

FREQUENTLY ASKED QUESTIONS & ANSWERS

Why does the application include a check box asking “The applicant law enforcement or correctional agency has a written mandatory wear policy to wear body armor for uniformed officers while engaged in patrol or field operations.”

Commencing with the 2012 State Body Armor Replacement Fund grant program, the on-line application will ask the Chief Law Enforcement Officer if the applicant agency has a mandatory wear policy to wear body armor for uniformed officers while engaged in patrol or field operations. If the check box is selected, the Chief Law Enforcement Officer will be certifying that the agency has a mandatory wear policy in effect.

- the applicant agency head, in the reasonable exercise of discretion, shall determine the wear policy for body armor for the law enforcement or correctional agency.
- the written mandatory wear policy does not need to be submitted to the Division of Criminal Justice.

Applicant agencies may not be eligible for future State body armor replacement grants if the Chief Law Enforcement Officer does not select that it has a mandatory wear policy to wear body armor for uniformed officers while engaged in patrol or field operations.

Who can apply for a state body armor replacement fund grant?

Certain municipal, county and state correctional and law enforcement agencies can apply to request grant funds to purchase body armor for their eligible officers.

Any municipal or county agency which has, by statute or ordinance, the responsibility of detecting crime and enforcing the general criminal laws of this State can apply to participate in the program. Any municipal or county jail, detention center or correctional facility can also apply.

The following state agencies can apply for grant funds: the Division of State Police, the Division of Criminal Justice, the Department of Corrections, the Probations Services Division of the Administrative Office of the Courts, the State Parole Board, and the Juvenile Justice Commission.

Who is an “Eligible Officer?”

An “eligible officer” is defined as a local law enforcement officer (including county prosecutor’s investigator, sheriff, police and corrections officer), a Division of State Police trooper or officer, a State corrections officer, a State Parole Board officer, a Juvenile Justice Commission corrections officer, a Division of Criminal Justice investigator or officer, or a probation officer in the Administrative Office of the Courts Probations Services Division.

What types of officers are considered “local law enforcement officers” under this program?

“Local law enforcement officer” means any full-time, sworn, permanently appointed county or municipal officer who has the full power to arrest, and who regularly exercises police powers regarding the enforcement of the general criminal laws of this State. A local law enforcement officer” includes a full-time, sworn, permanently appointed officer of any county or local jail, detention center or correctional facility.

The following are considered “local law enforcement officers”:

municipal police officers, sheriffs’ officers, county court attendants, county corrections officers, county police officers, county park police officers, county prosecutors' investigators, county prosecutors' detectives, and local housing police officers, guards or patrolmen.

My agency has never applied to this program before. How can we apply?

You can contact us via e-mail at bodyarmor@njdcj.org and provide us with the following information:

County: Municipality: Agency type: (ie., local police department, county correctional agency, etc.) Agency Name: Agency Street Address: Agency Municipal Mailing Address:

New Jersey Zip Code: Vendor ID Number (XX-XXX-XXXX): Treasury Location Code (XX): Name of Contact Person: E-mail Address: Area Code and Phone Number: Area Code and Fax Number: State your question:

What kind of body armor can be purchased with grant funds?

Grant funds can be used to purchase a vest which is designed to protect against blunt force trauma associated either with the impact of a firearm projectile or with a knife or other pointed instrument, and which meets or exceeds either of the National Institute of Justice's (NIJ) applicable standards for either “ballistic resistant body armor” or “stab resistant body armor.”

“Ballistic resistant body armor” is a vest or similar article which is manufactured of bullet resistant fabric that conforms to National Institute of Justice’s(NIJ) Requirements for Bullet-Resistant Body Armor Standard0101.06 as amended and supplemented.

“Stab resistant body armor” is a vest or similar article which is manufactured of material that conforms to or exceeds the minimum performance standards contained in the National Institute of Justice’s (NIJ) Standard0115.00 as amended and supplemented or any stab resistant vest authorized for purchase under any current State of New Jersey contract.

My agency bought vests over the past several years. However, the application only requests vest information labeled “2010.” What do I report?

You should report all vests purchased with State funds since you filed your last report. Therefore, if you purchased vests in 2009 and have not previously reported them, then you should list them in your current report. If you purchased vests in 2009, received them, and paid

for them with previously awarded State body armor funds, you should also report them in this current “2010” report.

