


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	SECTION(S):	DISTRIBUTION:
	Soft Body Armor Protective Vests DPS SOP 2011-35	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
ROBERT MALDONADO CHIEF OF CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		August 26, 2011 REVISED DATE: DECEMBER 1, 2021	SOP 2007-09 Revised IACLEA 2 nd ED

Soft Body Armor Protective Vest

INDEX	PAGE
References, Attachments, Applicability, Purpose, Policy	2
Procedures: Issue and Use	2
Exemptions to Mandatory Use Policy	3
Proper Care of Body Armor	3
Replacement of Body Armor	3

IACLEA STANDARDS:

Standards	Page
9.2.7 a-d	2

CALEA STANDARDS:

Standards	Page
41.3.5	2
41.3.6	2

REFERENCES:

- SOP 2011-18 Uniforms, Equipment, Grooming and Appearance

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) Campus Peace Officers, Enhanced Authority Officers, and Community Service Officers who are issued body armor.

II. PURPOSE: The purpose of this policy is to provide DPS Campus Peace Officers, Enhanced Authority Officers, and Community Service Officers with the guidelines for the proper use, care, maintenance and replacement of the department issued body armor.

III. POLICY: The Syracuse University Department of Public Safety requires that all DPS Campus Peace Officers, Enhanced Authority Officers, and Community Service Officers **are** issued body armor **and** wear issued body armor while on duty, except as otherwise permitted by this Standard Operating Procedure. **(9.2.7 a) (12/01/21)**

IV. DEFINITIONS:

- A. High Risk Situation: A circumstance where the chance of injury or death is greater than in a normal situation, due to aggravating circumstances, such as known or threatened weapon use.

V. PROCEDURES: Soft Body Armor (41.3.5)

- A. **Issue Body Armor:** The Department will issue **Threat Level II NIJ (National Institute of Justice)** body armor to all DPS Campus Peace Officers, Enhanced Authority Officers, and Community Service Officers as soon as possible upon hiring. **(9.2.7 b,d) (12/01/21)**
- B. **Body Armor to be Worn While On-Duty:** All Officers assigned to patrol, event, and/or static security posts shall wear the issued body armor while on duty. **(9.2.7 c)**
- C. **Exceptions to Required Use Rule May Be Issued Relating to Assignment:** Other personnel who are issued body armor and are not assigned to routine patrol operations will have their issued body armor readily available.
1. Readily Available: For these officers, readily available means; worn by the officer, in the DPS locker room facilities, or in his/her office.
 2. Investigations Unit: If assigned to the Investigations Unit, the body armor may be maintained in his/her assigned vehicle.
- D. **High Risk Events:** It is required that any personnel who are to be involved in a high-risk situation must wear body armor. **(9.2.7 c) (41.3.6)**
- E. **Body Armor to be Worn by Assigned Member Only:** At no time will the issued body armor protective vest be given to or used by persons outside this department without the authorization of the Chief of Public Safety or his/her designee.

VI. EXEMPTIONS TO THE MANDATORY USE POLICY:

A. Exemptions to the mandatory wearing of body armor are as follows:

1. Physician Direction: A DPS Employee otherwise required to wear body armor may be exempted from that requirement when a physician provides written documentation that an officer has a medical condition that would preclude wearing body armor.
2. DPS Supervisory Permission Re Plain Clothes Assignment: A DPS Employee otherwise required to wear body armor may be exempted from that requirement when a DPS Supervisor with command authority determines that the officer who is assigned to a plain clothes work assignment could be compromised by wearing body armor.
3. Command Officer Direction: A DPS Employee otherwise required to wear body armor may be exempted from that requirement when a DPS Supervisor with command authority determines that circumstances relating to the DPS Officers assignment make it inappropriate to mandate wearing body armor.

VII. PROPER CARE OF BODY ARMOR:

- A. Routine Inspection by Assigned Personnel:** All personnel shall routinely inspect their issued body armor for signs of damage and for general cleanliness. Any damage or wear and tear shall be reported to their immediate supervisor.
- B. Follow Manufacturer's Instructions:** All personnel are responsible for proper storage, care and maintenance of their issue body armor according to the manufacturer's instructions.

VIII. REPLACEMENT OF BODY ARMOR:

- A. Duties of the Quartermaster:** Body armor will be replaced only by the Quartermaster or designee who will maintain reference materials relating to approved body armor manufacturers and models.
- B. Damaged Body Armor:** If issue body armor becomes damaged prior to the scheduled replacement it will be replaced as soon as possible.
 1. Assigned Officer Will Report Damage ASAP: The Officer assigned to the body armor that becomes damaged or otherwise unserviceable shall report by email or memorandum the damage and the manner in which the damage was incurred to his/her Supervisor and the Quartermaster or designee as soon as possible after discovering the damage.
- C. Officer Responsible for Damage:** If it is determined that an employee's negligence was the cause for the damage, then the employee may be held responsible for the replacement cost at the department's discretion.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Entire SOP Reviewed/Revised re format and titles	11/11/13
2	Revised for Accreditation Purposes	01/13/15
3	Reviewed/Revised re IACLEA	04/08/16
4	Update re IACLEA 2 nd Ed.	12/01/21
5		