



# MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES

**Subject**

**BODY ARMOR**

**Policy Number**  
**GJ-1**

**Effective Date**  
**10-01-24**

**Related Information**

GC-15, *Employee Resignations and Retirements*  
GC-20, *Uniform Specifications*  
GJ-26, *Sheriff's Reserve Deputy Program*  
National Institute of Justice, *Ballistic Resistance of Body Armor Standards* 0101.06 and 01115.00

**Supersedes**

GJ-1 (08-05-20)

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the issuance and/or acquisition of body armor to authorized employees.

Although this policy refers to employees throughout, this policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

## POLICY

It is the policy of the Office to maximize employee safety by providing all deputies, reserve deputies, firearm certified detention officers, and any other authorized personnel with ballistic body armor and allowing detention officers to purchase their own stab resistant body armor, both which meet minimum standards, as specified in this policy.

## DEFINITIONS

**Ballistic Body Armor:** An item of personal protective equipment providing protection against specific ballistic threats within its coverage area. In this standard, the term ballistic body armor refers to body armor coverage primarily for the torso.

**Deputy Services Aide (DSA):** A civilian employee who is not a law enforcement officer, does not have arrest authority, and shall not act in a law enforcement capacity. A DSA is trained to assist Office patrol districts with various law enforcement functions to include administrative duties, lower priority level calls for service which do not require the response of a sworn deputy, and other events determined by a sworn supervisor to allow patrol deputies to respond to higher priority calls for service.

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Firearm Certified Detention Officer:** A detention officer who is 21 years of age or older, who has been approved by command personnel to attend, and has successfully completed, AZPOST firearm training requirements.

**Firearm Certified Security Officer:** A security officer who is 21 years of age or older, who has been approved by command personnel to attend, and has successfully completed, AZPOST firearm training requirements.

**Good Standing:** When an employee has been evaluated as having achieved performance expectations in all appraised categories on their most recent employee performance appraisal, has not received serious discipline in the form of a suspension or demotion in the past year, and is not under investigation for serious misconduct that could potentially result in serious discipline.

**Stab Resistant Body Armor:** An item of personal protective equipment that provides coverage primarily for the torso to guard against injury from penetration by knives, edged weapons, and sharp-pointed weapons.

**PROCEDURES**

1. **Standards for Body Armor:** Standards for both ballistic body armor and stab resistant body armor authorized for use by deputies, reserve deputies, detention officers, and any other authorized personnel, include the following:
  - A. **Ballistic Body Armor:**
    1. Ballistic resistant body armor issued by the Office shall comply with the National Institute of Justice (NIJ) Ballistic Resistance of Body Armor Standard-0101.06 for Threat Level Type II. Ballistic body armor complying with this standard meets the minimum performance requirements critical for law enforcement protection.
    2. Only ballistic body armor providing wet, as well as dry, protection shall be issued by the Office.
  - B. **Stab Resistant Body Armor:**
    1. Stab resistant body armor shall comply with NIJ Stab Resistance of Personal Body Armor Standard-0115.00 for Protection Level 3.
    2. This standard establishes minimum performance requirements and test methods for the stab resistance of personal body armor intended to protect the torso against slash and stab threats from hand-delivered impacts with sharp-edged and/or pointed instruments whose point or tip lies near the centerline of the clenched fist holding the weapon.
2. **Fit of Body Armor:** Body armor should fit well, be reasonably comfortable on hot days, and permit relatively free movement of limbs, trunk, and neck. The overall fit, positioning, and appearance under a uniform or civilian attire worn during duty hours must be considered. Personnel with atypical body dimensions may need to have their armor specially ordered or tailored. Uniform shirts not fitting properly over body armor shall be altered or replaced.
3. **Acquisition, Issuance, and Tracking of Ballistic Body Armor:**
  - A. Ballistic body armor shall be issued to all deputies, reserve deputies, firearm certified detention officers, and any other authorized personnel whose assignment requires it.
  - B. The Office shall be responsible for selecting, purchasing, issuing, and tracking all issued ballistic body armor.
  - C. The Training Division shall be responsible for coordinating the purchase, issuance, and documenting, of all ballistic body armor for deputies, reserve deputies, firearm certified detention officers, and any other authorized personnel.
  - D. Sworn personnel and Deputy Services Aides (DSAs) are normally fitted for their body armor during their academy training. The Training Division shall issue the body armor after their graduation once the body armor is received from the manufacturer. Sworn personnel not attending academy training shall contact the Training Division for fitting, ordering, issuance, and tracking of issued ballistic body armor.

E. Upon successful completion of the firearm academy, firearm certified detention officers and firearm certified security officers shall contact the Training Division to obtain their issued ballistic body armor.

4. **Requirements for Ballistic Body Armor:** The routine wearing of ballistic body armor significantly reduces the possibility of fatal wounds. Complete protection in all circumstances is impossible. The wearing of ballistic body armor is in no way a replacement for the use of common sense or sound tactical procedures by employees.

