

# Fort Collins Police Services Policy Manual

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|  <b>FORT COLLINS<br/>POLICE</b> | <b>POLICY</b> | <b>1024</b> |
|  | <b>TITLE</b>  | Body Armor  |

## **1024.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

## **1024.2 POLICY**

It is the policy of Fort Collins Police Services to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

## **1024.3 ISSUANCE OF BODY ARMOR**

The Personnel and Training Sergeant, or his or her designee, shall ensure that body armor is issued to all sworn personnel when they begin service with Fort Collins Police Services and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Personnel and Training Sergeant shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

### **1024.3.1 USE OF BODY ARMOR**

The use of body armor is required as follows:

- (a) Uniformed personnel shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
  1. Uniformed personnel may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (b) Uniformed personnel shall wear Agency-approved body armor while working in an official capacity.
  1. Uniformed personnel may be excused from wearing body armor when he or she is involved in undercover or plainclothes work that his or her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
- (c) All personnel regardless of assignment, shall wear Agency-approved body armor when engaged in pre-planned, high-risk situations. Supervisors may waive this requirement if wearing body armor would compromise or pose a safety risk to Agency personnel who are working in an undercover or plainclothes assignment.

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- (d) On-duty officers, either uniformed or in plain clothes, will have body armor readily accessible when it is not being worn.

#### 1024.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspection. Employees using body armor should, annually, inspect the body armor for fit, cleanliness, and signs of damage, abuse, and wear.

#### 1024.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

- (a) Body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g. normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks. Officers assigned supplementary body armor (SWAT, CIU, K9) may store their supplementary body armor in their assigned vehicles.
- (b) Body armor should be cared for and cleaned pursuant to the manufacture's care instructions provided with the body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer or the Personnel and Training Sergeant to request care instructions.
- (c) Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.
- (d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.