What threat level, etc. of body armor must I purchase?

The chief law enforcement officer of each applicant agency, in the reasonable exercise of discretion, determines the threat level, style, and model of body armor to be purchased for the eligible officers.

Can I purchase tactical types of vests?

Probably yes. In our experience the term “tactical vest” refers to a type of vest that provides a higher level of safety than normally issued body armor. We presume that an officer will wear this type of “tactical body armor” on his/her body like a regular bulletproof vest. The difference appears to be regarding the construction and materials used, in order to provide additional protection for emergent situations as opposed to normal all-around use. Therefore, subject to the condition that the “tactical body armor” purchased will be worn as bullet-resistant vests, they would be considered as body armor eligible for reimbursement with grant funds.

A fundamental requirement of the Body Armor Replacement Fund program is that its funds must be utilized to purchase only body armor which meets appropriate NIJ or the other specified standards. Accordingly, if the vests purchased meet the referenced NIJ (or other specified) standard, it would appear that the purchase of such vests with grant funds would be an acceptable expenditure under this program.

Can I purchase covers or carriers which insert into body armor?

No. (Note that this answer has been changed as of July 1, 2004 based upon information received from the National Institute of Justice (NIJ)). NIJ has advised that it does not have a protocol for certifying what in essence is an add-on to certified vests. Therefore, State Body Armor funds can no longer be used to purchase covers.

Where can I find the National Institute of Justice’s (NIJ) standards for body armor?

The National Institute of Justice’s standards for body armor may be found on the Internet at: <http://www.justnet.org/>.

Can I buy helmets and shields?

No. Grant funds may only be used to purchase vests.

I have some administrative expenses in operating this program and purchasing vests. Can I use these funds to defray those costs?

No. Grant funds may only be used to purchase vests.

Must I spend all of my grant funds in one year?

No. While each agency that receives a grant should make every reasonable effort to expend the award within one year of receipt, we know that some agencies will not have an immediate need; for others the procurement process may take time; there may be insufficient funds to purchase a vest, or there may be other reasons. The application requires that each agency report on the amount of funds received each year; the amount spent and how many vests were purchased; and the amount of funds remaining, including the reason they were not spent. At some point, however, the Division of Criminal Justice may require the return of unexpended funds if a grantee cannot demonstrate that good cause exists to retain the funds. Since this program is based upon a five-year replacement cycle, the Division of Criminal Justice expects agencies will utilize their funds at or before the expiration of five years from their original receipt.

Are there any other bulletproof vest programs that my agency can apply to for funding?

The Federal government has implemented a Bulletproof Vest Partnership (BVP) program. We urge all agencies to apply for funding under this program. You can learn more about this program through the Internet at: www.ojp.usdoj.gov/bvpbasi/

Will funds we receive from the State program be reduced by any federal funding our agency receives?

No. Under current law, any funding an agency receives from the Federal government's BVP program will have no impact on your state grant.

Are matching funds required?

New Jersey's body armor replacement program has no matching funds requirement. The federal program, however, requires participating agencies to provide at least 50 percent of the cost in matching funds. The state does not prohibit agencies from using the State body armor replacement funds as match, but agencies are advised to check with both the federal government and their own financial officials to determine if their regulations, ordinances or policies permit the use of state grant funds to match the federal grant and, if so, what restrictions there are if any.

I have some basic questions about body armor. Where can I find additional information?

The Federal government's Bulletproof Vest Partnership (BVP) program maintains a list of Frequently Asked Questions on that program's Web site. It includes some basic information about body armor. You can access this program through the Internet at: www.ojp.usdoj.gov/bvpbasi/.

For additional information telephone the Body Armor Desk at (609) 292-1462 or visit the State Body Armor Replacement Fund website at: <http://www.nj.gov/lps/BodyArmor/> (case sensitive).

ON-LINE APPLICATION PROCESS:

Who must file the on-line application?

Please Note: Only the Chief Law Enforcement Officer (CLEO) of the law enforcement agency (i.e., police chief, sheriff, prosecutor, warden, etc.) and the Chief Financial Officer (CFO) having oversight over the agency or their official Program Contact persons as designated by the CLEO or CFO, may apply for funding under this program. Note that the CLEO and CFO each have unique PIN numbers. A CLEO cannot enter the CLEO's information using the CFO's PIN number; and, similarly, a CFO cannot enter the CFO's information using the CLEO's PIN number.

