

**CHAPTER 5**  
**EQUIPMENT AND EXPENDITURES**  
**TABLE OF CONTENTS**

<u>PURCHASES</u> .....	5-3
Horses .....	5-3
Equipment/Feed .....	5-3
<u>EQUIPMENT</u> .....	5-4
<u>HORSE CARE</u> .....	5-4
Daily Feeding/Medication .....	5-4
Care and Grooming .....	5-5
Shoeing .....	5-5
Veterinary Services .....	5-6
Payment of Veterinary Services .....	5-7
Injury to the Horse .....	5-7
Retirement of Horses.....	5-8
Euthanasia of Departmental Horse.....	5-9
Death of Departmental Horse .....	5-9

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## CHAPTER 5

### EQUIPMENT AND EXPENDITURES

#### 1. PURCHASES.

##### a. Horses.

a. Horses used by officers assigned to the Mounted Patrol Unit (MPU) shall be purchased and owned by the California Highway Patrol (CHP). The procedure for purchasing a horse is as follows:

(a) The horse will be purchased from a seller/supplier (private party or business) who can supply a horse which will meet the criteria specified in Chapter 3 and must be suitable for law enforcement work.

(b) The horse acquisition process is outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 7, Purchases.

b. Equipment/Feed. Approved expenditures necessary for the care of CHP horses shall be made with a Procurement Card (P-Card). The MPU supervisor or designee is responsible for the P-Card, and will make all necessary purchases. All rules outlined in HPM 11.2, Materials Management Manual, Chapter 3, Procurement Card Program, shall be adhered to. By the 5<sup>th</sup> of each month, all purchases shall be listed on a CHP 317 (Procurement Card Log), signed by the MPU supervisor, Capitol Protection Section lieutenant, Capitol Protection Section commander (CPS), and forwarded to Protective Services Division (PSD).

c. All purchases shall be approved by the MPU supervisor.

(1) Purchases shall not be made for equipment or supply items that can be requisitioned through Supply Services Unit.

(2) If it becomes necessary to purchase special items or exceed the daily dollar amount, the MPU officer shall contact the MPU supervisor and P-Card coordinator for approval prior to the purchase. Once approval has been granted by the commander, the MPU officer shall include, "Approved through P-Card coordinator," on the invoice submitted.

## 2. EQUIPMENT.

- a. Officers shall be responsible for the care and condition of all state-issued equipment necessary for the MPU.
- b. The CHP 81, Receipt of State Property, shall be used to record issued equipment.
- c. Officers shall report any defects or loss of assigned equipment to the MPU supervisor. The MPU supervisor will take the appropriate action in obtaining new equipment.
- d. The following state-issued equipment shall only be used during work hours while conducting state business. This is not an all-inclusive list of equipment and/or training gear.
  - (1) Halter.
  - (2) Lead rope.
  - (3) Bridle (headstall, reins and bit).
  - (4) Breast collar.
  - (5) Saddle pad.
  - (6) Saddle.

## 3. HORSE CARE.

- a. Daily Feeding/Medication. Regular morning/evening hay feedings shall be completed by the person designated by the facility stabling the horses. Horses should be fed based on the following guidelines:
  - (1) Horses should be fed at the beginning of the regular work shift, in the middle of their work shift, and at the end of the work shift, unless an MPU officer is otherwise advised by a veterinarian.
  - (2) Horses should only be medicated by an MPU officer or a qualified person designated by the MPU supervisor.
  - (3) Horses will be provided food formulated to maintain top physical and mental condition. The food provided will be based upon the recommendation of a licensed veterinarian.

(4) Bulk food shall be purchased through a vendor via contract. The process of vendor selection for bulk food service agreements shall follow the policies and procedures as outlined in HPM 11.1, Administration Procedures Manual, Chapter 22, Service Agreements/Letters of Agreement. All food payment arrangements shall be made to ensure the command receives all invoices from the contracted vendor.

