

# **Santa Barbara County Sheriff's Department Operations Manual**



## **Sheriff's Mounted Unit**

## **Special Operations Division**

**Santa Barbara County Sheriff's Department  
Sheriff's Mounted Unit  
Operations Manual**

**Chapter I**

**Objective**

The Sheriff's Mounted Unit consists of specially trained deputies and mounts who have been certified to function as mounted law enforcement officers. It is the objective of the Mounted Unit to augment regular patrol functions, assist with special operation's functions, perform crowd control assignments and assist with search and rescue operations. The Unit is also intended to promote public relations and to develop community policing concepts by establishing a bond with our communities through utilization of the Mounted Unit.

**Scope**

Due to their size, speed, and maneuverability, horses are able to carry out patrol assignments with some advantage over conventional vehicle and foot patrols. By providing a higher vantage point, and with the ability to move into situations quickly, horses have proven to be a highly effective tool for high visibility law enforcement efforts and crowd control situations. Additionally, they are adaptable to the sometimes remote and rugged terrain encountered in search and rescue operations.

The Mounted Unit will respond whenever authorized by the Unit Lieutenant when called upon by the Sheriff's Department and/or outside agencies to assist in the following situations:

- A. To supplement law enforcement patrol and provide traffic and crowd control during scheduled special events, holidays or emergencies.
- B. To supplement the Mobile Field Force during crowd and riot situations
- C. Law enforcement contracts for other agencies
- D. Search for lost persons, criminals or evidence
- E. Search and apprehension of suspects or escaped prisoners
- F. Narcotics Task Force searches of remote areas
- G. Assist criminal investigations in remote areas
- H. Assist Rural Crime Unit as needed
- I. Public relations and community events

- J. Other duties as assigned by the Sheriff or his designee

## **Chapter II**

### **ORGANIZATION**

#### **Unit Profile**

The Sheriff's Mounted Unit is one county-wide unit, consisting of up to sixteen (16) riders and ten (10) mounts. The Unit shall be comprised of both regular and reserve deputies from the Santa Barbara Sheriff's Department. Regular or reserve peace officers may be selected from law enforcement agencies throughout Santa Barbara County who meet the qualifications of the unit and whose agencies agree to their participation on the Unit.

#### **Sheriff's Mounted Unit**

The Sheriff's Mounted Unit is primarily a law enforcement unit of mounted law enforcement officers. The Unit consists of both regular and reserve deputy sheriffs and selected reserve peace officers from County law enforcement agencies. The Mounted Unit accepts beginner to advanced riders and trains to provide an appropriate level of expertise to accomplish the Unit mission.

Members of the Sheriff's Mounted Unit work law enforcement details, crowd control, search and rescue, public relations events and supplement the Mobile Field Force during civil unrest situations. The Sheriff's Mounted Unit may be deployed to any mission deemed necessary by the Sheriff.

## **Chapter II**

### **ORGANIZATION**

#### **Chain of Command**

- Sheriff
- Undersheriff
- Special Operations Division Commander
- Mounted Unit Lieutenant
- Mounted Unit Sergeant
- Assistant Unit Leader
- Unit Training Coordinator
- Team Member

#### **Responsibilities**

##### **Unit Lieutenant**

The Unit Lieutenant is appointed by the Special Operations Division Commander. The Lieutenant coordinates the operation of the Mounted Unit with other Departmental units to insure the best interests of the Sheriff's Department are served. The Lieutenant also assists in the screening and selection of Mounted Unit applicants.

##### **Mounted Unit Sergeant**

The Mounted Unit Sergeant is appointed by the Lieutenant. The Unit Sergeant supervises the activities of the Unit members assigned to the team. The Sergeant should evaluate any requests for Mounted Unit participation and is responsible for assigning unit members on all emergency and non-emergency calls. The Sergeant also assists in the screening and selection of Mounted Unit applicants, and is responsible for coordinating training; to include supervising maintenance of the Training Facility, recommending necessary equipment; keeping unit records and is the direct supervisor of Mounted Unit Personnel during deployment and/or training functions. The Sergeant will also document Unit performance and ensure Unit standards are met.

##### **Assistant Team Leaders**

The Assistant Team Leader will assume the responsibilities of the Mounted Unit Sergeant in his/her absence. The Assistant Team Leader provides administrative, logistical or operational support to the Sergeant. When not performing these duties the Assistant Team Leader shall function as an operational team member.

##### **Unit Training Coordinator**

The Unit Training Coordinator will be assigned by the Unit Sergeant and Lieutenant. The Unit Trainer is responsible for coordinating all Unit training and maintaining Unit training records. The unit trainer recommends all safety standards to be adopted by the Unit. The Unit Training Coordinator will have attended both the P.O.S.T. certified Basic Mounted Officer Course and the Instructor Course prior to appointment to this position.

The Unit Training Coordinator will conduct the screening and testing of prospective mounts and applicants in accordance with the Mounted Unit standards of selection. Training outlines must be approved by the Unit Sergeant prior to the training day(s). Outlines are due to the Unit Sergeant no later than (7) calendar days prior to the training day(s).

When not performing these duties the Unit Training Coordinator shall function as an operational team member.

### **Unit Equipment Managers**

The Unit Equipment manager will be assigned by the Sergeant. The equipment manager is responsible for maintaining an up-to-date inventory of departmentally issued equipment, extra equipment and for maintaining equipment records. Issuance, repair or replacement of unit equipment shall be coordinated through the equipment manager to insure that equipment records are kept accurate.

When not performing these duties the Unit Equipment manager shall function as an operational team member.

### **Veterinarian**

Veterinarians shall be certified Doctors of Veterinary Medicine having specific training in equine medicine. A Veterinarian shall conduct an initial fitness exam on all prospective mounts and shall have the authority to rate the mount as sound/fit for duty, or unsound/unfit for duty. In addition, the veterinarians shall be subject to being called to unit locations for treatment of injuries.

### **Mounted Unit Members**

All Unit Members assigned to the unit shall observe the provisions of The Sheriff's Mounted Unit Manual. Members will not work any detail until they have successfully completed the P.O.S.T. certified Basic Mounted Officer Course and/or completed the certification process as outlined in the Training section of this manual.

### **Classification of Unit Members**

1. ACTIVE- Regular members who are properly certified and meet on-going training and performance standards who are available for deployment to assigned missions.

