



POLICY STATEMENT

Policy Statement 5405

Policy Area: Facilities

Effective Date: **MAY 12 2011**

Approved:

Adrienne Poteat, Deputy Director

SOFT BODY ARMOR and CSOSA APPAREL

I. COVERAGE

This Policy Statement and its appended procedures apply to all Court Services and Offender Supervision Agency (“CSOSA” or “Agency”) employees and contractors, (hereafter, referred to as “employees”), excluding the Pretrial Services Agency.

II. BACKGROUND

The Agency has determined that the use of a CSOSA inscribed jacket (jacket) and/or Soft Body Armor (SBA) in the style of a vest, hereinafter referred to as “SBA” when appropriate, is a requirement for the safety and protection of employees while conducting certain field work in performance of official duties. The Agency may also issue other CSOSA-inscribed apparel (i.e., shirts or hats) to safely identify employees while conducting official agency business. This Policy Statement sets forth the processes of procurement, issuance, maintenance, storage and usage of Agency issued apparel.

III. POLICY

It is the policy of CSOSA to issue official CSOSA SBA, jackets and shirts to employees who are required to conduct official field supervision activities, i.e. offender accountability tours, home and employment visits. CSOSA-inscribed apparel (jackets and shirts) are also issued to those employees that serve as offender escorts. Currently, SBA is issued as a protective measure to reduce injuries that may arise from assaults or unanticipated conflicts in the community. The CSOSA shirts and jackets are also issued as a protective measure and to identify employees to the community and to reduce injuries that may arise from assaults or unanticipated conflicts in the community. The SBA is designed to reduce the probability of a fatal wound and decrease the extent of injury. The wearing of a SBA is not a guarantee against death or injury. Information on the proper use, maintenance and care of SBA, jackets and shirts will be provided upon the distribution of these items.

CSOSA SBA and jackets are to be worn while performing official CSOSA field activities including, but not limited to home visits and accountability tours. In addition, the SBA and jacket should be worn during any CSOSA field activity in which the employee or supervisor determines that wearing the SBA is in the interest of the employee’s safety. Employees are responsible for maintaining their SBA and jackets according to instructions provided herein, any applicable training, and the manufacturer’s instructions provided to employees with the SBA.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities.

1. Federal Management System, 41 C.F.R. § 102 (1999).
2. Federal Property Management Regulation, 41 C.F.R. § 101 (1964).
3. Ballistic Resistance of Personal Body Armor, N.I.J. Standard – 0101.06, (National Institute of Justice November 2008)
4. Standards for the Administrative Collection of Claims, 31 C.F.R. § 901-904
5. Collection by Offset from Indebted Government Employees, 5 C.F.R. 550-1104

B. Supersedures.

1. Memorandum, “Soft Body Armor”, by Thomas H. Williams, Associate Director, Community Supervision Services (August 14, 2000).

C. Procedural References.

1. Community Supervision Services Operations Manual, Chapter 14 Staff Safety, May 2008
2. Interagency Agreement, Equipment, CSOSA and General Services Administration, # E035-09

D. Attachments.

Appendix A – Responsibilities

Appendix B – General Procedures, Soft Body Armor

Appendix C – General Procedures, CSOSA Apparel

Appendix D – Receipt for Issuance and Return of Soft Body Armor

Appendix E – Report of Survey

APPENDIX A

RESPONSIBILITIES

A. Office of Procurement (Procurement)

1. Coordinate with the Community Supervision Services (CSS), Office of the Associate Director (AD) to accomplish the following:
 - a. Obtain the quantity and time frame for the procurement of the SBA and other apparel.
 - b. Process the requisition for a timely purchase and delivery to the Office of Facilities (Facilities) for distribution to the appropriate staff.
 - c. Ensure the Office of Security reviews each proposed purchase of SBA prior to acquisition.

B. Office of Facilities

1. Prepare requisitions for SBA and CSOSA apparel purchases.
2. Provide the Office of Financial Management (OFM) with annual fund requirements for SBA, jackets and other apparel.
3. Coordinate and schedule SBA measurements and fittings with the Training and Career Development Center (TCDC), CSS, and the vendor.
4. Conduct fittings for CSOSA jackets and shirts.
5. Coordinate the distribution of SBA and jackets with the CSS AD when received.
6. Issue and recover SBA and jackets to and from staff.
7. Return new SBA or jackets to the vendor for re-fittings, repairs or replacements as appropriate.
8. Provide and review maintenance information with employee at time of issuance.
9. Record and maintain record of SBA and CSOSA jackets purchased, issued, returned and disposed of.
10. Store, maintain, secure and properly dispose of unassigned jackets and SBA stock.
11. Annually inventory and inspect all SBA for proper use, condition, and life cycle.
12. Provide an annual report to Management and Administration AD's office, and Offices of Security, and Procurement on the status and condition of the jackets, and the status, condition and life cycle of the SBA.