(5) In the absence of a contracted vendor, food and maintenance supplies are to be purchased from a local vendor with an assigned P-Card. A review of the purchase should be assessed by the MPU supervisor prior to purchase.

b. Care and Grooming.

(1) It is the responsibility of MPU officers to keep the horses in such physical condition that allows them the ability to perform the duties expected of a departmental horse.

(2) MPU officers shall conduct a health inspection on each horse daily.

(3) Any indication of poor health or physical condition shall be reported immediately to the MPU supervisor. The MPU supervisor will seek approval from the CPS commander to have the horse seen by a licensed veterinarian.

(4) Working horses shall be groomed daily by a member of the MPU. Horses shall not be taken to a professional groomer unless a veterinarian states the health of the horse requires it and it is approved in advance by the MPU supervisor.

c. Shoeing.

(1) The CPS will contract with a farrier to provide all shoeing services necessary for departmental horses.

(2) The selected farrier possesses the ability to work with steel, plastic, and rubber coated steel shoes.

(3) The farrier's place of business should be located within a reasonable distance of the stable.

(4) Farrier invoices shall be submitted through the MPU supervisor to review and process for payment.

d. Veterinary Services.

- (1) The CPS will arrange for a veterinarian to provide all veterinary services necessary for the horse's health and well-being.
  - (2) Selected veterinarians should have an understanding of the needs and demands placed on horses used in law enforcement.
  - (3) Selected veterinarians should be available 24 hours a day and be willing to provide instruction to the MPU officer on the horse's nutritional needs and disease recognition, and be willing to maintain separate medical records for each horse. Additionally, the veterinarian's place of business should be located within reasonable distance of the stable.
  - (4) Following the initial visit with the veterinarian, it is anticipated the horse's veterinary needs will be limited to routine monthly and annual examinations (excluding required emergency care). During the routine visit to the veterinarian, the horse's examination should determine its general state of health, and will include:
    - (a) Dental care.
    - (b) A blood analysis to determine any evidence of disease including heartworm, and a fecal examination to determine parasite infestation.
    - (c) Inoculations as needed for rabies, horse distemper, hepatitis, Leptospirosis, parainfluenza, parvovirus, coronavirus, Bordatella, and West Nile virus.
    - (d) Sheath cleaning.
  - (5) Routine annual veterinary care shall be approved and scheduled through the MPU supervisor or designated officer.
  - (6) When CPS's designated veterinarian is unavailable to perform emergency care, veterinary care may be performed by any available veterinarian. Fiscal Management Section (FMS) must be notified by telephone as soon as possible to ensure that procedures for payment are initiated.
    - (a) At the first opportunity following an emergency, the MPU officer shall notify the MPU supervisor describing the nature of the injury. The MPU supervisor shall then notify the CPS commander.
- e. Payment of Veterinary Services. Arrangements shall be made to ensure the command receives all invoices from veterinarians for services rendered.

(1) Any non-life threatening treatment with an expected cost of over \$2,499 shall be preapproved through PSD and FMS.

(2) The officer is responsible for submitting the original and a copy of the invoice to the MPU supervisor.

(3) The MPU supervisor will sign and approve the copy of the invoice and submit the original and signed copy through the Division commander to Accounts Payable Unit within three working days.

f. Injury to the Horse.

(1) In the event emergency medical services are required, first aid shall be applied and arrangements shall be made to immediately transport the horse to a veterinarian. The MPU supervisor shall be notified. The next level of command shall also be notified as soon as practical after attending to the horse.

(2) In nonemergency medical situations, first aid shall be applied and the MPU supervisor or designee shall be notified. If additional medical services are required, an appointment shall be made with the predesignated veterinarian.

(3) In the event it becomes necessary to destroy a critically injured horse, the MPU supervisor shall be notified and respond to the scene if available. The CPS commander and the PSD commander shall be notified. The PSD commander or designee will approve the destruction of the horse in accordance with policy contained in HPM 70.6, Officer Safety Manual, Chapter 2, Discharge of Firearms at Animals.