Only those two public officials have the ability to bind the jurisdiction legally to the terms of this program. A CLEO may not delegate this responsibility to a non-public official or a public official outside his/her agency. The agency CLEO and CFO may use whatever assistance necessary to gather information for the completion of the on-line application; however, they may delegate only to a public official within the applicant agency, the responsibility for actually completing the on-line processes. Any applying agency violating these requirements will be subject to formal action, including nullification of the application as well as disqualification from applying for future funding cycles. The Division recommends to any CLEOs and CFOs who will delegate this function to any agency staff member, to print, fill-out and retain in your official grant files a copy of the Contact Person Designation Form. The Contact Person Designation Form is available for downloading from the web page.

Responsibilities of the Chief Law Enforcement Officer (CLEO)

The on-line application process requires that the chief law enforcement officer (CLEO) (or his/her designee) of the applicant law enforcement agency **MUST FIRST** fill out the CLEO portion of the application. That consists of ensuring that the chief's name, address, e-mail address, telephone, and fax numbers are correct, **AND** that the true and current number of eligible officers is inserted in the appropriate box. The application is configured so that the CLEO can only insert or update information pertaining to the CLEO's responsibilities. The CLEO is not able to insert or change information for which the chief financial officer is responsible.

***** Please ensure that all contact information and e-mail addresses are updated to receive program information. Future important program information and applications will be sent via e-mail only.*****

Please ensure that all contact information names, addresses and e-mail addresses are correct and current. Failure to maintain updated contact information could result in your agency not receiving important program messages.

Once the CLEO has updated the information and is sure it is correct, the CLEO (or designee) should click the "Submit" button. After checking to ensure the information is correct, the CLEO "signs" the application by reentering the CLEO's PIN number. After, the CLEO has "signed" the

application, a confirmation e-mail will be sent to the CLEO and the Chief Financial Officer indicating that the CLEO's part of the application has been completed.

Note: Until the CFO completes, signs and submits the CFO portion of the application, a CLEO can make changes to his/her portion of the application even after the CLEO has signed and submitted it.

Contact information can be updated throughout the year.

If the CFO has signed and submitted the application with an incorrect number of officers or amount of expenditures, the information can be corrected by sending a letter on official letterhead, or an email, to the Division of Criminal Justice's Program Development Section. The letter should explain the error, why it occurred, what is the correct information, and request that the application be corrected.

After completing, signing and submitting the CLEO portion of the application, the CLEO should contact and inform the CFO that it is the CFO's responsibility to finalize the application and submit it on-line to the Division of Criminal Justice.

Responsibilities of the Chief Financial Officer (CFO)

The on-line application process requires that the chief financial officer (CFO) (or his/her designee) having responsibility over the applicant law enforcement agency **MUST** fill out the CFO's portion of the application **LAST**. Note that the CFO and the CLEO each have unique PIN numbers. A CFO cannot enter the CFO's information using the CLEO's PIN number, and, similarly, a CLEO cannot enter the CLEO's information using the CFO's PIN number.

The Division recommends to any CLEOs and CFOs delegating this function to any agency staff member that a Contact Person Designation Form be completed and a copy retained in the official grant file. This form is available for downloading from the web page. The CFO must ensure that the CFO's name, address, e-mail address, phone and fax numbers are correct **AND** that the true and current financial and vest information is inserted in the appropriate boxes. Once the CFO has updated the information, the CFO (or designee) should click the "Submit" button. After checking to ensure the information is correct, the CFO "signs," the application by re-entering the CFO's PIN number. **Even after signing and submitting the application, the CFO can go back into the application and make changes until the application has been accepted by the Division of Criminal Justice.**

If the CFO has entered a valid e-mail address, a confirmation e-mail will be sent to the CFO and to the CLEO indicating that the application has been submitted.

Be advised that once the Division of Criminal Justice accepts the application, neither the CFO nor the CLEO will be able to make changes to the number of officers or amount of expenditures. If either of these are incorrect, the CLEO or the CFO must write a letter, on official letterhead, to the Division of Criminal Justice's Program Development Section. The letter should explain the

error, why it occurred, what is the correct information, and request that the application be corrected.

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