2. INACTIVE- Members who have taken a leave of absence or have failed to meet the minimum required training standards. A leave of absence over 12 consecutive months without prior approval from the Unit Lieutenant will be considered a resignation.

3. ALTERNATES- Alternate team members are officers who have been prior team members who have maintained their riding skills and a prior certified mount who may be called upon to work with the Mounted Unit. Alternates will only be deployed with the permission of the Unit Sergeant or Lieutenant.

4. TRAINING STATUS- Refer to Chapter 8

## **CHAPTER III PERSONNEL**

### **Selection**

The personnel assigned to the Mounted Unit will be selected on the basis of interest, job performance, ability to function as a team, and the level of riding ability that will fulfill the requirements of the Unit

Interested personnel who:

- Have successfully completed their probation period;
- Have 18 months as a deputy sheriff or reserve deputy; and
- Have satisfactory EPR ratings for the last rating period;

shall submit a memo to Human Resources indicating their interest in the particular position, a copy of which will be forwarded to the SOD Commander. The memo shall include a resume of qualifications and a letter of recommendation from their current Division Commander. Those qualifying applicants will then be invited to participate in the testing process. The testing process will consist of:

- A team evaluation through training and familiarization exercises to include, but not limited to: Assessment of applicants equestrian background, ground school, safety briefing and equestrian compatibility

Team evaluation: The evaluation will consist of the Mounted Unit Sergeant, the Training Coordinator, and other team members as necessary. The evaluation shall identify qualified candidates and appropriate skills base.

- Team members will evaluate each candidate on his or her communication skills, teamwork, ability to work under stress, judgment, and any special skills that could benefit the team.

A list of successful applicants shall be submitted to the Sheriff, by the Special Operations Division Commander, for final selection.

### **Eligibility**

Applicants must be regular or reserve deputies employed by the Santa Barbara County Sheriff's Department or regular or reserve peace officers from selected local law enforcement agencies as approved by the Sheriff's Department. Members should make a (2) year commitment to the Unit in order to receive specialized training.

Upon approval of the owner applicants may use another Mounted Unit horse upon entry into the unit but are encouraged to purchase and own their own suitable mount as soon as practical.

### **Screening and Testing**

All personnel will meet and maintain proficiency levels outlined in Chapter 8.

**Physical Performance**

Members of the Sheriff's Mounted Unit must maintain the physical fitness necessary to insure the safe completion of assigned tasks, in any variance of weather or working conditions, without jeopardizing their safety, the safety of their mount, other team members or the public.

**Scoring of Tests**

Each area of testing will be scored by the Unit Sergeant and the Training Coordinator. The test scores will be maintained as a permanent record. Scoring will be a Pass/Fail for each test. The person(s) administering tests will take notes on individual sections of the tests for the purpose of assisting team members with the development of their riding skills. The notes will be given to the team member taking the test after discussing their performance.

## **CHAPTER IV MOUNTS**

### **Selection**

Members are responsible for providing their own mounts and/or coordinating with the Unit Sergeant to arrange the use of an alternate mount if necessary. The mounts assigned to the Mounted Unit will be selected on the basis of their temperament, training, physical appearance and soundness. Final approval for Unit mount must be given by the Unit Lieutenant and/or Sergeant based on recommendations of trainers and veterinarians.

### **Eligibility**

Mounts should be at least 5 years old, have no vices such as biting or kicking, and should be at least 15 hands tall. Commonly used saddle horse breeds are preferred. Dark colored horses to keep a uniformed appearance are preferred on the Mounted Unit, however proper temperament will be the final factor of eligibility on the team.

### **Screening and Testing**

Refer to Chapter 8

### **Veterinary Examinations**

Prospective Unit Mounts shall undergo a soundness examination provided by the departmentally approved veterinarian. This is to insure that mounts are free of illness and disease and are serviceably sound for use. A "Prospective Mount" form consisting of a list of common duties performed by an equestrian mount will be provided to the veterinarian by the unit member. This list will have a comments section for the veterinarian to complete. A copy of the exam results and the completed "Prospective Mount" form will be submitted to the Mounted Unit Sergeant.

### **Training Tests**

Prospective Unit mounts will be observed under a variety of test situations in order to assess their training/skill level and their suitability to training. Mounts will be required to perform the basic riding test described in Chapter 3, to satisfactorily complete a series of obstacles and distractions as selected by the Unit Leaders and trainers, and to function satisfactorily within the unit during Formation/Crowd Control movements. Current unit mounts will be continually observed and evaluated in on-going training.

### **Disqualification of Mounts**

Prospective mounts will be disqualified if they display any type of dangerous vice: including, but not limited to kicking, biting or striking; or a behavioral trait such as a lack of basic training, extreme nervousness, refusal to tie or trailer that would render them unsuitable for service. Current mounts can be disqualified from the unit if the previously mentioned conditions appear.

### **Care and Maintenance of Mounts**

Each member is responsible for the care and proper maintenance of their mount.



Mounted Unit Members cannot carry out their duties without the cooperation of their horse. A healthy, content horse is the basis of that cooperation.

### **Veterinary Care**

Each member is responsible for ensuring that their mount receives appropriate veterinary care. This care includes, but is not limited to the following: Appropriate annual and semi-annual inoculations as determined by the Unit Veterinarian; worming (as needed but not less than twice a year); and teeth floating.

The Sheriff's Department agrees to assist mounted unit members with the cost of veterinary services and shoeing for the unit horses. The following policy explains how this assistance will occur:

### **Veterinary Policy;**

The unit is on contract with Dr. Chris Pankau, Inland Equine Clinic. The yearly service contract will be paid for by the Department. Dr. Pankau will provide vet services at training days or on other schedule dates.

The services that will be covered by the Department are:

1. De-worming 4 times per year. Spray worming or tube worming will be alternated with paste worming.
2. Appropriate annual and semi-annual inoculations as determined by Dr. Pankau.
3. Floating teeth 1 time per year. Tranquilizer included, wolf teeth pulled if present.
4. Sheath cleaned 1 time per year.
5. General physicals included with visits.

These are the only services that will be covered by the contract and paid for by the Department. If your horse requires any additional vet care during the year, you will be responsible for the cost.

The Department will continue to assume vet cost if the horse is injured on duty.

If you change horses or add an additional horse for the mounted unit's use, you must notify the Unit Lieutenant so that the names on the contract are correct. The Department will not pay expenses for any horse that is not listed on the vet contract.

