



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 41.21

### TITLE: MOUNTED PATROL

#### EFFECTIVE:

**REVISED: (Conversion replaces P/PR 319) – 7-18-17**

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#### PURPOSE

The purpose of this Chapter is to establish guidelines for the use of mounted patrol officers. Mounted patrol officers provide police protection to the community, further community policing, and provide deterrence and high visibility.

#### POLICY STATEMENT

1. Police mounts can be used as a force tool either intentionally or unintentionally. In all cases, the Mounted Officers and the use of the mounts fall under the guidelines of **Chapter 1.3 – Use of Force** and **Chapter 1.3.6 – Reporting Use of Force**.
2. The guidelines for the use of force expressed in **Chapter 1.3 – Use of Force** shall be adhered to by supervisors and officers when planning and utilizing mounted patrol in crowd control situations to ensure adequate egress for disbursement of crowds.

#### DEFINITIONS

**Mounted Patrol Officer**—NOPD Officers who have successfully completed and maintained currency in the NOPD mounted certification course and are authorized to ride police horses.

**Mount**—A horse, owned or utilized, by the City of New Orleans.

**Inclement Weather**—A temperature reading of 32 degrees (or lower) or its equivalent considering wind chill factor; heavy rain or rain accompanied by lightning and high winds; or heat index of 100 degrees Fahrenheit or higher.

#### MOUNTED PATROL OFFICER DUTIES

3. Duties of Mounted Patrol Officers shall include, but are not limited to, the following:
  - (a) Patrolling areas of assignment throughout the city as directed through the chain of command;
  - (b) Taking appropriate action in all situations calling for police services;
  - (c) Crowd control during special events, demonstrations and/or protests;
  - (d) Conducting tours of the police stable for groups authorized by the Superintendent of Police or his/her designee; and
  - (e) Assisting Districts and divisions within the police department when required.

4. Mounted Patrol Officers shall be knowledgeable about his/her mount and equipment to include:
  - (a) Maintaining a well-groomed mount.
  - (b) Controlling his/her mount.
  - (c) Answering questions from the public concerning their respective mount.
5. Mounted Patrol Officers should keep in mind their community policing / public relations role when dealing with community members and tourists. Mounted Patrol Officers shall assist citizens and tourists in a professional and courteous manner at all times.
6. Officers assigned to mounted patrol duties shall adhere to the **Mounted Patrol Manual** with regard to care of horses and maintenance of equipment.
7. All members assigned to mounted patrol duties are allowed one hour at the beginning and end of his/her tour of duty to prepare and care for his/her mounts.

#### **POLICE STABLE STAFFING**

8. The NOPD Stables shall be staffed 24 hours a day, seven days a week.

#### **WEATHER RESTRICTIONS**

9. The commander of the Mounted Unit shall monitor the heat index during the summer months. If the heat index reaches or exceeds 100 degrees Fahrenheit, routine daytime mounted patrols will cease. During times of extreme heat, routine mounted patrol may only be conducted in the late afternoon or evening hours unless otherwise directed by the Deputy Chief of Field Operations Bureau or the Commander of the Eighth District.
10. If a mounted patrol assignment is cancelled due to inclement weather or hazardous conditions, mounted officers will be assigned marked vehicles for enforcement duties or given other special assignments as directed by the commander of the Mounted Unit.

#### **MOUNTED UNIT**

11. Supervisors and Mounted Instructors of the Mounted Unit shall conduct routine, periodic inspections of all mounted tack (saddles, saddle pads, bridles, bits, etc.) for continued serviceability.
12. The inspections shall be documented by the inspecting member and kept in a file maintained by the commander of the Mounted Unit until the individual item is discarded or replaced.

#### **RECORDS**

13. The principal Mounted Instructor shall maintain updated records of all bills (feed, hay, and shavings), farrier bills, purchase orders and equipment pertaining to the operation of the Mounted Patrol Unit.
14. Veterinary care records for each mount shall be maintained for one year after the mount is no longer in service.
15. The principal Mounted Instructor shall maintain training records, certifications and schedules for re-certification for every member trained, even if not assigned to the

Mounted Unit. These records shall be maintained for seven years after the member separates from service with the NOPD (for any reason).

## INJURIES

16. In the event an injury caused by an NOPD Mount is sustained by a community member or tourist, the following shall take place:
  - (a) The Mounted Patrol Officer shall be responsible for providing timely aid or assistance to the injured person(s).
  - (b) A supervisor, assigned to the Mounted Unit shall be notified by Communications Services immediately and respond to the scene.
  - (c) The Mounted Officer shall complete an incident report (EPR).
  - (d) The responding Mounted Unit supervisor shall ensure all necessary report forms are completed before the end of his/her tour of duty.
  - (e) The Mounted Unit supervisor shall notify the unit Commander, Deputy Chief of FOB, Deputy Chief of PIB and the Superintendent of Police of the incident by Departmental email as soon as possible.
17. In the event an injury is sustained by a mount, the mounted officer shall:
  - (a) Administer first aid to the mount.
  - (b) Contact the Mounted Unit principal instructor (on call 24/7) and brief him/her on the injury. The principal Mounted Unit instructor shall determine if the on call veterinarian is needed.
  - (c) Transport the injured mount to the police stables or veterinarian, if possible and instructed to do so by the principal Mounted Unit instructor and/or veterinarian.
  - (d) Contact his/her on duty supervisor who shall ensure all necessary report forms are completed before the end of his/her tour of duty.
  - (e) Complete an incident report (EPR) documenting the circumstances.

