
Body Armor Procedure

1022.1 PURPOSE AND SCOPE

This procedure outlines the steps that should be taken in relation to the management of the body armor inventory, replacement process, and reimbursement from the federal government for all body armor purchased using department funds.

1022.2 GENERAL

The issuance of body armor is meant to maximize the safety of department employees when used in conjunction with prescribed safety procedures and sound tactics. While body armor provides a significant level of protection and reduces the likelihood of fatal injuries, it is not a substitute for the observance of sound decision-making and proper tactics.

Department body armor shall be maintained properly as directed by the manufacturer as outlined in Policy 1024. Additionally, body armor shall properly fit the individual employee and shall not be shared between employees.

1022.3 BODY ARMOR INVENTORY

The Personnel and Training Unit Supervisor and/or their designee shall maintain a list of all issued body armor that at a minimum, contains the following: employees name, body armor manufacturer, body armor model, body armor serial number, cost including taxes and shipping, and date of issuance. In addition, receipts, purchase orders, invoices, and all other documentation regarding the purchase of body armor shall be maintained to apply for and receive reimbursement from the federal government.

The Personnel and Training Unit shall verify biannually the accuracy of the list and ensure employees are contacted in the event information as required in the preceding paragraph is missing from the list.

1022.4 BODY ARMOR REPLACEMENT CONSIDERATIONS

Throughout the course of employment, body armor is subject to degradation due to the environmental factors it is exposed to (heat, sweat, etc). The Personnel and Training Unit Supervisor and/or their designee shall ensure that all body armor issued to employees meets or exceeds the standards set by the National Institute of Justice.

Per the recommendation of the National Institute of Justice, body armor shall be replaced every five years no matter its current condition. Employees, upon receipt of new body armor, shall surrender old body armor so it can be submitted for destruction at an authorized location.

In the event that body armor becomes worn or is damaged to the point that its effectiveness or functionality has been compromised, the effected employee shall immediately notify their supervisor who shall then immediately contact the Personnel and Training Unit to begin the process of replacing the effected body armor. Body armor whose effectiveness or functionality

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has been compromised shall immediately be pulled from service and is no longer authorized to be worn.

1022.5 BODY ARMOR DISTRIBUTION AND ACQUISITION PROCESS

Every sworn employee, in addition to non-sworn employees whose assignment necessitates they contact the public in enforcement situations, shall be issued body armor that meets or exceeds standards set forth in Policy 1024.

Employees assigned to a law enforcement academy shall be issued temporary body armor to use until approximately the midway point of the academy. At the midway point of the law enforcement academy, employees will be fit for body armor by an authorized retailer. All other employees shall be fit for body armor by an authorized retailer either upon hire, or a minimum of three months prior to expiration of their body armor.

Scheduling of body armor fitting appointments shall be conducted through the Personnel and Training Unit Supervisor and/or their designee. When it is determined new body armor is required for one or more employees, the Personnel and Training Unit shall contact the authorized retailer and direct them to the police department where fittings will occur.

Employees shall conduct body armor fittings while on-duty. If requested by an employee and if allowed by the authorized retailer, employees may either respond to the store location if feasible or may have the body armor fitting conducted at their place of residence. In any circumstance where a body armor fitting is not conducted at the police department, employees shall seek prior authorization from the Personnel & Training Unit Supervisor who reserves the right to require body armor fittings be conducted on-duty at the police department. In addition, authorized deviations from this procedure as stated above shall not result in compensation being provided to employees.

After body armor is properly fitted to an employee, an approximate 60 to 90-day turnaround time begins, as each piece of body armor is custom-made for an employee. Upon delivery, employees shall ensure proper fit and to check for any deformities or product quality issues. Employees shall notify the Personnel & Training Supervisor immediately if any issues are noted.

Once proper fit is confirmed, employees shall ensure all paperwork is fully filled out and turned into the Personnel and Training Unit. The paperwork is a requirement for the agency to seek and obtain reimbursement from the federal government.