A. Deputies and Reserve Deputies:

1. Deputies and reserve deputies who have been issued ballistic body armor, shall wear the body armor any time they could reasonably be expected to take enforcement action, both on-duty and while working off-duty law enforcement assignments.
  - a. Enforcement actions include, but are not limited to, uniform patrol activities, serving arrest or search warrants, civil process when intelligence warrants a heightened awareness, or other law enforcement special assignments.
  - b. Deputies working in an administrative capacity, involved in undercover or plain clothes assignments, or with approval of their supervisor, are not required to wear their ballistic body armor while on-duty. Body armor not worn on-duty in an administrative, undercover, or plain clothes assignment, or with supervisory approval, shall be readily accessible by the employee.
2. Deputies and reserve deputies shall keep their ballistic body armor as part of their issued equipment for official use, as long as they remain employed or on active reserve deputy status, are current in training and required service hours, and have passed an annual firearm qualification.

B. Detention Officers:

1. Issued ballistic body armor shall be worn by firearm certified detention officers when required to carry a firearm for their assignment. These assignments include, but are not limited to, Court Operations Division, Special Response Team, Medical Transport Services Section, or the Transportation Division.
2. Detention officers working in an administrative capacity, involved in plain clothes assignments, or with approval of their supervisor, are not required to wear their ballistic body armor while on-duty. Body armor not worn on-duty in an administrative, or plain clothes assignment, or with supervisory approval, shall be readily accessible by the employee.
3. Firearm certified detention officers shall keep their ballistic body armor as part of their issued equipment for official use, as long as they remain on active status, are current in training, and have passed an annual firearm qualification.

C. Deputy Services Aides (DSA):

1. DSAs shall wear their issued ballistic body armor while working in an enforcement operations capacity.
2. DSAs shall keep their ballistic body armor as part of their issued equipment for official use, as long as they remain employed and are current in training.

D. Firearm Certified Security Officers:

1. Issued ballistic body armor shall be worn by firearm certified security officers when required to carry a firearm for their assignment.
  2. Firearm certified security officers shall keep their ballistic body armor as part of their issued equipment for official use, as long as they remain employed or on active status, are current in training and required service hours, and have passed an annual firearm qualification.
  - E. Posse Members: Active posse members may voluntarily purchase and wear ballistic body armor meeting the approved NIJ standards, as specified in this policy, for use when they are on-duty and volunteering during a regularly scheduled shift. Replacement of body armor by posse members, for any reason, shall be at the expense of the posse member.
  - F. Other Office Employees: Any other employee may be issued ballistic body armor with the prior approval of their bureau chief.
  - G. Employees are prohibited from using issued ballistic body armor to perform secondary employment, which is not off-duty law enforcement employment or an office sponsored event, or for any other purpose outside of their employment or volunteer status with the Office.
5. **Replacement of Ballistic Body Armor:** Office issued ballistic body armor shall be replaced when it becomes compromised or damaged, such as being struck by a projectile or sharp instrument, or when it is lost or stolen, no longer fits, is in poor condition, or when it has reached the manufacturer's recommended replacement date.
- A. If ballistic body armor is lost, stolen, or damaged, the following procedures shall be followed:
    1. The employee shall report the incident to the appropriate jurisdictional law enforcement agency for a report, and if lost or stolen, have the ballistic body armor entered into the National Crime Information Center (NCIC).
    2. The employee shall immediately notify their direct supervisor.
    3. The employee shall complete and submit a memorandum to their supervisor detailing the circumstances of the lost, stolen, or damaged ballistic body armor. If applicable, the memorandum shall include the report number obtained from the jurisdictional law enforcement agency for the incident.
    4. The employee's supervisor shall forward the original memorandum through the chain of command to their bureau chief. The bureau chief will forward the approved memorandum and any supporting documentation to the Budget and Finance Division.
    5. The employee shall enter a Blue Team incident type of Employee Reported Activity detailing the circumstances of the lost, stolen, or damaged ballistic body armor and route it to their supervisor.
    6. The supervisor shall complete the *Damaged County Property* form located on SharePoint Portal Link, Risk folder.
      - a. The supervisor shall indicate if the ballistic body armor was lost, stolen, or damaged in the County Property or Non-Vehicle Equipment portion of the form.
      - b. Once the Maricopa County Risk Management *Damaged County Property* form is completed, the supervisor should print or save a copy to attach with the Blue Team entry.