The expenses for off-duty injuries and illnesses are the responsibility of the member.

On-duty injuries or illnesses to mounts owned by Santa Barbara County Sheriff's Department employees, on the Mounted Unit, will be covered by the Sheriff's Department. Such treatment must first be authorized by the Unit Lieutenant prior to treatment. In any emergency situation during which the Unit Lieutenant cannot be reached, the Team Member or owner of the animal shall make an appropriate and timely

decision as to medical treatment for the animal and submit requests for reimbursement in the timeliest manner possible.

The Mounted Unit Sergeant shall immediately be notified of any injury or illness to a Unit mount, occurring as a result of an on-duty situation. The Sergeant shall notify the Lieutenant and ensure that the incident is documented in an incident report. The injury of a Mounted Unit animal shall be considered an injury to a department member and requires immediate notification of the Chain of Command.

In the event a mount owned by a Mounted Unit member must be destroyed as the result of an on-duty injury or illness, the Sheriff's Department will reimburse the owner for the value of the mount up to \$8000.00. The Sheriff's Department recognizes that the Unit mounts are working animals; however, they are also valued personal property of Department members. Therefore, unless an extreme emergency exists, which leaves absolutely no other option, no Mounted Unit mount will ever be destroyed without consultation with the animal's owner and a qualified veterinarian.

### **Farrier/Shoeing**

Each member is responsible for maintaining their mount's hooves in a manner suitable for service. The animal's owner shall select their own farrier and the most appropriate shoe to ensure the mount has proper footing for Mounted Unit details.

The Department has established an account to assist with the shoeing costs for mounted unit horses.

FIN Codes: Dept: 032, Budget Unit: 3110, Org: 6044, Program: 1404, LIA: 7460.

The shoeing allocation is for actual costs, up to \$100.00 per shoeing, up to 7 times per year, per authorized animal. All original invoices must be submitted to the Mounted Unit Lieutenant or his designee, along with the County reimbursement form. After approval the Lieutenant or designee will forward the paperwork to the Business Office for processing.

If your individual farrier charges more per shoeing, that cost will be your own responsibility.

### **Grooming and Fitness**

Members need to be aware of the public attention the unit receives and maintain their horse accordingly. Unit Mounts should not be extremely under or over weight, should appear clean and well groomed, and not display any indications of poor health or hygiene.

Members will keep their mounts well groomed for all assignments. The exception would be an emergency search and rescue call out, wherein; there is no time to extensively groom the mount prior to responding.

**Stabling**

Each member is responsible for the stabling of their own mount. Stabling should be of the type to keep the mount properly confined, be in accordance with generally accepted practices, and maintain the mount in a safe and healthy condition.

**Stabling at the Lompoc Mounted Unit Facility**

Stabling at the Mounted Unit facility is available to Santa Barbara County Sheriff's Department Employees on the Sheriff's Mounted Unit.

Since there is limited stabling space, stabling will be provided on a seniority basis. For the purpose of this policy, seniority refers to the length of service on the unit as opposed to the Sheriff's Department. Members may stable their primary unit horse at the facility and may stable one additional horse at the discretion of the Unit Sergeant if space is available. All other arrangements must be approved by the Sergeant, but under no circumstance will any special stabling arrangements infringe upon an active unit member from having stable space as allowed by this policy.

All unit members stabling at the Lompoc Mounted Unit Facility will abide by the facility rules and regulations, maintain a clean stable and proper care for their horse(s) while using the facility. All unit members stabling at the Lompoc Mounted Facility are responsible for any damages caused to the facility by their horses. Any problems/damage, special needs or safety concerns will be reported to the Mounted Unit Sergeant or Lieutenant.

## **CHAPTER V Equipment**

### **Individual Equipment**

The Mounted Unit, as well as each individual and mount, can only be successful if properly equipped. A rider/mount can become a liability without the proper equipment, maintained in good condition.

### **Necessary Personal Equipment**

Necessary personal equipment includes a halter, lead rope, bridle and bit, proper and fitted saddles with proper girth/cinch, saddle blanket and pad, brushes, combs, hoof pick, fly spray, ropers type knife. All equipment should be inspected and approved by the Unit Leaders/Trainers. Equipment should be as uniformed in appearance as possible for all teams on the Sheriff's Mounted Unit.

### **Unit/Department Equipment**

Unit/Department owned equipment will be issued by the Unit Sergeant or Equipment Manager. Extra equipment is stored in a central location. The Unit Equipment Manager shall maintain a current equipment inventory record for both issued and extra unit equipment.

### **Mounted Unit Issued Equipment**

1. Saddle blanket with unit insignia
2. Reflective leg wraps
3. Halter-bridle
4. Tie down with clips
5. Breastplate
6. Hand cuff Lead rope
7. Horse baton
8. Baton holder
9. Equine Face shield
10. Riot Type Helmet with Faceshield
11. Safety Riding Helmet
12. Other equipment as issued by unit

### **Maintenance**

All equipment, both issued and personal, shall be kept clean and in good working condition. Equipment is subject to inspection at any time.

### **Repairs**

Unit equipment which becomes damaged shall be reported to the Unit Equipment Manager. If a similar un-issued item is available, it shall be exchanged on a loan basis until the repairs to the damaged item can be completed. Any necessary personal items damaged during on-duty use shall be handled by the county claims procedures. This does not cover personal items which are damaged due to normal wear, usage, or age.

## **CHAPTER VI SPECIAL OPERATIONS**

### **Objective**

#### **Sheriff's Mounted Unit**

In addition to mounted patrol duties the Mounted Unit may be called upon to perform Special Mounted Operations. The Special Operations include activation with the Mobile Field Force, Search and Rescue, crowd control, Parade Color Guard and other designated special details.

Activation of the Mounted Enforcement Team shall be accomplished by notification of the Mounted Enforcement Team Leader or his agent. Activation of the Mounted Unit Enforcement Team shall follow the Sheriff's Department Procedures pertaining to activation of special units.

### **Search and Rescue**

#### **Role of the Mounted Unit**

To provide mounted assistance and support to the existing Sheriff's Search and Rescue units.

#### **Purpose**

The search for missing/lost persons or evidence as a support unit for overall Search and Rescue Operations.

The search for criminal suspects, escaped prisoners, or evidence as a support unit for primary searching agency (e.g.: Sheriff's Department, Federal Bureau of Prisons, California Department of Corrections, etc.).