13. Process Report of Survey for lost, stolen, damaged or destroyed SBA.
14. Return SBA damaged in critical incidents to the vendor when released from the Office of Security with a statement certifying how damage was incurred. Forward statement and SBA to vendor for replacement.
15. Dispose of SBA according to the Interagency Agreement with the General Services Administration (GSA).

C. Office of Security

1. Provide technical requirements for procurement of body armor.
2. Updates Agency SBA policy and procedures and ensures implementation of changes or updates based on industry standards for body armor.
3. Designate body armor specifications and review and approve any changes based on industry standards and/or safety and health requirements.
4. Review each proposed purchase of SBA for technical sufficiency of body armor.
5. Retrieve SBA damaged in a critical incident and hold as evidence in accordance with the chain of custody procedures, until any and all court proceedings resulting from the incident are complete (including appeals). Upon completion, Security will release the SBA to Facilities to return to the vendor.
6. Review the Incident Report and if warranted, prepare and issue a statement to the SBA vendor pursuant to the warranty for the replacement of the vest. Forward statement to Facilities to submit with returned vest to vendor for replacement.

D. Office of the Associate Director, Community Supervision Services

1. Provide the Office of Facilities with annual requirements for SBA, jackets and shirts.
2. Coordinate with OFM, Procurement, Facilities and the TCDC on the procurement, measurement and issuance of the SBA.
3. Assist Facilities in coordinating the annual inventory of the SBA and jackets with the CSS Branch Chiefs and field sites.
4. Ensure a Critical Incident Report is completed and submitted when required. Copies should be provided to the Office of Security and to the Office of General Counsel when requested.

E. Office of Training and Career Development Center (TCDC)

Coordinate with Facilities, the dates for measuring designated staff for new SBA. These dates must be scheduled during the Basic Skills for Community Supervision Officer training.

F. Board of Survey¹

Review Report of Surveys for determination of action and/or potential employee liability with respect to the circumstances and conditions connected to property which has been lost, stolen, damaged or destroyed.

G. Employees

1. Use the SBA and apparel only as required when conducting official field activities and any other time as deemed necessary to safely perform official CSOSA field duties. SBA may also be worn by appropriate staff (non-CSO) when conducting offender escorts. Use of the SBA and jacket for personal activities is prohibited.
2. Store and maintain the SBA, jacket and any CSOSA inscribed articles of clothing according to the instructions contained herein, the manufacturer's instructions, and any training/instructions provided.
3. Upon termination of employment, return the SBA and any CSOSA inscribed apparel to Facilities, as required by the Employee Clearance Form.
4. Any employee who is required to wear a SBA and/or jacket but does not have one for any reason must notify their supervisor immediately.
5. Notify supervisor and request review by Facilities to determine if/when an adjustment in the SBA size is necessary.

¹ The Board of Survey a fact finding body comprised of three or more employees who are appointed to review circumstances and conditions surrounding a shortage loss, theft, damage or destruction of government property.

APPENDIX B

GENERAL PROCEDURES SOFT BODY ARMOR

A. Procurement, Issuance and Usage

1. Procurement

The Office of Facilities will initiate the procurement of the SBA for all designated employees. The request for purchase must be prepared at least six weeks in advance of the anticipated need, be approved by the M&A AD and should include the number of SBA to be ordered and the date the order is needed.

Facilities will prepare the requisition for the SBA and enter it into the automated financial management system. Before processing, Procurement will forward the order to the Office of Security for review and approval. Procurement will then process the request and upon completion, forward the vendor information to Facilities. Facilities, in coordination with TCDC, will contact the vendor to schedule the dates for the vendor to visit CSOSA and take measurements of the designated staff. All fittings for new or replacement SBA will be conducted using the vendor prototype SBA. These fittings will be gender appropriate when possible. Loner SBA's are issued by Facilities on a temporary basis from available inventory with the best fit possible. Facilities will notify the designated employees of the scheduled vendor measurement date for new SBA as well as for measurements for any re-fittings or replacement SBA.

2. Issuance

Once the SBA are received from the vendor, Facilities, in coordination with CSS will notify staff of their scheduled personal SBA fitting and pick up appointments. Pick up must be completed within a five (5) day time frame from the receipt of the SBA to allow for the return of the SBA if the fit is improper. **Any SBA that does not fit properly must be returned to the vendor by Facilities within the time frame specified by the vendor.** Facilities will return any rejected SBA to the vendor with prior approval from Procurement.

