
INTEROFFICE MEMORANDUM
Oklahoma Department of Corrections
Office of Chief of Operations

DATE: July 21, 2021

TO: Scott Crow, Director

FROM: Justin Farris, Chief of Operations 

**SUBJECT: 2021-07-21 Request for a Temporary Suspension to OP-040106
entitled "Purchase, Use and Control of Firearms and Security
Equipment."**

I am requesting a temporary suspension for the use of protective vests as outlined in OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment" section II. E. item 12. This request is being submitted due to an inadequate inventory of protective vests available at specialized units, as well as clarification of requirements for the use of the protective vests.

Upon implementation of the policy revision, it became evident that the number vests and carriers were not adequate to ensure for the proper sanitation prior to reissuance and although an additional request has been approved and vests have been ordered, adequate inventories have not been received.

The affected section in states the following:

12. *Protective Vests (Revision-01 dated 06/23/2021)*

a. *Protective vests will be worn while on a specialized unit when assigned to a post and/or assisting with movement, etc., conducting an assessment, program or providing a service requiring direct contact, or any other event requiring direct contact with an inmate(s) assigned to a specialized unit. Designated specialized units will include:*

- (1) *Segregated Housing Units (SHU)/Transit Detention Units (TDU);*
- (2) *Oklahoma State Penitentiary (OSP) maximum security units; and*

(3) Joseph Harp Correctional Center (JHCC) Mental Health Unit (MHU) and G-Unit.

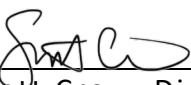
- b. Only state issued protective vests with no less than a "IIA" ballistic resistance rating and a "II" stab/spike resistance rating will be utilized in accordance with NIJ standards. (NIJ Standard-0101.06 and 0115.00)
- c. Protective vest will be stored and maintained in a secure storage area(s) in accordance with manufacture recommendations.
- d. Two additional protective vest carriers will be maintained for each protective vest to allow carriers be sanitized while maintaining a particular size in use. All carriers will be sanitized and inventoried prior to storage and/or when not in use.
- e. Daily inspections of will be conducted by the shift supervisor or designee for compliance with this procedure. Utilizing a log, the shift supervisor or designee will ensure all protective vests are accounted for and the vests have been properly sanitized. Protective vests will be issued to staff members from a designated location using an appropriate log.
- f. Staff members will inspect the protective vests daily for any damage or excessive wear. Any findings will be reported to the chief of security with a written incident report submitted prior to the end of shift. Loss or significant damage to the protective vest requires immediate verbal notification to the chief of security, recorded in the post log, with a written incident report submitted prior to the end of shift.
- g. Staff members will be responsible for maintenance and care while protective vests are in use. Staff members will be held responsible and liable for negligent use, abuse and/or loss of the protective vest.
- h. The chief administrator of Institutions will be responsible for the organization and purchase of protective vests for the Division of Institutions and the Division of Community Corrections.

i. Staff members non-compliant with the protective vest procedures will be subject to disciplinary action in accordance with OP-110415 entitled "Progressive Disciplinary Procedures." One noncompliance finding in a calendar year may be grounds for a letter of concern, twice in a calendar year may be grounds for a letter of reprimand, three times in a calendar year may be grounds for a suspension without pay, and four times in a calendar year may be grounds for termination.

Your consideration in suspension of this request is appreciated.

Approved

Denied



Scott Crow, Director

07/22/2021

Date