



# Emergency Medical Service General Order



Date of Issue: December 21, 2015	Effective Date: December 21, 2015	Number: 4.63
Subject: Ballistic Vests / Body Armor		No. Pages: 1 of 1
Classification: Field Operations		Rescinds: All previous directives
Commissioner of Emergency Medical Service:  <i>[Signature]</i> , Acting		

**Purpose:**

To provide guidelines for the use and maintenance of ballistic vests/body armor.

**Policy:**

The Division shall maximize employee safety by providing and requiring the proper wearing of ballistic vests/body armor.

**Procedure:**

- I. The Division shall issue ballistic vests/body armor to employees as defined in the collective bargaining agreements.
  - A. The Division will replace the ballistic vest/body armor according to the manufacturer's recommended serviceable replacement schedule.
- II. Employees working in an operational capacity (EMT-B, EMT-P, Captains, Sergeants) shall don (wear) their ballistic vest/body armor in compliance with the manufacturer instructions (i.e. under the shirt or inside an approved external vest carrier over the shirt.)
  - A. Operational Capacity includes but is not limited to: assignment to an ambulance, assignment to Captain of Field Operations, assignment to special event, assignment to special detail, etc.
- III. Employees working in an operational capacity shall wear ballistic vest/body armor at all times while on-duty unless:
  - A. Engaged in tasks inside an EMS base facility
    - i. Ballistic vest/body armor shall be readily available for use
  - B. Engaged in tasks inside or on the grounds of a hospital facility
    - i. Ballistic vest/body armor shall be readily available for use
  - C. Attending training (in-service, recertification, etc.), hearing, meeting, etc. at EMS Headquarters or other location as posted on the directive or notice
  - D. Attending court appearance
  - E. Attending appointment at the Safety Medical Bureau
- IV. Employees shall properly store and clean ballistic vest/body armor according to the manufacturer's instructions and inspect daily for cleanliness and damage. Employees shall immediately report ballistic vest/body armor loss, theft, or damage via incident report to the Deputy Commission of Operations.
  - A. Employees shall file a police report, as soon as reasonably possible, for ballistic vest/body armor that has been stolen.
  - B. The incident report shall describe the circumstances of the loss, theft or damage and request replacement; a loaner ballistic vest/body armor may be issued until delivery of the new ballistic vest/body armor.
  - C. Employees who lose (intentional or theft) or damage their ballistic vest/body armor in violation of the policies shall reimburse the city for associated replacement costs.
  - D. Employees shall return ballistic vest/body armor upon separation from service.