(a) As soon as practical, the circumstances surrounding the aforementioned incident shall be thoroughly documented (e.g., the nature of the injury, how the injury occurred, the diagnosis of the injury, and the treating veterinarian).

(b) When applicable, the requirements of General Order (GO) 100.80, Notification and Report of Emergency Incidents and Significant Events, shall be met.

g. Retirement of Horses.

(1) Once a horse is no longer productive due to medical issues, performance related issues, or advanced age which prevents the horse from performing required duties satisfactorily, the horse shall be retired. The determination to

retire the horse shall be based on input from the MPU officers, MPU supervisor, and/or veterinarian.

(2) The justification for retirement shall be documented on a memorandum to PSD for Assistant Commissioner Field (ACF) approval.

(a) The memorandum shall contain substantiation from the treating veterinarian, if due to medical issues. Additionally, the horse's training records shall be reviewed to confirm any behavioral issues.

(b) The recommended disposition of the horse shall be articulated in a memorandum.

1 If the officer wishes to keep the horse, the horse should normally be awarded to the MPU officer who was the primary rider. In the event the officer does not wish to keep the horse, a determination shall be made by ACF through input from PSD regarding the most appropriate disposition of the horse (e.g., award to another qualified person or donate to a suitable charity).

2 The accepting person or departmental employee shall sign a memorandum outlining the conditions of acceptance prior to the horse's retirement and submit a personal check in the amount of \$1 (one dollar) payable to the "California Highway Patrol." Specifically, the memorandum shall stipulate the horse will not be utilized for any departmental duties and shall not be transferred to another party.

3 The memorandum, signed by the MPU officer or accepting person, shall be forwarded through Division to ACF for approval. Once approved the following shall be notified:

a The Office of Legal Affairs.

b Administrative Services Division for submission to the Department of General Services.

4 If the horse is removed from departmental service for performance related issues, PSD, at the direction of ACF, will make recommendations concerning the final disposition. Reasons for removal and liability shall be considered in determining a suitable outcome.

- h. Euthanasia of Departmental Horse. Whenever a departmental horse becomes so ill that a veterinarian recommends the horse to be euthanized, the MPU officer shall:
  - (1) Immediately notify the MPU supervisor who shall notify the CPS commander for approval, prior to euthanizing the horse.
  - (2) The MPU officer shall obtain a written diagnosis of the horse's condition from the recommending veterinarian. Upon approval to euthanize the horse, all final documentation shall be forwarded to PSD through channels.
- b. In extenuating circumstances where a horse is destroyed prior to a commander's approval, officers shall complete a memorandum describing the circumstances of the horse's death and forward it through channels to arrive at PSD no later than 20 calendar days after the incident. This memorandum shall be preceded by an e-mail describing the details to PSD as soon as reasonable after the incident.
- i. Death of Departmental Horse.
  - (1) Whenever a horse dies due to unusual or unknown circumstances, the MPU supervisor should consider and seek recommendations from the CPS commander to have a necropsy of the horse performed by a qualified veterinarian. Upon receipt, the necropsy results shall be forwarded to PSD within ten working days.
  - (2) Upon the death of a departmental horse that is currently on active duty, by either job-related injuries or natural causes, the remains should be cremated.
  - (3) If a MPU officer desires to bury the horse, they must obtain approval from the CPS commander. The burial of the horse shall comply with regulations of the city and county in which the horse is to be buried.
  - (4) If a MPU officer chooses to bury the horse, any and all expenses shall be the responsibility of the MPU officer.
  - (5) At the discretion of the CPS commander, with approval of PSD, a memorial service may be held. After consulting with the MPU supervisor, the commander shall ensure proper arrangements for the memorial service are made.
  - (6) At the CPS commander's discretion, personnel from the respective Division of the deceased horse and any other CHP personnel or personnel from allied agencies, with or without horse, may attend.

(7) At the CPS commander's discretion, the press may also be notified of the event.