#### **Methods**

The search methods utilized will be dictated by the circumstances of the specific operation and are left to the discretion of the duty supervisor.

To insure the most timely and efficient mounted response it is desirable that the Unit Sergeant, and subsequently the unit members, be notified at the onset of any search and rescue operation where the need for mounted assistance might be necessary.

A minimum of four (4) Mounted Unit members, or two (2) teams, shall be utilized in any mounted Search and Rescue operation. The splitting of a single team into individual searchers should be avoided and is discouraged unless absolutely necessary.

## **Parade Color Guard**

### **Role**

To provide a formal Mounted Honor Guard to carry the United States and California State Flag in organized parades or events.

### **Purpose**

To present a formal public relations representation of the Sheriff's Department Mounted Unit to the public.

### **Method**

A minimum of four (4) mounted personnel in approved dress uniforms shall carry the United States Flag and the California Flag in the prescribed manner in a formal parade or event.

## **Parade Crowd Control**

### **Role**

To provide mounted law enforcement officers to assist with crowd and traffic control at fixed and mobile locations at an organized parade.

### **Purpose**

To regulate pedestrian and vehicle traffic around the area of an organized parade, and to present a positive public relations image.

### **Methods**

The size of the parade area and/or the designated route will determine the total number of mounted personnel and their assignments.

Mounted personnel shall be assigned in teams of two (2) members. Splitting of teams should be avoided and is not recommended for the security of the riders and mounts.

Those mounted teams assigned to fixed posts shall not leave their assigned positions except in emergencies. They shall advise the mounted detail supervisor of the situation immediately to facilitate replacement and/or assistance.

### **Special Details**

There are other special details whereupon the Mounted Unit can be called upon to provide services that cannot be specifically described. In those instances the judgement and discretion of the Unit Sergeant or Lieutenant shall prevail.

## **CHAPTER VII PATROL OPERATIONS**

### **Patrol Operations**

The Mounted Unit can provide law enforcement services in a variety of urban, rural and recreational environments. The Team is trained to handle details independent of other patrol functions or to augment patrol. Team members will be familiar with and follow the patrol operations guidelines when working details.

### **General Procedures**

The Mounted Unit officers shall follow all Departmental policies and procedures when operating as team members.

Members will give utmost care and consideration to the safety of the public, rider and mount when on any detail.

Members will arrive promptly for all assignments, allowing time to prepare their mounts. Members will have required and appropriate equipment for the detail.

During most assignments the recommended gaits are the walk or collected trot. A lope may be used in exigent circumstances, however, consideration must be given to road surfaces, crowds, and other safety factors.

Members will work in groups of two or more. If one member or horse needs to leave the area of assignment, the partner may accompany them unless otherwise directed by the detail supervisor.

The public relations benefits gained as a result of the public petting of horses is immeasurable. At the discretion of the unit member, in a non-hostile situation, members of the public may be allowed to pet the horses. Members must be aware of their surroundings at all times to insure the safety of the public.

It is recommended that riders remain mounted during assignments. If it becomes necessary to dismount, the rider should remount as soon as possible. This would include citizen contacts, interviews, arrests, traffic control, issuing citations, etc.

Members affecting an arrest may request ground personnel to assist in the transportation of the arrestee from the area. In the event ground assistance is unavailable, arrestee may be escorted from the area by utilizing unit approved equipment and procedures. Mounts shall not be left unattended unless exigent circumstances arise that make it unavoidable.

**Weapons**

Mounted Unit members will carry the Department authorized 40 inch horse baton unless otherwise directed by the detail supervisor. Use of the horse baton will be in compliance with unit training standards and Departmental General Orders.

Mounted Unit members will carry their Departmentally authorized service weapon when on details. The use of this weapon will be in compliance with unit training and standards and Departmental General Orders.



**CHAPTER VIII  
TRAINING and TESTING**

**Training Programs**

The Mounted Unit training program is established to set forth a continuing, comprehensive, in-service program of training for all unit members and their mounts.

**Instruction**

Instruction shall be provided by qualified, competent individuals who are experienced in the field of instruction.

**Responsibilities**

The Unit Trainer(s), under the supervision of the Unit Lieutenant and Mounted Unit Sergeant, shall be primarily responsible for setting the format and overall content of the Unit's training. In formulating and delivering training, the Unit Trainer(s) may provide direct training, as well as utilizing other resources both within and outside the Department.

**Certification/Testing**

All members and mounts of the Mounted Unit shall enter the Unit in a "Training/Probationary" status. Trainees shall not be assigned to a detail unless approved by the Unit Lieutenant, utilizing recommendations from the Unit Sergeant, Unit Leaders and Trainers. Graduation from Training status to Active status will be based upon the following:

1. Satisfactory completion of riding test.

**SECTION I: RIDING TEST**

- (1.) Properly saddle and bridle mount.  
**Pass Fail** Comments: \_\_\_\_\_
- (2.) Mount properly.  
**Pass Fail** Comments: \_\_\_\_\_
- (3.) Properly ride horse at a walk, trot, and lope/canter; both directions as directed by rater.  
**Pass Fail** Comments: \_\_\_\_\_
- (4.) Lope/canter 25 yards in a straight line and stop; controlled and smartly.  
**Pass Fail** Comments: \_\_\_\_\_
- (5.) Back horse 5 yards in a straight line.  
**Pass Fail** Comments: \_\_\_\_\_
- (6.) Side pass 5 yards left, stop, side pass 5 yards right, stop.  
**Pass Fail** Comment: \_\_\_\_\_
- (7.) Lope/canter 25 yards in a straight line and stop, controlled and smartly.  
**Pass Fail** Comment: \_\_\_\_\_
- (8.) Turn 360 degrees to the right, stop; then turn 360 degrees to the left, stop.  
**Pass Fail** Comments: \_\_\_\_\_

- (9.) Stand quietly.  
**Pass Fail** Comments: \_\_\_\_\_
- (10.) Dismount and lead horse at walk and trot  
**Pass Fail** Comments: \_\_\_\_\_
- (11.) Mount from “off” side and then dismount from the “off” side.  
**Pass Fail** Comments: \_\_\_\_\_
- (10.) Lead horse to rail and correctly tie to same.  
**Pass Fail** Comments: \_\_\_\_\_

2. Satisfactory completion of sensory training/testing

**SECTION II: SENSORY & LAW ENFORCEMENT SKILLS**

(All skills performed while mounted, unless otherwise specified)

