

CHAPTER 3
ADMINISTRATION
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CHAPTER 3
ADMINISTRATION

1. SELECTION GUIDELINES.

a. Riders are the most important factor in influencing how a horse will react in a situation. A mounted officer must remain calm and in control of their horse at all times. The horse must trust the rider completely to perform at its full potential. Riders must have basic horse knowledge and riding ability and have an outstanding public interaction foundation.

2. ASSIGNMENT TO THE MOUNTED PATROL UNIT.

a. Assignment. Personnel shall meet the criteria specified in Chapter 4, Mounted Patrol Unit Program, of this manual before being assigned to the MPU.

b. Voluntary. Officers selected to the Mounted Patrol Unit (MPU) will be from qualified volunteers.

3. MOUNTED PATROL UNIT OFFICER RESPONSIBILITIES.

a. The following are specific responsibilities of the mounted officer:

(1) Ensure the horse is kept in good physical condition that allows them the ability to perform required duties.

(2) Maintain good condition of all horse related equipment, including the truck and trailer used to transport the horse.

(3) Record all training and activity of the horse and submit this information to the MPU supervisor.

(4) Attend monthly on-going training program with the horse.

(5) Maintain control of the horse at all times.

(6) Submit required reports to the MPU supervisor.

(7) Clean any stall (when applicable) and/or trailer daily to ensure a sanitary living and working environment for the horse.

(8) Ensure the horse is well groomed in order to provide a healthy and professional appearance.

(9) Ensure the horse attends regular medical check-ups and receives all required vaccinations.

(10) Comply with departmental policy contained in this manual.

4. HORSE SELECTION CRITERIA.

a. Horses eligible to participate in the MPU shall meet the following criteria:

(1) Height. Height should be a minimum of 14 hands.

(2) Weight. Weight shall correspond to height, breed, and bone structure.

(3) Physical appearance. Blemishes such as scars or brands are acceptable if they do not impair the usefulness of the animal and they are not unsightly enough to cause alarm or concern by the general public.

(4) Gender. A gelding is preferred, but a mare is acceptable. A stallion shall not be used under any circumstances.

(5) Age. The minimum age should be five years. However, the maximum age shall be determined by the condition and health of each individual horse.

(6) Health. A pre-purchase examination by a veterinarian shall be obtained to ensure the health and physical condition of the horse. The cost of this examination shall be the responsibility of the Department.

(7) Disposition.

(a) Horses shall successfully pass the basic sensory stimulus tests.

(b) Horses must be trailered without resistance.

(c) Horses must be well mannered, quiet, and friendly. Horses must have a temperament that will allow people to approach them unexpectedly. Additionally, horses must be able to stand quietly for long periods of time and work equally well with other horses or alone.

(d) Horses will be evaluated for a 30-day trial period to determine if they possess the desired disposition. Upon the end of the 30-day trial period it will be determined if the Department will purchase the horse or if the horse will be returned to its owner.

5. TRANSPORTATION OF HORSES.

a. While conducting state business, a horse should be transported in a truck and trailer owned by the CHP and assigned to the MPU.

(1) State Trucks and Trailers.

(a) State trucks and trailers shall be kept at a safe location and in close proximity to the horses when practical.

(b) Officers shall sanitize the trailers on a weekly basis to ensure cleanliness.

(c) The truck(s) and trailer(s) should be parked in a secure location when deployed for patrol duties or special events.

6. INJURIES OR DAMAGE INFLICTED BY THE HORSE.

a. In the event of an injury directly attributable to an MPU horse, the officer shall provide immediate first aid or obtain medical treatment for the injured party. The MPU supervisor and/or on-duty shift supervisor should be notified as soon as possible.

b. The MPU supervisor shall ensure notification is made to the CPS commander and all required reports are completed.

c. In consultation with the CPS commander, the MPU supervisor shall review the MPU injury and/or property damage reports and make a determination regarding the need for additional training for the involved officer and horse. If the determination is made that additional training is required, the MPU supervisor, at the direction of the CPS commander, will remove the officer and horse from service pending completion of the training.

d. Injuries or damage inflicted by a horse assigned to the MPU shall be reported to CPS; Protective Services Division (PSD); Employee Health and Wellness Section, Claims Unit; and the Office of Assistant Commissioner, Field (using procedures contained in General Order 100.80, Notification and Report of Emergency Incidents and Significant Events).

7. HORSE TRAINING/RECORDS FILE.

a. Upon initial assignment of a horse, the MPU supervisor and MPU officer shall create a training/records file for the horse on a CHP 137, Personnel Folder. The MPU supervisor shall maintain the training/records file for the horse.

b. Each training file shall be retained for the duration of the horse's working life for the Department. Upon retirement or separation from the horse, the original records shall be properly organized in accordance with this manual and maintained for seven years.