I. AUTHORITY:

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY:

Juvenile Community Corrections

III. POLICY:

It is the policy of the Department of Corrections to issue protective vests to Juvenile Community Corrections Officers (JCCOs).

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IV. ATTACHMENTS

None

V. PROCEDURES

Procedure A: Issuance of Protective Vests

1. Each Regional Correctional Administrator, or designee, shall ensure that every JCCO in his or her region is issued a properly fitted protective vest.

2. The Regional Correctional Administrator, or designee, shall coordinate the fitting of protective vests. Fitting of protective vest shall comply with manufacturer recommendations.
3. Should a JCCO determine that an issued vest is no longer properly fitted as a result of personal physical condition (weight loss or gain) or other limitations, he or she shall promptly report it to the Regional Correctional Administrator, or designee.

4. A JCCO leaving the employment of the Department or transferring to another position shall return his or her issued vest to the Regional Correctional Administrator, or designee.

5. The vest may be re-issued to another JCCO if the Department’s Director of Security, or designee, has determined the vest remains under the manufacturer’s warranty and remains in serviceable condition.

Procedure B: Wearing of Protective Vests

1. Only departmentally issued protective vests may be worn by a JCCO.

2. Except in emergency situation, the JCCO may only wear the protective vest issued to the JCCO.

3. The vest shall be worn whenever the JCCO is conducting unannounced home visits or in-custody transports.

4. The JCCO may wear the protective vest at announced visits and at any other time while performing his or her duties.

5. If the vest is not being worn, the JCCO shall have the vest available for use during work hours by keeping it in either his or her office or vehicle.

6. A JCCO may not wear the vest while off duty.

Procedure C: Incidents Involving Protective Vests

1. A JCCO attacked while wearing the vest or involved in an accident impacting the vest shall obtain a medical examination as soon as it is practicable even if no physical injury is readily apparent.

2. The JCCO shall report the incident verbally to his or her Regional Correctional Administrator, or designee, as soon as possible and shall complete a written report detailing the incident as soon as practicable and forward the report to his or her Regional Correctional Administrator, or designee.

3. A JCCO shall verbally notify his or her Regional Correctional Administrator, or designee, as soon as possible of any damage possibly caused to a vest in any other way and shall complete a written report detailing the cause of the damage as soon as practicable and forward the report to his or her Regional Correctional Administrator, or designee.

4. The Regional Correctional Administrator, or designee, shall forward any report to the Department’s Director of Security, or designee.
5. The vest shall be inspected by the Department’s Chief Firearms Officer, or designee, prior to further use and retired from service if it no longer in serviceable condition according to manufacturing specifications.

6. A JCCO shall verbally notify his or her Regional Correctional Administrator, or designee, as soon as possible of loss or theft of the protective vest and shall complete a written report detailing the circumstances surrounding the loss or theft as soon as practicable and forward the report to his or her Regional Correctional Administrator, or designee.

7. The Regional Correctional Administrator, or designee, shall forward any report to the Department’s Director of Security, or designee.

Procedure D: Storage and Care of Protective Vests

1. Whenever a protective vest is not being worn in accordance with this policy, the JCCO shall store it in his or her state-issued equipment bag and in an approved location.

2. The JCCO shall store his or her protective vest in a manner consistent with the manufacturer’s guidelines to safeguard the vest from damage caused by moisture, extreme temperatures, etc.

3. The JCCO shall clean his or her protective vest in accordance with the manufacturer’s directions.

VI. PROFESSIONAL STANDARDS

None