- (1.) Smoothly and in a controlled manner open and close gate  
**Pass Fail** Comments: \_\_\_\_\_
- (2.) Walk horse over ground obstacles (manhole covers/plywood sheet etc.)  
**Pass Fail** Comments: \_\_\_\_\_
- (3.) Back horse in straight line, between obstacles (Cones, barricades, poles, or similar)  
**Pass Fail** Comments: \_\_\_\_\_
- (4.) Sidepass to person on foot and safely retrieve item (towel, flag, jacket, or similar)  
**Pass Fail** Comments: \_\_\_\_\_
- (5.) Draw horse baton and strike training bag or similar surface from both strong and weak sides  
**Pass Fail** Comments: \_\_\_\_\_
- (6.) Push bar/pole from raised holders to the ground, then walk over pole  
**Pass Fail** Comments: \_\_\_\_\_
- (7.) Sidepass horse into one or more “agitators” who are on foot, forcing agitators to move away  
**Pass Fail** Comments: \_\_\_\_\_
- (8.) Properly contact and handcuff suspect on foot (assisted by partner rider)  
**Pass Fail** Comments: \_\_\_\_\_
- (9.) Demonstrate basic formations (accompanied by other riders): Column movements and line formations as directed by rater  
**Pass Fail** Comments: \_\_\_\_\_
- (10.) Safely load and unload horse from trailer (on foot)  
**Pass Fail** Comments: \_\_\_\_\_
- (11.) Other (additional skills demonstrated at time of test, e.g. smoke/fireworks; plastic curtain; bridge or plywood; carrying a flag; etc), describe: \_\_\_\_\_

- 3. Attendance at sufficient number of in-service training days to equal 40 hours of instruction, and/or attendance at a P.O.S.T. certified Mounted Officer course.
- 4. Satisfactory completion of other skills as required by the Unit Lieutenant and Unit Sergeant.

### **In Service Training**

The Sheriff's Mounted Unit in-service training program is established to maintain and enhance the competency of each member and his/her mount, to provide for the coordinated, safe and efficient operation of the unit.

### **Unit Training**

Unit training should be given on a regular basis of one Department authorized training session per month.

### **Attendance**

Attendance at Unit training is required. An excess of 3 unexcused absences may be cause for suspension from working details. The Unit Lieutenant/Sergeant shall be notified of a member's absence prior to the start of training. For a member and/or their mount to be reactivated, they must attend two training sessions and be approved by the Unit Lieutenant, Unit Sergeant or Unit Trainer.

### **Administration**

Unit training will be scheduled and administered by the Unit Lieutenant/Sergeant and the Unit Trainer.

### **Training Categories and Requirements**

Training shall be given according to established categories and requirements. The following skills categories shall be considered to be the minimum requirements.

**Equitation:** Unit members and mounts will be expected to properly perform the walk, trot, lope, backing, side-passing, turns, reverses, mount and dismount. These techniques will be practiced routinely.

**Formations:** Unit members and mounts will be expected to properly perform the Unit's Formations as covered in Section 10 of this manual. Routine practice in formations and commands will be given.

**Sensory Training:** Unit members and mounts will be exposed to a wide variety of obstacles and situations designed to expose them to stress. These will be performed in a repetitive manner, in order to produce desensitization and acceptance. The type, form and frequency of this manner of training is limited only by practicality and safety considerations.

**Patrol Procedures/Crowd Control:** Periodic training in patrol procedures and crowd control methods will be provided to maintain expertise.

**Arrest Procedures:** Members will be able to perform routine arrests and handcuffing techniques from horseback. Mounts will quietly permit and cooperate with the techniques. Periodic training will be given to maintain expertise.

Weapons: Members will be expected to properly utilize firearms and batons from horseback. Members shall follow Department policies and Unit standards. Mounts will maintain composure and remain under control while under fire or attack. Unit members will periodically practice baton strikes and firearms arms techniques from horseback.

Safety: Members will routinely practice and be familiar with safety procedures in handling horses, horse related equipment and vehicles.

Classroom Instruction: Periodic classroom instruction should be given in the following areas -

- ⇒ Horse Psychology
- ⇒ Horse care and condition
- ⇒ Stable management
- ⇒ Illness and injury recognition and treatment
- ⇒ Grooming
- ⇒ Tack maintenance and proper tacking techniques
- ⇒ Policy and Procedures

Ground Manners: Periodic training should be given in tying, leading, lunging, loading and unloading techniques.

### **Annual Training Requirements**

Completion of testing in Section 1: Riding Test and Section 2: Sensory and Law Enforcement Skills per the Unit training manual for both rider and mount shall be an annual requirement.

## **CHAPTER IX UNIT RECORDS**

### **Purpose**

Documentation related to Unit activities and training shall be maintained in a unit file. Files shall be maintained for a period of five years.

### **Training Recaps**

Training recaps shall be completed by the Unit Trainer in a timely manner. Training recaps shall be written in memo form, addressed to the Unit Lieutenant and forwarded through the chain of command.

### **Veterinarian Services**

The Unit Veterinarian will maintain medical records for Unit mounts.

### **After Action Recaps**

After action recaps shall be completed, as assigned, within a timely manner. After action recaps shall be written in memo form, addressed to the Unit Lieutenant and forwarded through the chain of command.

### **Riding Test**

Documentation of qualifying riding tests shall be completed by the Unit Trainer(s) and forwarded to the Unit Sergeant.

## **CHAPTER X DRILL MOVEMENTS AND COMMANDS**

### **Purpose**

Commands and drill movements are designed to move members and their mounts from one point to another in a systematic and controlled manner.

### **Commands**

Commands are given to direct members and their mounts into the formation or movement needed to complete any given mission.

### **Parts of the Command**

Commands are broken down into two parts. The Preparatory command tells you what formation or movement is being ordered and the Command of Execution is the order to complete the formation or movement.

### **Commands and Explanations**

#### **“Prepare to Mount” pause “Mount”**

At the preparatory command, members will step to the left of horse, face the rear of the horse, grasp the reins in the left hand at the withers, grasp the left stirrup with the right hand, turn the stirrup until it faces the member and wait for the command of execution.

At the command of execution, the members will step up onto the left stirrup and wait for the lead member to turn his/her head to the left. Once the lead member turns his/her head to the left, all members will mount together.

