


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 127	Section: ADMINISTRATION	Effective Date: SEPTEMBER 2022
Title: BODY ARMOR		
Accreditation Standards: OPR.01.05		
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I. PURPOSE

This directive provides employees with guidelines for obtaining and wearing body armor.

II. POLICY

It is the policy of the Leesburg Police Department to maximize employee safety through the use of body armor in conjunction with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

III. PROCEDURES

A. Wearing body armor.

While body armor is designed to protect against handguns only, studies have indicated that the use of armor not only saves lives but can also minimize injuries from traffic crashes and other trauma situations.

1. On-Duty – It is the policy of the Department that **all sworn personnel assigned to field duty must wear soft body armor** in the performance of their assigned tasks. Personnel assigned to field duties are:
 - a. Sworn uniformed patrol personnel **must wear** soft body armor while on duty.
 - b. Field Training Officers **must wear** soft body armor when on duty in patrol, regardless of whether they are in uniform or in plain clothes.
 - c. Uniformed School Resource Officers **must wear** soft body armor while on duty.
 - d. Uniformed Traffic Officers **must wear** soft body armor while on duty.
2. Sworn non-field personnel such as command staff, CIS, Crime Prevention and Training, etc. **are encouraged to wear** body armor but will have the option of not wearing soft body armor, whether on duty in uniform or plain clothes. However, these officers must have their body armor immediately available in the event they are needed to respond to emergency or field duty.
 - a. For purposes of this directive "immediately available" will mean that the officer's body armor is properly maintained, ready for use, and is in the officer's assigned work area, assigned police vehicle or is easily accessible within the facility.
 - b. All sworn personnel engaged in pre-planned warrant executions, drug raids, etc., must wear Body armor.
3. All ERT tactical members are issued special purpose body armor upon assignment to the unit and are required to wear that body armor at all times while engaged in ERT operations.

B. Inspections of Body Armor.

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
2. Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear by unit supervisors and documented on appropriate inspection forms.

C. Off duty Assignments.

1. Uniformed officers working any extra-duty security or law enforcement related assignment whether paid by the Town of Leesburg or by an Employer other than the Town of Leesburg must wear soft body armor.

- D. Exceptions to Wearing Body Armor.
 - 1. Short-term exceptions to wearing body armor may be made by the Chief of Police or his designee. Examples of conditions for exemption are:
 - a. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor.
 - b. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.
 - c. When the Department determines that circumstances make it inappropriate to mandate wearing body armor.
 - 2. In any circumstance, an on-duty officer or civilian, who has been issued body armor, is required to have their body armor immediately available.

IV. ISSUANCE, CARE, MAINTENANCE, and REPLACEMENT of BODY ARMOR

- A. Issuance of Body Armor.
 - 1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
 - 2. All officers shall be issued agency-approved body armor.
 - 3. Body armor that is worn or damaged shall be replaced by the agency.
 - 4. The officer shall pay for body armor that must be replaced due to misuse or abuse by the officer.
- B. Maintenance of Records Pertaining to Body Armor.
 - 1. The Administration and Support Division will maintain all records related to body armor.
 - 2. The Administration and Support Division will maintain all information regarding the manufacturer of the vest, model number, serial number and date of manufacture.
 - 3. The date of manufacture will also be verified by the Administration and Support Division when requested as it pertains to 5-year vest replacements.
- C. Care, Maintenance and Replacement of Body Armor.
 - 1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
 - 2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
 - 3. Officers are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.
 - 4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
 - 5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.