor.
 3. The employee shall complete and submit a memorandum to forward through their chain of command, detailing the circumstances of the lost, stolen, or damaged ballistic body armor. If applicable, the memorandum shall include the report number obtained from the jurisdictional law enforcement agency for the incident.
 4. The employee's supervisor shall forward the original memorandum through the chain of command to their bureau chief. The bureau chief will forward the approved memorandum and any supporting documentation to the Budget and Finance Division.

5. The employee shall complete the Maricopa County Risk Management Online Claim form and select the Damaged County Property form from the Risk Management Forms link found on the Portal Manager;
 - a. The employee shall indicate if the ballistic body armor was lost, stolen, or damaged in the County Property or Non-Vehicle Equipment portion of the form.
 - b. The Maricopa County Risk Management Damaged County Property form will be electronically forwarded to Maricopa County Risk Management once the Complete Incident button is selected.
 6. The employee shall enter a Blue Team incident type of Employee Reported Activity.
 - a. All necessary documentation, including but not limited to, the Maricopa County Risk Management Damaged County Property form and the memorandum explaining the circumstances of the incident, shall be uploaded into BlueTeam, and attached to the entry.
 - b. The Blue Team entry shall be forwarded through the employees' chain of command to their bureau chief.
 7. The employee shall contact the Training Division for fitting and replacement of the ballistic body armor. The Training Division shall issue the employee non-expired temporary body armor until the new body armor is issued to the employee.
- B. When ballistic body armor is in poor condition, no longer fits, or has reached the manufacturer's recommended replacement date, the employee shall:
1. Notify their immediate supervisor;
 2. Complete a memorandum detailing the circumstances and condition of the ballistic body armor and submit the memorandum through their chain of command to their bureau chief who will forward the approved memorandum and any supporting documentation to the Budget and Finance Division;
 3. Contact the Training Division for fitting and replacement of the ballistic body armor. The Training Division shall issue the employee non-expired temporary body armor until the new body armor is issued to the employee.
- C. Any deputy, reserve deputy, or firearm certified detention officer who elects to purchase new ballistic body armor shall do so at their own expense. The ballistic body armor must meet the standards, as specified in this Office Policy.
- D. Upon Separation from Service: A deputy or firearm certified detention officer, who separates from compensated service for any reason, or a reserve deputy who is no longer in an active status, shall return their Office issued ballistic body armor to the Training Division, as specified in Office Policy GC-15, *Employee Resignations and Retirements*.
6. **Requirements for Stab Resistant Body Armor:** The routine wearing of stab resistant body armor is highly recommended as it significantly reduces the possibility of fatal wounds. Complete protection in all circumstances is impossible. The wearing of stab resistant body armor is in no way a replacement for the use of common sense or sound tactical procedures by Office employees.

- A. Acquisition and Wearing: Detention officers may voluntarily purchase and wear stab resistant body armor while performing Office related duties. Stab resistant body armor, voluntarily purchased by detention officers, shall meet the NIJ standards, as specified in this Office Policy.
- B. Reimbursement: Detention officers may receive a reimbursement of a portion of the purchase price. The reimbursement amount is determined by the Office and is subject to available funding each budget year.
 - 1. Reimbursement of a portion of the purchase price is authorized once every five years from the date of the first reimbursement, as funding allows. The detention officer shall follow the procedures, as specified in this Office Policy, to request reimbursement.
 - 2. A detention officer who is not in good standing or separates service from the Office and is not an active employee in the payroll system at the time of reimbursement disbursement, will not be eligible for reimbursement.
 - 3. The following criteria is required in order to request reimbursement:
 - a. The detention officer requesting reimbursement must be the original purchaser from the manufacturer or vendor. Stab resistant body armor must be purchased new, never been previously worn, nor purchased second-hand. Only the cost of the stab resistant body armor is eligible for reimbursement;
 - b. The *Stab Resistant Body Armor Reimbursement* memorandum located at U:_Official MCSO Forms shall be completed.
 - (1) Once a detention officer purchases stab resistant body armor and receives it from the manufacturer or vendor, within 60 calendar days of receipt, they shall submit to their supervisor, the *Stab Resistant Body Armor Reimbursement* memorandum and supporting documentation, including the original purchase receipt or invoice and delivery receipt showing the detention officer as the purchaser and owner.
 - (2) The detention officer's supervisor shall inspect and confirm the stab resistant body armor was purchased new and meets the NIJ standards, as specified in this Office Policy.
 - (3) The supervisor shall document the inspection on the *Stab Resistant Body Armor Reimbursement* memorandum and shall forward the memorandum and accompanying supporting documentation through the chain of command to their bureau chief, or designee, for reimbursement.
 - (4) Upon approval of the bureau chief, the *Stab Resistant Body Armor Reimbursement* memorandum and attachments shall be forwarded to the Office Chief Financial Officer and Office Payroll Section for a reimbursement of a portion of the purchase price.
- C. Replacement of Stab Resistant Body Armor: Stab resistant body armor may be replaced when it becomes compromised, such as being struck by a projectile or sharp or pointed instrument, or when it is lost or stolen, no longer fits, is in poor condition, or when it has reached the manufacturer's recommended replacement date.
 - 1. If stab resistant body armor is lost or stolen, the detention officer shall:

- a. Report the incident to the appropriate jurisdictional law enforcement agency for a report;
 - b. Complete a memorandum detailing the circumstances of the loss or theft of the stab resistant body armor. If applicable, the memorandum shall include the report number obtained from the jurisdictional law enforcement agency for the incident;
 - c. Make a Blue Team entry with an incident type of Employee Related Activity. All necessary documentation, including, but not limited to, the memorandum explaining the circumstances of the incident, shall be uploaded into Blue Team and attached to the entry. The Blue Team entry shall be forwarded through the employee's chain of command to their bureau chief; and
 - d. The detention officer may voluntarily purchase a replacement at their own expense.
2. If the stab resistant body armor is damaged in the performance of the detention officer's duties:
- a. The detention officer shall make appropriate notifications and may submit for reimbursement, as specified in Office Policy GC-20, *Uniform Specifications* and this Office Policy; and
 - b. The detention officer shall complete the Maricopa County Risk Management Online Claim form and select the Damaged County Property form from the Risk Management Forms link found on the Portal Manager;
 - (1) The detention officer shall indicate the stab resistant body armor was damaged in the County Property or Non-Vehicle Equipment portion of the form.
 - (2) The Maricopa County Risk Management Damaged County Property form will be electronically forwarded to Maricopa County Risk Management once the Complete Incident button is selected.
3. If the stab resistant body armor no longer fits, is in poor condition, or has reached the manufacturers recommended replacement date, the detention officer may voluntarily purchase a replacement at their own expense. Reimbursement will be subject to the specifications of this Office Policy.