



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

DIVISION OF PAROLE AND PROBATION

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GENERAL ORDER NO. 06-005 (Revised)

TO: All Division of Parole and Probation Employees

SUBJECT: **MULTI-THREAT BODY ARMOR**

I. PURPOSE. The purpose of this General order is to establish procedures for the use and care of multi-threat body armor.

II. DEFINITIONS.

(a) In this General Order, the following terms have the meanings indicated.

(b) Terms defined.

(1) "Accountable Property Officer" means an employee designated by an agency head to assume custody of and to direct the care and utilization of Department property under the agency's jurisdiction.

(2) "Director" means the Director of the Division of Parole and Probation ("Division") or the Director's designee.

(3) "Duty supervisor" means the designated supervisor responsible for daily office operations at a Division office, as assigned.

(4) "Immediate supervisor" means a supervisor who evaluates and directly oversees or directs the work of others.

(5) "Intermediate supervisor" means a supervisor who evaluates and oversees or directs the work of an immediate supervisor.

(6) "Matter of record" means a written statement prepared by an employee setting forth the facts and details of a particular event, conversation, or incident. A matter of record is an official business record of the Department of Public Safety and Correctional Services ("Department") and the Division.

(7) "Multi-threat body armor" means a vest fitted with armor panels or plates that:

- (i) Is intended to protect the wearer from threats that may include ballistic threats, stabbing, fragmentation, or blunt impact; and
- (ii) At the time of purchase by the Department, meets the most recently approved and tested National Institute of Justice standards for multi-threat body armor.

(8) "Fieldwork" means supervision activity in the community involving positive, collateral, or negative contact with a supervised individual to include but not limited to home, employment, treatment, and community events.

III. PROCEDURES - EMPLOYEE ASSAULT.

(a) An employee who is assaulted in the performance of the employee's job duties while wearing multi-threat body armor shall:

- (1) Engage in defensive tactics as necessary to flee to a safe location;
- (2) Once in a safe location, immediately call 911;
- (3) Seek medical attention if required;
- (4) Notify the employee's immediate supervisor, duty supervisor, or any available supervisor; and
- (5) Complete a matter of record concerning the event by the end of the employee's shift and submit it to the employee's immediate supervisor.

(b) An immediate or duty supervisor who learns that an employee has been assaulted in the performance of their job duties shall:

- (1) Call 911 or provide first aid as applicable;
- (2) Complete required Injured Workers' Insurance Fund ("IWIF") processes in accordance with IWIF procedures;

(3) Immediately notify the Department's Internal Investigative Division ("IID") and everyone in the employee's chain of command, up to and including the Director of the Division of Parole and Probation;

(4) Maintain custody and control of the employee's multi-threat body armor pending instructions from IID, the Director, or the Director's designee; and

(5) Complete a matter of record concerning the event and submit it to the intermediate supervisor.

IV. PROCEDURES - ISSUANCE OF MULTI-THREAT BODY ARMOR.

(a) An employee issued multi-threat body armor:

(1) Shall acknowledge receipt by signing the acknowledgment form included at the end of this General Order and return the signed form to the immediate supervisor who will place a copy in the employee's personnel file;

(2) Shall wear the multi-threat body armor when the employee is conducting fieldwork;

(3) May wear multi-threat body armor when the employee is performing any other work-related activities;

(4) Shall complete all required training on the proper use, care, inspection, limitations, and maintenance of multi-threat body armor and complete the multi-threat body armor acknowledgement form at the end of this General Order;

(5) May be subject to counseling or disciplinary action for failing to wear multi-threat body armor while performing fieldwork; and

(6) Is prohibited from:

(i) Sharing their multi-threat body armor with others;

(ii) Using multi-threat body armor issued to another employee;

(iii) Using multi-threat body armor that was not issued by the Division; and

(iv) Using multi-threat body armor that has passed its expiration date.

(b) The immediate or duty supervisor shall:

(1) Complete a matter of record to document an employee's failure to wear issued multi-threat body armor while conducting field work; and

(2) Submit the completed matter of record to the intermediate supervisor for remedial action to include a recommendation for progressive discipline to begin with written documentation of retraining and counseling.

(c) The immediate supervisor shall conduct quarterly inspection of the multi-threat body armor issued to the employees within the supervisor's span. The supervisor shall complete form DPP-ADM-30 ("Quarterly Equipment Inspection Report) and forward a copy of the completed form to:

(1) The supervisor's Regional Administrator, Program Administrator, or Program Manager; and

(2) The Division's Accountable Property Officer.

V. SEPARATION FROM STATE SERVICE.

(a) An employee shall surrender to management the employee's multi-threat body armor when the employee retires, resigns, transfers to another State agency, or is otherwise separated from the Division.

