

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 1360.1 BALLISTIC VEST USE & CARE	
	Policy Directive: 24-05 Effective Date: July 2024 Implements Policy: <u>1360</u>	Approved by:  Marie Noonan, DCYF Interim Director

This SOP defines procedures for the use and care of Division-issued ballistic vests.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. JPPOs and JJ Supervisors wear Division-issued ballistic vests when:
 - A. Entering situations with increased risk of violence, such as, but not limited to:
 - 1. Planned searches;
 - 2. Planned custodial actions;
 - 3. Absconder/escapee searches; or
 - 4. Homes where a violent offender resides;
 - (a) In accordance with SOP 1105.2, JPPOs are accompanied by another JPPO, a Supervisor, or a law enforcement officer in these situations;
 - B. Entering high-crime neighborhoods and areas known to be frequented by organized gangs;
 - C. Performing field service activities in conjunction with law enforcement;
 - D. Entering homes known to contain unsecured weapons and case circumstances present with increased risk of violence; or
 - E. At all other times when, in the judgment of the JPPO, the Supervisor or their designee, or the Administrator that a ballistic vest must be worn.
- II. The JJS Training Officer or designee coordinates the fitting of the Ballistic Vest by the supplier.
 - A. JPPOs/JJ Supervisors are expected to review and follow the manufacturer's instructions to ensure the vest's integrity.
 - B. Improperly fitting vests must be reported to the JJS Training Officer or designee to assess and address the issue.

- III. JPPOs/JJ Supervisors complete and submit the [Equipment Inventory and Incident Report \(Form 1360\)](#) to their immediate Supervisor or designee if their ballistic vest is damaged, lost, or stolen.
 - A. The Supervisor will review, sign, and submit the Form 1360, along with the damaged ballistic vest, if applicable, to the JJS Training Officer.
- IV. The JJS Training Officer tracks all ballistic vests and will coordinate an annual inventory with Supervisors.
- V. Upon the JJS Training Officer’s request, Supervisors inventory the ballistic vests of their assigned staff.
 - A. JPPOs are expected to present their ballistic vests to be inventoried upon the Supervisor’s request.
 - B. Form 1360 is completed and forwarded to the JJS Training Officer or designee for tracking.
- VI. Ballistic vests are replaced every 5 years, or sooner when necessary.
 - A. The JJS Training Officer tracks each ballistic vest and coordinates the replacement with the JPPO/JJ Supervisor.
 - B. The JPPO/JJ Supervisor returns the retired ballistic vest, along with a completed Form 1360, to the JJS Training Officer or designee upon receiving the new vest.

Applicable Forms	
Form	Title
1360	Equipment Inventory and Incident Report

Frequently Asked Questions

Q1. Where can I find ‘Use and Care’ information for Division-issued ballistic vests?

- A. Additional information on the use and care of ballistic vests, as well as inspecting ballistic vests, can be requested from the JJS Training Officer.

Q2. I have a specific question about when I should wear my division-issued ballistic vest, who should I ask?

- A. JPPOs should address any questions about when and where to wear ballistic vests to their immediate Supervisor.

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)