Each employee issued an SBA will be advised regarding the proper care and use of the SBA and issued the manufacturer's care and use instructions. Employees must sign a Receipt for Soft Body Armor (Appendix D) acknowledging receipt of the SBA and the instructions for its care and use. This Receipt will be retained by Facilities and used to track and monitor the care and condition of the SBA. Once issued, the employee is responsible for the care and maintenance of the SBA in accordance with the procedures set forth in this Policy Statement and the manufacturer's instructions provided to the employees with the SBA.

3. Usage

The SBA and jacket shall be worn according to the following guidelines:

- a. Wearing the SBA is mandatory for all personnel while on accountability tours with the Metropolitan Police Department (MPD) and other law enforcement agencies (i.e., U.S. Marshals Service, joint law enforcement task force operations, etc.).
- b. Wearing the SBA or jacket is advised for all personnel when conducting home visits. SBA may also be worn by appropriate staff (non-CSO) when conducting offender escorts. Employees should always review the background of the offender for a history of violence when assessing his or her risk level.
- c. SBA or jackets may be worn by employees on any official field activity when the employee or their supervisor decides it is in his or her best interest to do so.
- d. Any employee who is required to wear the SBA or jacket but is unable to do so for medical reasons must provide documentation from a physician to their immediate supervisor.
- e. Any employee who is required to wear the SBA or jacket in accordance with section III above but refuses and does not have a medical waiver on file or permission from their supervisor, may be subject to disciplinary action.
- f. SBA or jackets are to be worn only by the designated employee, and only in the performance of official CSOSA duties. They may not be loaned out to friends, family members or other associates.
- g. Employees may not wear the SBA or jacket for personal, non-business related use.
- h. SBA should never be stored in a trunk of a vehicle where it may be exposed to extremely high temperatures.
- i. SBA should never be left in a vehicle or a private residence.
- j. When not in use, SBA must remain on CSOSA premises unless removed for care and maintenance.

If an employee not normally assigned to field duty feels threatened due to their job, they may request in writing, through his/her supervisor and Associate Director, to the Office of Security, for the agency to issue an SBA for his/her use. The Office of Security, in consultation with the employee's Associate Director and immediate supervisor, will evaluate the specific threat and/or danger and make the determination.

4. Short Term Use

SBA for short term or temporary use for accountability tours or other field activities must be requested through the Facilities Helpdesk. SBA provided for short term use will be a best fit due to the temporary nature of the request. Facilities will have SBA available to staff for short term use.

5. Exemption

An employee can be exempted by the appropriate Associate Director from wearing SBA for medical reasons. A medical certification from the employee's physician must be submitted through the chain of authority to the appropriate Associate Director. The exemption certification will remain on file in the Associate Director's office and a copy will be forwarded to the Office of Human Resources, Employee and Labor Relations.

B. Fitting and Maintenance

Soft Body Armor (SBA) consists of the SBA/carrier, and the ballistic panels, which fit inside the SBA/carrier. The following information pertains to the fitting, care and maintenance of both parts, separately and as a unit.

1. Fitting

The SBA is most effective when it is fitted properly. To obtain a proper fit the following must occur:

- a. The wearer is standing straight;
- b. The top center edge of the front of the panel should be square with the clavicle;
- c. The bottom edge should be no lower than two inches above the top of the belt;
- d. The front and back panels should come together per the custom fit and allow for movement and comfort;
- e. The SBA may not fit properly if there is a body size change in the employee. Should the employee experience a body size change after their initial fitting they shall notify supervision and request a review by Facilities to determine if an adjustment in the SBA size is necessary; and
- f. An undershirt or garment should be worn underneath the SBA for a more comfortable fit.

2. Daily Care and Maintenance of Ballistic Panels

- a. When not in use, the SBA should lie flat. The next best method is suspended on a clothes hanger. SBA should never be folded or stood on its edge. SBA are to

be stored in the employee's secure workspace designed for the SBA's safekeeping where available or a similar place where the SBA can be reasonably safe from theft.