#### **“Prepare to Dismount” pause “Dismount”**

At the preparatory command, members will sit at attention, grasps the reins in their left hand at the withers and wait for the command of execution.

At the command of execution, the reverse of mounting will be executed. Once dismounted, the member will stand next to their mount's left side at the head, holding the reins approximately six inches from the bit. The member will stand at attention and the mount will be kept calm.

#### **“Draw batons” pause “Ho”**

At the command of execution, members will draw their batons with their right hand, from their saddle baton ring. The baton will be moved to a vertical position along the member's right side. The top portion of the baton will rest against the front area of the shoulder. The right hand (holding the lower portion of the baton) will be positioned along the member's right side, just above the gunbelt.

#### **“Order batons” pause “Ho”**

At the command of execution, the reverse of “Draw baton” will be executed.

**“Forward” pause “Ho”**

At the command of execution, members will bring their mounts to a walk in a forward direction, maintaining their cover and alignment.

**“Troop” pause “Halt”**

At the command of execution, members will halt their mounts, maintaining their cover and alignment.

**“Fall in”**

When this command is given, all members will form an “On-line” formation, facing the deputy in charge of the detail. This can be performed mounted or dismounted.

**“Unit right (or left)” pause “Ho”**

At the command of execution, all members (mounted or dismounted) will turn 90 degrees to the designated direction. \*Executed from the “Halted” position only.

**“Unit about” pause “Ho”**

At the command of execution, all members will turn to the right 180 degrees, remaining in place. \*Executed from the “Halted” position only.

**“Column of riders”**

A single column of members.

**“By twos”**

Members by twos.

**“By fours”**

Members by fours.

**On-line formation**

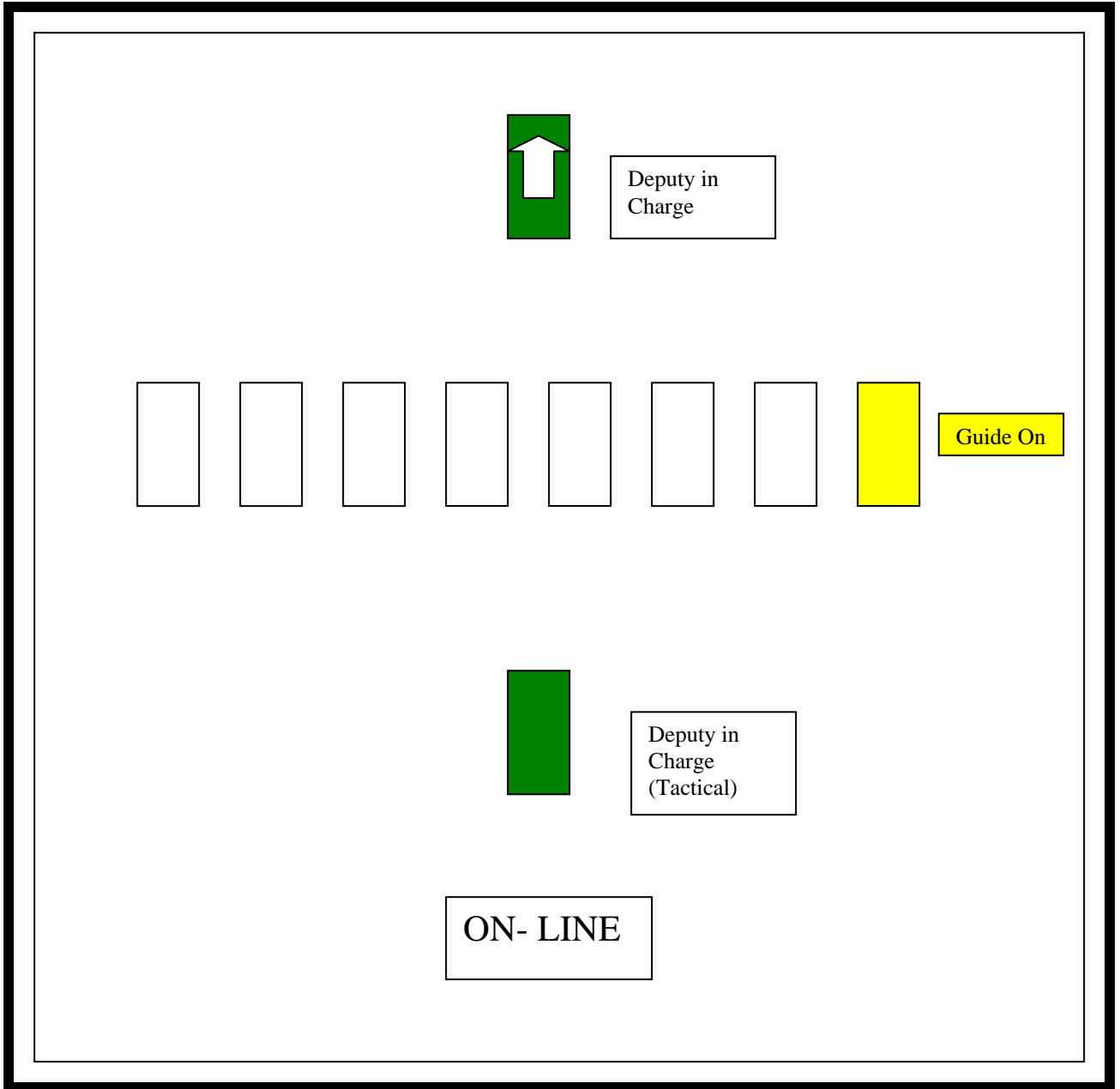
Close ranks: Distance between members is 3 feet.

Open ranks: Distance between members is 8 feet.

Assault line: Members are aligned side by side with no space between them.

When the command “Fall in” is given, members will form On-line and automatically fall in at the close ranks position. Once on-line, one of the above commands may be given. The command of execution is “Ho.” Upon the command of execution, members will side pass their mounts into the ordered formation.

When on the move, members will guide their mounts into the ordered formation.