## RESTRICTIONS

18. The authorized leather riding crop shall only be used to control the mount and shall not be used on persons.
19. Mounted Unit officers are prohibited from allowing their mounts to enter buildings or businesses unless:
  - (a) The action is necessary in a life threatening situation, or
  - (b) He/she is ordered to do so by an on-scene supervisor.

## PART-TIME RIDER PROGRAM

20. The Mounted Unit - Part-Time Rider Program is comprised of NOPD officers who have successfully completed the mounted certification course but are not assigned to the 8<sup>th</sup> District - Mounted Unit.
21. Part-time riders may be assigned to supplement Mounted Unit officers during special events by the Deputy Chief of FOB or Superintendent of Police.
22. Officers who are participating in the part time rider program in the Districts but do not participate in the Annual Mounted Mardi Gras Training **must recertify annually**.
23. All mounted certified officers who wish to retain their certification and who are NOT assigned to the Mounted Unit must contact the Mounted Unit's lead instructor for a recertification date and time at least two months prior to his/her annual recertification training date.

24. The annual recertification shall consist of a written examination and a performance appraisal in the mounted certification course by the assigned Mounted Unit instructor.
25. All records of initial mounted training and all subsequent recertification of part-time riders shall be maintained in the same manner and for the same duration as mounted officers assigned to the Mounted Unit.

### **EQUIPMENT OPERATION**

26. Only officers assigned to the Mounted Unit or who have maintained mounted certification may operate vehicles and animal trailers assigned to the Mounted Unit unless specifically authorized by the commander of the Mounted Unit.
27. All members operating specialized vehicles (trucks, animal trailers, etc.) assigned to the Mounted Unit must receive skills training on the proper operation of the vehicles and demonstrate competence in the proper handling of the vehicles. The training and testing shall be documented and maintained in the member's training records at the Mounted Unit in the same manner and for the same duration as the mounted training records.

### **RECERTIFICATION**

28. All Mounted Unit and part-time rider officers are required to participate and successfully complete the mounted recertification training annually.
29. Mounted Unit and part-time rider officers that participate in the Annual Mounted Mardi Gras Training are re-certified for that calendar year.
30. All mounted certified officers who wish to retain his/her certification and who are NOT assigned to Mounted Unit must contact the mounted unit's lead instructor for a recertification date and time at least 2 months prior to his/her annual recertification training date.

### **MOUNTED POLICE SECONDARY EMPLOYMENT**

31. Only officers who have successfully completed the mounted certification course and have recertified within the current calendar year are authorized to work mounted patrol police secondary employment through the Office of Police Secondary Employment (OPSE).
32. All requests for officers to work mounted police secondary employment SHALL be referred to and are governed by the guidelines and policies of the Office of Police Secondary Employment. (See also: **Chapter 22.08 – Police Secondary Employment.**)

### **NOPD MOUNT BREEDING PROGRAM**

33. The mount breeding program will be maintained by the mounted unit instructors on a daily basis. This includes all training of the foals (handling, weaning, breaking, etc.), handling and scheduling the studs and broodmares for breeding purposes (live cover breeding, artificial insemination, and collection of semen), and storing semen for future breeding purposes. The mounted instructors will also handle the purchasing of additional studs and/or broodmares for breeding purposes.

**ACQUISITION AND RETIRING OF NOPD MOUNTS**

34. The acquisition of mounts, through purchase and/or donation shall be coordinated by the Mounted Unit instructors. The inspection (size, temperament, health, etc.) of a mount to be purchased or donated shall be conducted by one of the Mounted Unit instructors.
35. If the mount is deemed suitable, it will be accepted into the unit on a provisional basis. The mount will be tested for up to 90 days. If the mount proves to be a viable for the NOPD Mounted Unit, it will accepted into the unit on a full time basis.
36. The retiring of an NOPD mount requires the authorization of the Mounted Unit principal instructor with concurrent approval through the chain-of-command to the Superintendent of Police.
37. The decision to retire a mount shall be based on the mount's health, age, temperament and physical condition as well as the recommendation of the mount's assigned veterinarian.
38. If approved for retirement, a suitable retirement home will be located, evaluated, inspected and approved at the time of retirement by the Mounted Unit principal instructor.
39. The necessary title transfer and donation papers will be completed by the Mounted Unit commander, submitted to the Chief Administrative Officer of the City of New Orleans, and executed and approved as required by City regulation for public property.
40. All records of donation, sale, or transfer of ownership of any publically owned mount shall be maintained by the Mounted Unit for at least seven years after the mount is separated from service.