- b. To ensure the SBA stay in top condition, employees in possession of SBA must occasionally clean the ballistic panels and the carrier. To clean the panels without harming the protective materials follow the instructions below:
 - i. Remove panels from SBA and lay panels flat;
 - ii. Use a soft, damp cloth and a mild soap/detergent to wipe panels, remove excess detergent with a clean, damp cloth using clean water;
 - iii. Allow panels to thoroughly air dry before inserting them into carrier;
 - iv. Do not soak the panels or immerse them in liquid;**
 - v. Do not dry clean, machine wash or bleach;**
 - vi. Do not use strong detergents or fabric softener when cleaning; and**
 - vii. Do not dry outdoors in the sun.**

3. Cleaning and Caring for the SBA/Carrier

- a. To wash the SBA carrier, remove the ballistic panels from the front and back of the carrier and close or remove all VELCRO® fasteners before washing. Machine wash the carrier on the gentle or "durable press" cycle or wash by hand. Either way, use cold or warm water and a low-suds detergent. **Do not use bleach, strong detergents, or fabric softeners.** Air or machine dry on a low-temperature setting. Carrier must be completely dry before inserting the ballistic panels.
- b. To monitor the wear and tear of the SBA, watch for excessive wear along the bottom of the SBA and between the front and back panels. Excessive wear in these areas may indicate the panels are overlapping and rubbing, reflecting an improper fitting and or a change in employee weight. The employee should notify the supervisor and request a review by Facilities to determine if a fitting adjustment or a replacement SBA is necessary.

C. **Damage or Loss/Stolen**

Employees are responsible for the proper and reasonable safeguarding of their SBA. They may be personally liable for improper care, damage or loss of their assigned SBA. Once assigned, SBA is to be stored in the employee's secure workspace designed for the SBA's safekeeping where available, or in a similar place where the SBA can be reasonably safe from theft. SBA cannot be left in a vehicle or at a private residence unless removed for care and maintenance. The employee must safeguard the SBA against loss or theft to the extent possible. If an SBA is lost, damaged or stolen, Facilities will issue the employee a temporary SBA for use until a replacement vest is ordered and received.

If the SBA is damaged as a result of a critical incident, a Critical Incident Report must be completed by the employee's supervisor and filed immediately with the respective Associate Director's office with copies to the Office of Security and upon request, the Office of General Counsel (OGC).

The SBA must be retrieved and forwarded to the Office of Security using the chain of custody procedures. Security will review the Incident Report and if warranted, prepare and issue a statement to the SBA vendor pursuant to the warranty for the replacement of the vest. Security will release the SBA and the statement to Facilities to forward both to the vendor. Facilities will return the damaged SBA with the Office of Security statement to the vendor and arrange for a replacement.

If the SBA is damaged, from a non critical incident, lost or stolen, the employee must contact his/her supervisor within one (1) business day. Within three (3) business days of notification to the supervisor, the employee must complete a Report of Survey (Appendix E) and submit the Supervisor approved Report of Survey, through his/her chain-of-command to the Director of Facilities.

The Director of Facilities will review each Report of Survey for completeness before forwarding the case to the Board of Survey for a determination of employee liability. The Board of Survey will determine whether the loss was a result of gross negligence or reckless conduct on the part of the employee. If found negligent, the employee will be required to reimburse the Agency the cost of the SBA in accordance with federal laws, rules, or regulations pertaining to debt collection by federal agencies.

Employees may appeal the determination of the Board of Survey to the OGC. The appeal must be filed in writing with OGC within five (5) business days of notification of the Board's findings.

D. Board of Survey – Determination of Liability /Reimbursement to the Government

When it is determined by the Board of Survey that an employee should be held liable for Government property loss, damage, or destruction, the Board of Survey will notify the employee of the liability determination by forwarding its written decision to the employee and to OFM. OFM will make demand and collect payment from the employee for the amount due in accordance with 31 C.F.R. § 900-904, Standards for the Administrative Collection of Claims.

When it is determined that an employee is financially indebted to the United States Government, and demand for payment has been made, the employee may:

1. Request in writing a written agreement to pay the amounts due;
2. Request in writing to pay less or more than the 15% allowed under 5 C.F.R. 550-1104;
3. Pay the government by check or money order made out to the Court Services and Offender Supervision Agency and submitting it to the Director of OFM (cash will not be accepted).

Prior to reaching any agreement, he or she may be asked to submit documentation to verify the request. If there is no written agreement, then in accordance with 5 C.F.R. 550-1104, CSOSA may deduct up to 15% of the employee's disposal income to satisfy the debt.

If an individual retires or resigns, or if his/her employment or period of active duty ends before collection of the amount of indebtedness is completed, deduction shall be made from subsequent payments of any nature due the individual from the agency in accordance with federal law, rule, or regulation pertaining to debt collection by a federal agency.

E. Life Cycle

CSOSA has defined the life cycle of the SBA as determined by the manufacturer warranty. To remain in compliance with the National Institute of Justice Body Armor Standard – 0101.06, CSOSA will retain all SBA for the term of the manufacturer warranty only. Upon expiration, and with the CSS Branch Chief and/or respective AD approval, the SBA will be replaced.

