



Court Services and Offender Supervision Agency for the District of Columbia

*Community Supervision Services
Associate Director*

MEMORANDUM

August 14, 2000

TO: Community Supervision Staff

FROM: Thomas H. Williams, Associate Director
Community Supervision Services

SUBJECT: Soft Body Armor

I. Purpose

This policy sets forth the conditions governing the issuance and use of Soft Body Armor by Community Supervision Officers (CSO) while conducting accountability tour activities, field visits, and at other times in conjunction with the performance of official duties.

II. Policy

It is the policy of Community Supervision Services to issue Soft Body Armor to CSO's who are required to conduct their official field activities, duties, and responsibilities in the community. Soft Body Armor is issued to staff as a protective measure to reduce injuries that may arise from assaults or unanticipated conflicts in the community. Soft Body Armor is designed to reduce the probability of a fatal wound and decrease the extent of injury. The wearing of Soft Body Armor is not a guarantee against death or injury. The distribution and usage of Soft Body Armor will be accompanied by training and professional development relevant to the proper use of Soft Body Armor.

III. Procedure:

A. Issuance

1. In accordance with Section II, all designated staff will be fitted for Soft Body Armor.
2. Once issued the Soft Body Armor, the employee is responsible for the care and maintenance of the Soft Body Armor in accordance with the specifications for care by the manufacturer.
3. The Administrative Liaison Office will manage the issuance of Soft Body Armor and maintain a log of the issuance of the Soft Body Armor to the

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designated staff and the date of issuance. The Associate Director, Deputy Associate Director, and the Branch Chiefs will be provided copies of a master list of Soft Body Armor carriers.

B. Use of Soft Body Armor

1. Wearing of Soft Body Armor is mandatory for personnel while conducting accountability tours with Metropolitan Police Officers and during field visits.
2. Any CSO electing not to wear their Soft Body Armor during field visits or accountability tours must have a signed waiver on file with the Associate Director for Community Supervision Services.
3. CSO's who refuse to wear their Soft Body and do not have a waiver on file will be subject to disciplinary action.

C. Incident Report

1. Any CSS employee struck by any object or gun fire in the area of the Soft Body Armor must be taken to the nearest hospital as soon as possible, regardless of the staff person's assessment of the injury.
2. An incident report is to be filed immediately through the chain of authority.
3. A report of injury form is to be filed in accordance with established CSOSA policy.
4. The Soft Body Armor worn at the time of the assault is to be forwarded to the manufacturer for inspection by the employee's supervisor.
5. If a replacement Soft Body Armor is required, it is to be requisitioned by the designated unit level supervisor.

D. Care of Soft Body Armor

1. The Soft Body Armor is not to be left unattended in plain view in any vehicle. The Soft Body Armor can be locked in the car trunk or stored within the agency office.
2. The Soft Body Armor is not to be exposed to direct sunlight in any vehicle for an extended period of time.
3. The staff person must immediately notify his/her immediate supervisor if the Soft Body Armor is lost, stolen, or damaged.
4. Upon review by the Associate Director of Community Supervision, the staff person may be responsible for replacement costs of the Soft Body Armor if the loss is due to employee negligence.

E. Threats Against Other Employees

1. If an employee feels threatened due to their job, the employee may request, in writing, that the agency issue them Soft Body Armor.
2. The employee must detail and identify the specific danger or threat to his/her well being.

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3. The Associate Director of Community Supervision will evaluate the specific threat and/or danger in consultation with the employee's immediate and intermediate supervisor.
4. The Associate Director for Community Supervision Services will make the decision whether to requisition the Soft Body Armor for the employee based on the available information regarding the specific danger or threat to the employee.
5. If issued, the Soft Body Armor will be worn at all times when on duty and until otherwise directed by the Associate Director of Community Supervision.

F. Exemption

1. An employee can be exempted by the Associate Director for Community Supervision Services from wearing Soft Body Armor for medical reasons.
2. A medical certification is required from the employee's physician.
3. The medical certification is to be on file with the Associate Director for Community Supervision Services.
4. Exemption requests will be forwarded through the chain of authority to the Associate Director for Community Supervision Services.