- c. The Maricopa County Risk Management *Damaged County Property* form will be electronically forwarded to Maricopa County Risk Management once the Complete Incident button is selected.
    7. The supervisor shall attach a copy of the memorandum and Maricopa County Risk Management *Damaged County Property* form to the Blue Team incident entry and route through the chain of command.
    8. The employee shall contact the Training Division for fitting and replacement of the ballistic body armor. The Training Division shall issue the employee non-expired temporary body armor until the new body armor is issued to the employee.
  - B. When ballistic body armor is in poor condition, no longer fits, or has reached the manufacturer's recommended replacement date, the following applies:
    1. The employee shall notify their immediate supervisor by completing a memorandum detailing the circumstances and condition of the ballistic body armor;
    2. Their supervisor shall submit the memorandum through the chain of command to the bureau chief who will forward the approved memorandum and any supporting documentation to the Budget and Finance Division; and
    3. The employee shall contact the Training Division for fitting and replacement of the ballistic body armor. The Training Division shall issue the employee non-expired temporary body armor until the new body armor is issued to the employee.
  - C. Any deputy, reserve deputy, firearm certified detention officer or any other authorized personnel, who elects to purchase new ballistic body armor shall do so at their own expense. The ballistic body armor must meet the standards, as specified in this policy.
  - D. Upon Separation from Service: A deputy, firearm certified detention officer or any other authorized personnel, who separates from compensated service for any reason, shall return their issued ballistic body armor to the Training Division, as specified in Office Policy GC-15, *Employee Resignations and Retirements*. A reserve deputy who is no longer in an active status shall return their issued ballistic body armor to the Reserve Deputy Coordinator, as specified in Office Policy GJ-26, *Sheriff's Reserve Deputy Program*.
6. **Requirements for Stab Resistant Body Armor:** The routine wearing of stab resistant body armor is highly recommended as it significantly reduces the possibility of fatal wounds. Complete protection in all circumstances is impossible. The wearing of stab resistant body armor is in no way a replacement for the use of common sense or sound tactical procedures by Office employees.
- A. Acquisition and Wearing: Detention officers may voluntarily purchase and wear stab resistant body armor, that meets NIJ standards, as specified in this policy, while performing Office related duties.
  - B. Reimbursement: Detention officers may receive a reimbursement of a portion of the purchase price. The reimbursement amount is determined by the Office and is subject to available funding each budget year.
    1. Reimbursement of a portion of the purchase price is authorized once every five years from the date of purchase, as funding allows. Outer Carriers are not approved for reimbursement. Detention officers shall follow the procedures, as specified in this policy to request reimbursement.

2. A detention officer who is not in good standing or separates service from the Office and is not an active employee in the payroll system at the time of reimbursement disbursement, will not be eligible for reimbursement.
3. The following criteria is required in order to request reimbursement:
  - a. A detention officer requesting reimbursement must be the original purchaser from the manufacturer or vendor. Stab resistant body armor must be purchased new, never been previously worn, nor purchased second-hand. Only the cost of the stab resistant body armor is eligible for reimbursement.
  - b. The *Stab Resistant Body Armor Reimbursement* memorandum located in the Office's shared drive in the MCSO Official Forms folder shall be completed within 60 calendar days of receipt from the manufacturer or vendor.
    - (1) Along with the *Stab Resistant Body Armor Reimbursement* memorandum, detention officer's shall submit to their supervisor any supporting documentation, including the original purchase receipt or invoice and delivery receipt showing the detention officer as the purchaser and owner.
    - (2) The detention officer's supervisor shall inspect and confirm the stab resistant body armor was purchased new and meets the NIJ standards, as specified in this policy.
    - (3) The supervisor shall document the inspection on the *Stab Resistant Body Armor Reimbursement* memorandum and shall forward the memorandum and accompanying supporting documentation through the chain of command to their bureau chief or designee for reimbursement.
    - (4) Upon approval of the bureau chief, the *Stab Resistant Body Armor Reimbursement* memorandum and attachments shall be forwarded to the Office Chief Financial Officer and Office Payroll Section for a reimbursement of a portion of the purchase price.
7. **Replacement of Stab Resistant Body Armor:** Stab resistant body armor may be replaced when it becomes compromised, such as being struck by a projectile or sharp or pointed instrument, or when it is lost or stolen, no longer fits, is in poor condition, or when it has reached the manufacturer's recommended replacement date.
  - A. If stab resistant body armor is lost or stolen, the detention officer shall:
    1. Report the incident to the appropriate jurisdictional law enforcement agency for a report and have the stab resistant body armor entered into the National Crime Information Center;
    2. Immediately notify their direct supervisor;
    3. Complete a memorandum detailing the circumstances of the loss or theft of the stab resistant body armor. If applicable, the memorandum shall include the report number obtained from the jurisdictional law enforcement agency for the incident; **and**
    4. Make a Blue Team entry with an incident type of Employee Reported Activity. All necessary documentation, including, but not limited to, the memorandum explaining the circumstances of the incident, shall be uploaded into Blue Team and attached to the entry. The Blue Team entry shall be forwarded through the employee's chain of command to their bureau chief.

- B. The detention officer may voluntarily purchase a replacement at their own expense.
- C. If the stab resistant body armor is damaged in the performance of the detention officer's duties, the detention officer shall make appropriate notifications and may submit for reimbursement, as specified in Office Policy GC-20, *Uniform Specifications* and this policy.
- D. If the stab resistant body armor no longer fits, is in poor condition, or has reached the manufacturers recommended replacement date, the detention officer may voluntarily purchase a replacement at their own expense. Reimbursement will be subject to the specifications of this policy.