



U.S. Department of Justice  
Federal Bureau of Prisons

## PROGRAM STATEMENT

OPI: CPD/CSB  
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# National Protective Vest Procedures

/s/

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Director, Federal Bureau of Prisons

### 1. PURPOSE AND SCOPE

To authorize and regulate the issuance of stab-resistant protective vests (vests) at institutions with security level designations Low, Medium, High, and Administrative facilities. Vests will be considered as Personal Protective Equipment for employees when required under this Program Statement. The Occupational Safety and Health Act of 1970 and its implementing regulations should be consulted for any other safety matter concerning vests that are not discussed in this Program Statement.

#### a. Summary of Changes

*Rescinded*

P5576.10 National Protective Vest Procedures(1/8/20)

The Sensitive But Unclassified status of this policy has been removed.

**Program Objectives.** The expected results of this program are:

Staff will be provided an additional measure of protection while working within the secure confines of Low, Medium, and High security institutions and Administrative facilities.

**b. Institution Supplement.** None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

## 2. DESIGNATED VEST INSTITUTIONS

The following are designated vest institutions:

- Administrative Facilities.
- High Security Institutions.
- Medium Security Institutions.
- Low Security Institutions.

## 3. WEAR REQUIREMENTS

Staff, including Public Health Service (PHS) employees, working within Low, Medium, and High security institutions and Administrative facilities, will be required to wear the vest at all times within the secure confines of the facility. Exceptions may be made for staff who do not respond to institutional emergencies while working an assignment/position outside the secure confines of the institution (Training Assignments, Armed Posts, Rear Gate, etc.).

**Training:** Staff are required to wear the vest while participating in applicable training sessions relating to self-defense tactics, regardless of training site location.

**Emergency Response:** Staff responding to an emergency from a non-mandatory vest location or area will be expected to respond without delay. Staff will not be required to wear a vest prior to responding to the affected area. Employees may wear the protective vests underneath their shirt; if an employee wishes to wear the vest with an approved outer cover, the cover must be black, and in accordance with the current vest cover blanket purchase agreement (BPA).

Staff temporarily assigned or performing work at a vest institution/location will be required to wear a vest. (*Examples:* program reviews, staff assists, etc.)

a. **Exceptions.** An employee reassigned to an armed post will not be required to wear both the stab-resistant vest and the ballistic vest. Storage will be provided for their vest on these occasions.

Upon conclusion of the armed post, any vest stored by the agency will be returned to the employee as soon as practicable, but before returning to his/her post for the remainder of the shift. If the employee returns to the institution at the conclusion of his/her shift, the vest will be promptly returned to the employee (absent an emergency).

b. **Issuance.** All staff at Low, Medium, and High security institutions and Administrative facilities will be issued a stab-resistant vest in accordance with procedures in Section 3.e.

Staff in the above locations who already have a vest will be allowed to keep it and reorder a new vest upon expiration of the current manufacturer's warranty. These staff will wear their vest in the secure confines of the facilities as defined above.

A new employee will be fitted during Introduction to Correctional Techniques (ICT) training. A vest from current inventory will be provided until the fitted vest for the employee arrives, at which time the employee will return the temporarily issued vest.

Staff not assigned to a vest institution who request a vest, will be fitted and receive a vest. These staff will be required to wear the vest within the secure confines of the institution as outlined in this policy.

Upon issuance, if an employee asserts that his/her vest does not fit properly, he/she will notify the Captain or designee. The employee will be re-measured in accordance with vendor specifications to determine if his/her measurements require a different size vest. If a different size is warranted, a new vest will be ordered within 30 days from the date of measurement. If a vest is ordered, a temporary vest will be provided to the employee from inventory, normally within two hours of the employee's notification to the Captain or designee.

**c. Transferring Employees.** If an employee transfers to another institution, the vest will be transferred as accountable property using a BP-A0100 or other appropriate form.

Employees transferring to a vest institution will be fitted during initial orientation and issued a temporary vest from current inventory. The temporary vest will be returned upon receiving the fitted vest.

An employee who already has a vest who is transferring from any institution to a vest institution will retain his/her vest and use it at the new location. Employees transferring to other institutions will have the option to retain the vest and use it at the new location as stated above, or return it to the current inventory.

**d. Replacement.** If an employee loses his/her vest or it is stolen, the employee, as soon as practicable, will notify the Captain or designee in writing. Management will provide a temporary vest immediately until a new fitted vest is provided.

If an employee asserts that his/her vest no longer properly fits or is unserviceable, in accordance with Article 28, section e, of the Master Agreement, he/she will notify the Captain or designee. The employee will be measured in accordance with vendor specifications to determine if his/her measurements require a different size vest. If a different size is warranted, a new vest will be ordered within 30 days from the date of measurement. If a vest is ordered, a temporary vest will be provided to the employee from inventory, normally within two hours of the employee's notification to the Captain or designee.

Pregnant staff will be issued maternity vests as soon as practicable after notification has been made to management. Reasonable accommodation will be made for any employee who, due to a qualified temporary disability, such as a disabling condition related to pregnancy, either cannot be provided a properly fitted vest from the manufacturer or cannot safely wear a vest. No employee may assume any post requiring a vest if that employee is, for any reason, not wearing a properly fitted vest.

Vests with an expired warranty per vendor specifications will be replaced by the Agency.

Vests will be issued to the employee during duty hours in a time frame consistent with any vendor agreements (currently, the vendor ordinarily has 14-45 days from the receipt of the order).

e. **Fitting, Maintenance, and Care.** Each institution will designate the Captain as the point of contact (POC) for staff at that institution to direct e-mail requests, questions, or concerns in reference to the vest. Staff will be informed of the POC during briefings, on the institution website, in ICT, and at Annual Training (AT) at their institutions.

Staff measurements will only be shared with persons who have a need to know the information.

Each staff member receiving a vest will be given instructions for its proper care and maintenance. Employees are responsible for the routine cleaning and storage of their issued vest. If requested, a copy of the vendor video (describing proper care and maintenance) will be made available for viewing.

Vests returned by staff will be cleaned according to vendor instructions by the Agency prior to issuance to another employee.

Institution reserve vests will be stored in the lockshop, armory, Control Center, or other secure area outside the secure perimeter. This area should allow for vest storage in accordance with the manufacturer's wear and care requirements. A private dressing area will be made available (e.g., privacy screen or bathroom).

The Agency will ensure that staff information related to who has requested or received a vest will not be posted in inmate access areas.

Management will determine the process of surveying and disposing of vests, and will inform appropriate staff of the process.

The following are authorized for initial issuance with the vest:

- T-shirt style and/or Velcro strap style carrier.
- Outer carrier.
- Five (5) t-shirts (employees may elect to receive these shirts annually).

## **REFERENCES**

Master Agreement between the Federal Bureau of Prisons and the Council of Prison Locals (July 21, 2014 – July 20, 2017)

### *BOP Forms*

BP-A0100      Stores Requisition, Invoice, and Transfer Receipt

### *Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.