



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 8.11

Use of Body Armor

I. POLICY

It is the policy of Riverside County Regional Park and Open-Space District to provide personal protective equipment to ensure the safety of personnel.

II. PURPOSE

The purpose of this policy is to provide District personnel with guidelines and instructions for the proper use and care of body armor.

III. DEFINITION

- A. **Hazardous or High Risk Conditions:** Any situation during the course of duty where Park District personnel are at risk of being harmed due to existing or perceived conditions.
- B. **Authorized Employees:** District Park Rangers, Senior Park Rangers, Park Ranger Supervisors, and other designated staff of the District who routinely engage in hazardous situations during the course of their duties in open spaces or designated recreation areas.

IV. PROCEDURE

- A. Issuance of Body Armor
 - 1. All body armor issued must meet or exceed requirements set forth by the National Institute of Justice.
 - 2. Authorized employees will be issued District approved body armor and documented by a District memorandum. Managers, specialists, and other impacted positions will have access to additional body armor units as needed, which will be subject to approval by the General Manager or designee.
 - 3. Additional body armor units will be made available at District approved office locations as needed for special assignments for those employees not issued personal body armor.
- B. Use of Body Armor
 - 1. Authorized employees shall only wear District approved body armor.



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2. Body armor may be used in hazardous or high risk situations. Some examples of hazardous or high risk situations include working in homeless encampments, active hunting and shooting areas or areas with known illegal activity (e.g., marijuana groves, late night party spots, known abandoned car areas, etc.).
 3. No decorative patches may be placed on body armor. Patches displaying name, rank, or any other approved District logo may be affixed on body armor.
- C. Inspection of Body Armor
1. Authorized employees that are issued body armor are responsible for ensuring that body armor is worn and maintained as required by this policy and manufacturer recommendations. Both supervisors and authorized employees are required to conduct annual inspections during inventory updates and report any damages or replacement needs to the Manager.
 2. Annual inspections will concentrate on fit, signs of damage, abuse, cleanliness and normal wear and tear.
- D. Care, Maintenance, and Replacement of Body Armor
1. Authorized employees that are issued body armor are responsible for the secure storage, maintenance, and care of body armor.
 2. Dirt, perspiration, and field conditions may fray or tear external material and erode ballistic panels. Authorized employees are required to clean and maintain body armor in accordance with the manufacturer's instructions.
 3. Authorized employees shall routinely inspect personal body armor during normal everyday use at the beginning or end of their shift. Defects or issues shall be reported to a supervisor or manager immediately.
 4. Body armor shall be replaced in accordance with the manufacturer's guidelines.

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