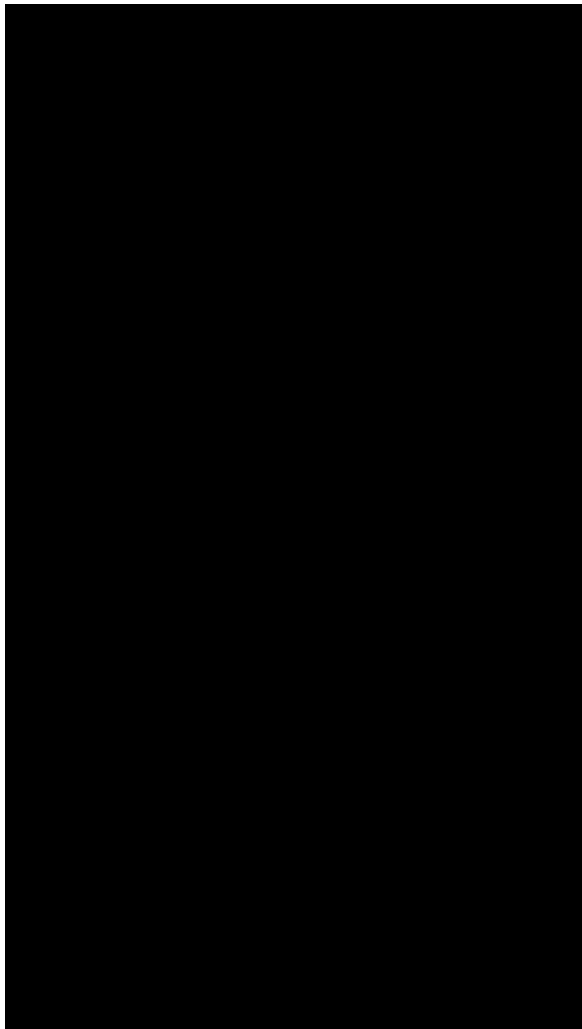
1022.6 AUTHORIZED RETAILER

Currently, only two authorized retailer exists for the issuance of body armor to the department. The authorized retailers are [REDACTED] who procures the body armor from the manufacturer, [REDACTED] who procures the body armor from [REDACTED]. Contact info is listed below for all companies and representatives:

[REDACTED]

[REDACTED]

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1022.7 AUTHORIZED BODY ARMOR AND CERAMIC PLATES

All department employees, except Public Service Officers, are authorized to wear only the following body armor: [REDACTED] Vortex Level IIIA with (1) Revolution Concealable Carrier and 5x8 Soft Trauma Plate. Public Service Officers are authorized to wear both the [REDACTED] body armor previously mentioned, or, with Division Commander approval and a valid medical need, [REDACTED] with (1) concealable carrier and 5x8 Soft Trauma Plate and (1) Ready Vest G2 outer carrier. Public Service Officers shall have special, designated markings on both the front and rear of the outer carrier labeled "TRANSPORT" to delineate them as non-sworn members of the police department in addition to the vest being grey in color. All other specifications shall be the same as those required of sworn members of the department.

Additionally, employees may purchase on their own if within the 5-year replacement window, or the department will purchase at the 5-year mark, the following outer carrier for sworn employees if desired: (1) Hardcore H3 External Vest Carrier in the color black, Back ID Tag, Nametape, and Velcro Badge Tab.

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Body armor replaced at designated replacement times shall be purchased using department funds. No employee fiduciary responsibility shall exist to purchase body armor. Employees shall have the option at their 5-year renewal mark to opt for an outer carrier if so desired. Employees not opting for an outer carrier shall not be eligible to receive one purchased by the department until the next 5-year replacement mark.

Employees may purchase at their own expense any ceramic plate designed for and that properly fits the department-issued body armor

1022.8 [REDACTED] REIMBURSEMENT PROCESS

Every fiscal year, the department is eligible to be reimbursed up to 50% of our costs associated with the purchase of body armor for employees. The process of submitting for the grant funding is as follows:

- Go to the website [REDACTED] to access the program.
- On the lefthand status bar, click on section 2.5 titled "Submit Application"
- You will then go step-by-step through the application and fill it out with the proper information

If issues arise, the [REDACTED] can be contacted at [REDACTED]. Keep in mind that they are based on the East Coast, so a 3-hour time difference is in effect.

1022.9 BODY ARMOR DESTRUCTION PROCESS

The body armor destruction process is provided free of charge to our agency. The only costs associated are the shipment of body armor from the police department to [REDACTED] in North Carolina. Body armor should be shipped as follows:

Body armor panels shall be boxed and palletized, if necessary, with no external markings or paperwork identifying the contents. If one or more pallets are shipped, they should be numbered appropriately (1 of 4, 2 of 4, etc). Boxes weighing less than 150lbs can be shipped via FedEx Ground. Pictures shall be taken prior to pickup by FedEx.

At the time of shipment, email all documentation to [REDACTED]. Documents shall include a copy of the bill of lading, packing list, disposal request form, and pictures of box/pallet prior to pick up.

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Box/pallet shall be shipped to the address listed in the previous section “Authorized Body Armor Destruction Company.”

Upon destruction, [REDACTED] will issue a Certificate of Destruction for us to maintain in our records for future reference.

1022.10 REVISIONS

Adopted: June 9, 2021

Revised: June 29, 2021

Revised: May 12, 2022