DEPARTMENT OF CORRECTIONS

Policy Number:	**107.021**
Title:	**Use of Soft Body Armor**
Effective Date:	**5/21/19**

PURPOSE: To provide procedures for use of soft body armor.

APPLICABILITY: Office of special investigations (OSI)

DEFINITIONS:
Body armor – bullet-resistant vest worn to protect the officer's upper torso.

PROCEDURES:

A. The office of special investigations (OSI) provides soft body armor to all fugitive apprehension unit members (FAUMs) and to specially-designated OSI staff.

B. Purchase requests and documents are stored electronically within the electronic inter-office request (EIOR) system and retained in finance according to retention schedules.

C. Investigators must keep their soft body armor in good condition and available for use on short notice.

D. Investigators must wear their soft body armor when participating in arrests, searches or any other enforcement activity that may involve dangerous situations.

E. The OSI director/designee must ensure soft body armor is replaced according to the expiration date specified by the armor manufacturer.
   1. The OSI director must comply with purchasing policies defined by the State of Minnesota, which can delay a purchase of an expired or soon-to-be-expired bullet-resistant material.

   2. Manufacturer production also determines when the employee may receive the ordered vest, which is not under the control of OSI.

   3. Until the new bullet-resistant material has been received and issued, the employee has the discretion to enter or not enter situations in which the employee may question the efficiency of an expired bullet-resistant material. The employee may not be punished or disciplined for the employee's decision in situations while wearing an expired bullet-resistant material.

INTERNAL CONTROLS:

A. Expiration dates are according to the manufacture's specifications.

B. Purchase requests and documents are stored electronically within the electronic inter-office request (EIOR) system and retained in finance according to retention schedules.

ACA STANDARDS: None

REFERENCES: Policy 107.005, "Office of Special Investigations"

REPLACES: Policy 107.021, "Use of Soft Body Armor,"5/1/18.
All unit policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services