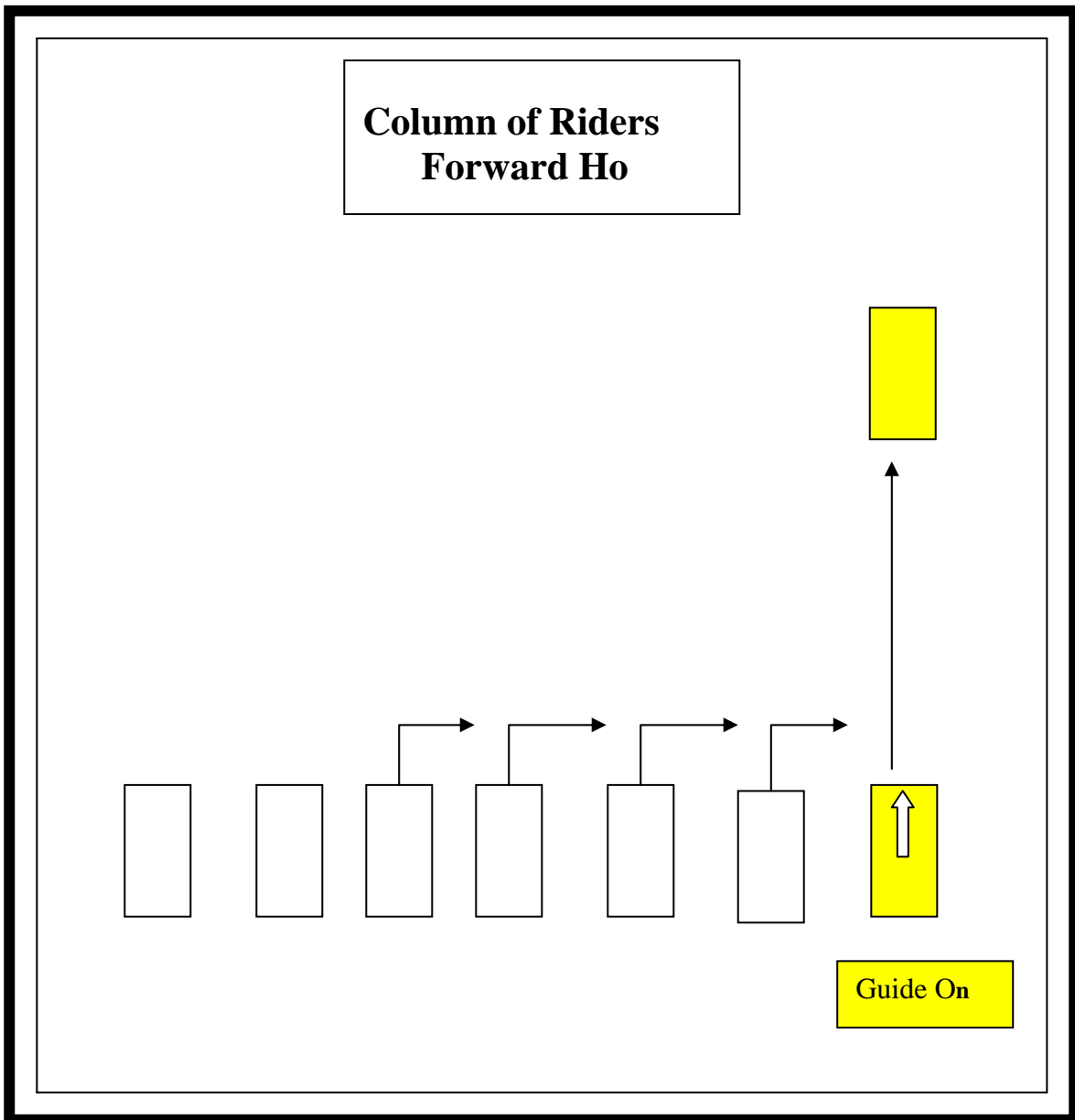
**Moving out from the ON-Line formation.**