(b) An employee shall sign and receive a copy of the property transfer form upon surrendering the multi-threat body armor.

(c) The employee's immediate supervisor shall forward the signed property transfer form and the returned vest to the Division's Accountable Property Officer.

VI. CARE OF MULTI-THREAT BODY ARMOR.

(a) An employee who is issued multi-threat body armor shall:

(1) Be responsible for the safekeeping and care of the body armor; and

(2) Follow the manufacturer's care instructions as provided in the instructions packaged with the multi-threat body armor and via the video link: [Safariland Body Armor Use and Care](https://safariland.com/pages/body-armor-use-and-care) (<https://safariland.com/pages/body-armor-use-and-care>).

(b) If an employee's multi-threat body armor is lost or stolen, the employee shall:

(1) Report the loss or theft to:

- (i) Local law enforcement; and
- (ii) The immediate or duty supervisor.

(2) Complete a matter of record; and

(3) Submit a copy of the police report and matter of record to the employee's immediate supervisor.

(c) The immediate supervisor who receives a report of loss or theft of multi-threat body armor shall notify the:

(1) Supervisor's chain of command up to and including the Regional Administrator, Program Administrator, or Program Manager; and

(2) The Intelligence and Investigative Division.

(c) **Damage to multi-threat body armor.** Damage to multi-threat body armor can result from extended exposure to sunlight, submersion in water, punctures, or blunt force. Such damage can lessen the effectiveness of the armor. For this reason, damaged multi-threat body armor:

(1) May not be used until it has been inspected by the vendor; and

(2) Shall be inspected by the vendor to determine whether the multi-threat body armor may be reused or should be repaired or replaced.

(d) If the multi-threat body armor is unavailable for use by the employee because it has been returned to the vendor for inspection, management may not require the employee to perform any job duties for which the employee is required to wear multi-threat body armor.

VII. INVENTORY CONTROL.

(a) Each Regional and Program Administrator shall be responsible for controlling the inventory of multi-threat body armor within the administrator's region or program.

(b) The Accountable Property Officer within the Director's Office shall:

(1) Maintain an electronic record of all employee-issued multi-threat body armor and the date of expiration;

(2) Ensure multi-threat body armor replacements are ordered at least six (6) months prior to expiration; and

(3) Maintain an electronic record of the order(s) placed for an employee's multi-threat body armor.

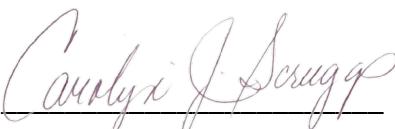
(c) If not recalled by the manufacturer, existing multi-threat body armor that was purchased under a previously approved National Institute of Justice standard shall remain in operation until expiration or replacement of the body armor. New body armor will be purchased according to the most recently approved and tested NIJ standard.

VIII. ADDITIONAL INFORMATION. This policy supersedes previously issued policy regarding "Ballistic Vests" and "Soft Body Armor".

IX. EFFECTIVE DATE: November 17, 2025

X. APPROVED:


Yolanda Bethea, Director


Carolyn J. Scruggs, Secretary

DPP GENERAL ORDER NO. 06-005

Multi-Threat Body Armor Acknowledgement Form

An employee issued multi-threat body armor shall watch the Safariland LLC Use and Care Video and shall read the use and care guidance on the [Safariland Use and Care Website](#).

“Remember, your vest is bullet resistant, not bullet proof. It is designed to defeat certain rounds, but it will not protect you against all threats or any area that it does not cover. Wearing your shell carrier WITHOUT the ballistic panels does not provide any protection. Do not mix and match ballistic panels with carriers from different brands or manufacturers doing so may void the manufacturer’s warranty.”
Safariland, LLC.

VEST COMPONENTS

1. The front and back carrier;
2. The front and back ballistic panels;
3. A soft trauma insert; and
4. Shoulder and waist straps – Two sets of shoulder and waist straps: one 4-pt and one 6-pt.

By signing below, I acknowledge that I have received multi-threat body armor, State Property

Tag # _____ . I also acknowledge that I have watched the Safariland LLC Use and Care Video and that I have read the use and care guidance on the [Safariland Use and Care Website](#). I agree to comply with all aspects of the use and care guidance. I also agree to return all components of the multi-threat body armor issued to me upon my receipt of replacement multi-threat body armor and upon my separation from the Division of Parole and Probation.

Employee's Name (Printed)

Employee's Signature/ Date

By my signature below, I affirm that, as the employee's immediate or intermediate supervisor, I have reviewed the requirements for use and care with the employee and will assume responsibility as the Division's representative for ensuring that all terms and conditions of GENERAL ORDER NO. 06-005 that are within my authority and ability to control are adhered to.

Supervisor's Name (Printed)

Supervisor's Signature/ Date