The warranty term is based on everyday use and proper care. The end of the warranty does not mean the armor will not provide protection. SBA and the armor materials are like clothing and thus subject to wear. SBA that is not worn extensively (everyday) and is properly cared for will continue to provide protection until replaced.

Issues to consider when deciding to replace the SBA should include but not be limited to the following:

- a. Manufacturer information;
- b. Information from MPD regarding intelligence on firearms for this area;
- c. New technology in ballistic fibers and engineering; and
- d. Changes in the National Institute of Justice Body Armor Standard -0101.06 Ballistic Resistance of Personal Armor.

F. Annual Inventory

The Office of Facilities is responsible for tracking and monitoring the life of the SBA through an annual inventory and notifying the appropriate office when replacements are needed. As a guide, Facilities will use the serial number or date manufactured to monitor the life cycle.

G. Returns and Storage

1. Returns

If, due to a change in body size or other reasons, SBA no longer fits properly (according to the guidelines listed in Appendix B,B.1) employees shall notify their supervisor and request a review by Facilities to determine if a replacement SBA is necessary. All unassigned or abandoned SBA and CSOSA inscribed apparel are to be turned into Facilities as soon as possible.

If an employee changes jobs within the Agency and the new position does not meet the requirement for use of SBA or other CSOSA inscribed apparel (Section III); those items must be turned into their releasing supervisor then returned to Facilities as soon as possible.

2. Termination of Employment

All SBA and all other CSOSA inscribed apparel are to be turned in to Facilities at the termination of employment. Returning the SBA is required when completing the Employee Clearance Form. Failure to return the SBA may result in the delay of or the deduction of the cost of the SBA from the employee's final paycheck in accordance with federal laws, rules, or regulations pertaining to debt collection by a federal agency.

3. Storage

The Office of Facilities is responsible for monitoring, maintaining and securing unassigned or returned SBA. The SBA will be cleaned appropriately, stored and tracked in case of re-issuance. Excess SBA will be disposed of in accordance with the Federal Property Management Regulations.

4. Disposal

SBA will be disposed of upon expiration of the warranty and/or when released and ordered by the Office of Security. All such SBA may be sent to GSA for disposal according to the Interagency Agreement with GSA for equipment.

**APPENDIX C
GENERAL PROCEDURES
CSOSA APPAREL**

General Procedures for CSOSA Apparel, including jackets and shirts, are the same for the SBA referenced in Appendix B except for the following:

A. Fitting and Maintenance

1. Fitting

The jacket is most effective when fitted properly. For a proper fit the jacket should be worn:

- a. Over the regular clothing and loose enough to wear with the SBA on while maintaining a professional appearance; and
- b. As the employee's outermost layer of clothing allowing for clear identification as a CSOSA employee by the general public.

2. Daily Care and Maintenance of CSOSA Jacket

- a. When not in use, the jacket should be stored on a hanger, which will be provided by the Agency.
- b. To ensure the jacket stays in top condition, occasionally clean the jacket according to the manufacturer instructions provided on the label.

B. Other CSOSA Inscribed Apparel

Any other articles of clothing issued by and inscribed with CSOSA insignia must be maintained by the employee in accordance with the manufacturer instructions.

C. Disposal

Facilities will collect and dispose of all jackets and shirts that are no longer usable or needed.

Appendix B, Section B, 3, Cleaning and Caring for the SBA/Carrier and Section E, Life Cycle, does not apply to CSOSA Jackets.



APPENDIX D

Court Services and Offender Supervision Agency

**RECEIPT FOR ISSUANCE, INSPECTION AND RETURN
of
SOFT BODY ARMOR and CSOSA JACKET**

ISSUANCE

Soft Body Armor CSOSA Jacket (check all that apply) issued to:

Name: _____ Vest Barcode#: _____

Position: _____ Vest Type: M ___ F ___

Date of Manufacture: _____ Vest Serial #: _____

Telephone: _____ Jacket Size: _____

Signature: _____ Issue Date: _____

Does the vest fit reasonably comfortable enabling you to perform your official duties?

Yes No Comments: _____

Actions Taken: _____

SBA INSPECTION

All Soft Body Armor must be inspected annually for the life of the vest. The below section is for documenting that inspection.

	Year 1	Year 2	Year 3	Year 4
Inventory Date				
Good Condition				
Need Repair				
Need Adjustment				
Actions Taken:				
Comments:				

RETURN

Date Armor Returned: _____ Received by: _____

Reason Returned: _____

Facilities Employee: _____

Action Taken: _____

Date: _____