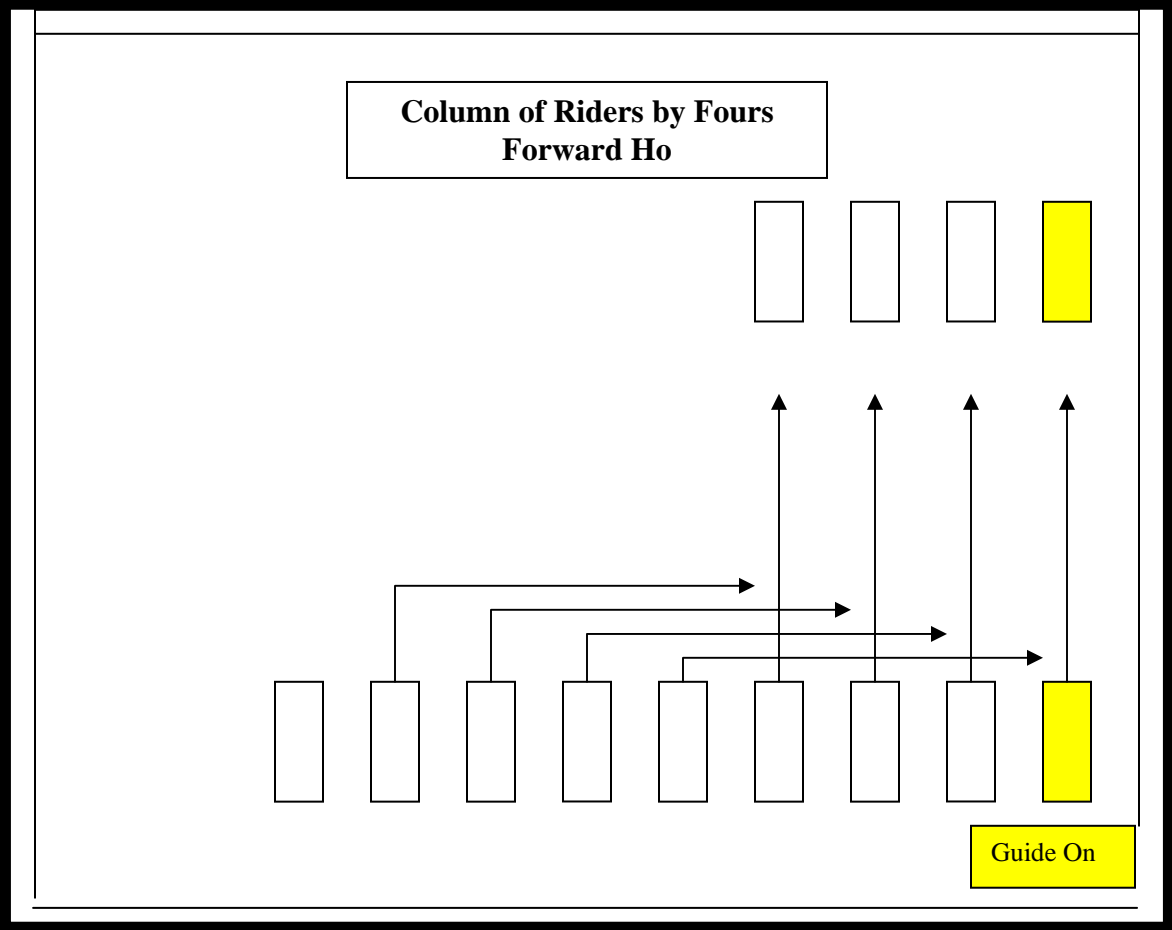
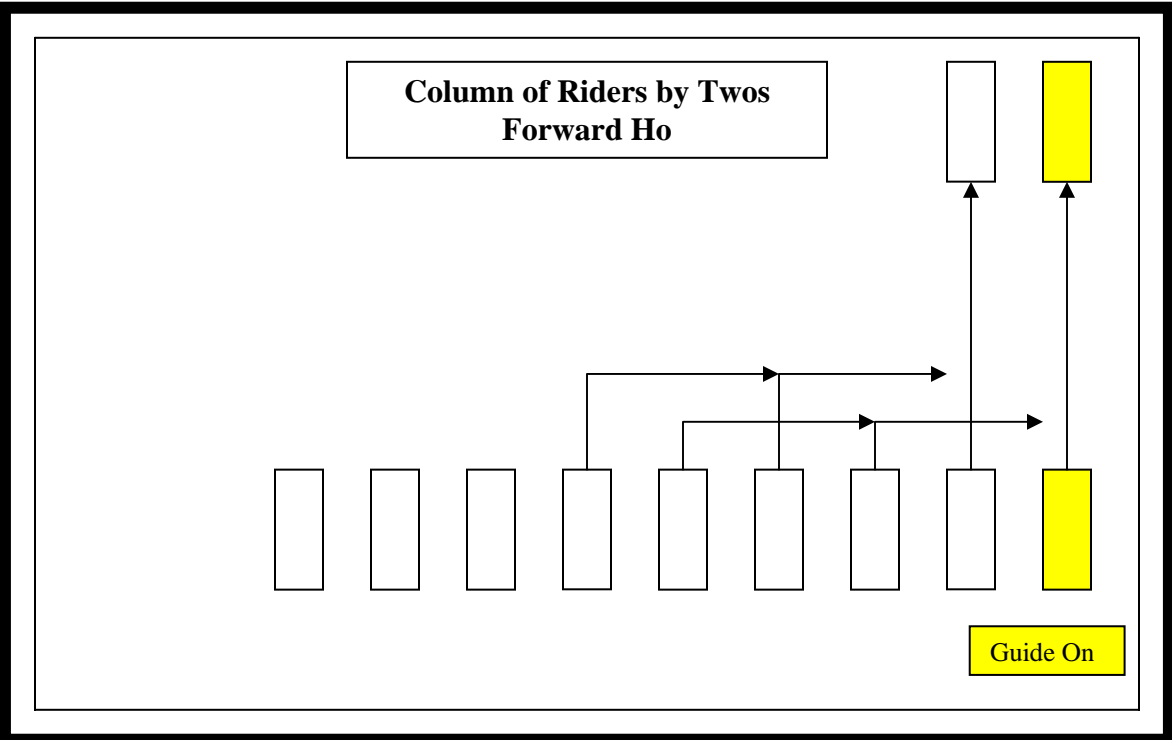
All movements will be executed from the right side of the ON-line formation unless otherwise specified. (Examples: Moving out from on-line right, on-line center or unit front right) All movements will be executed at the "Walk" unless otherwise specified.

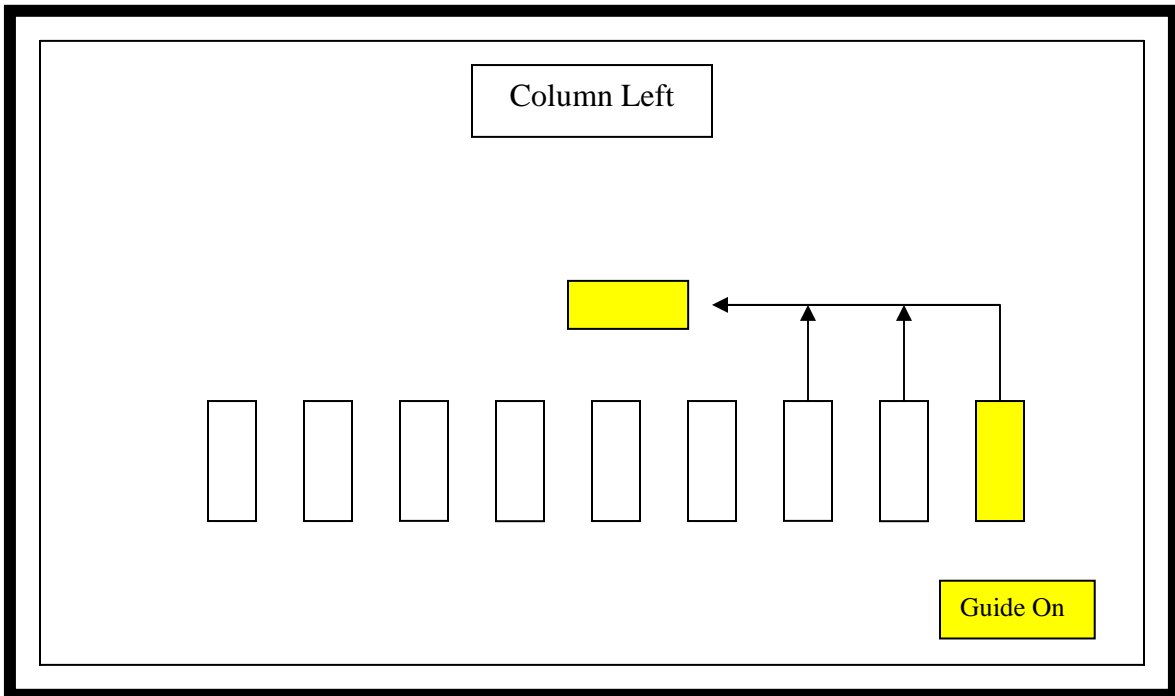
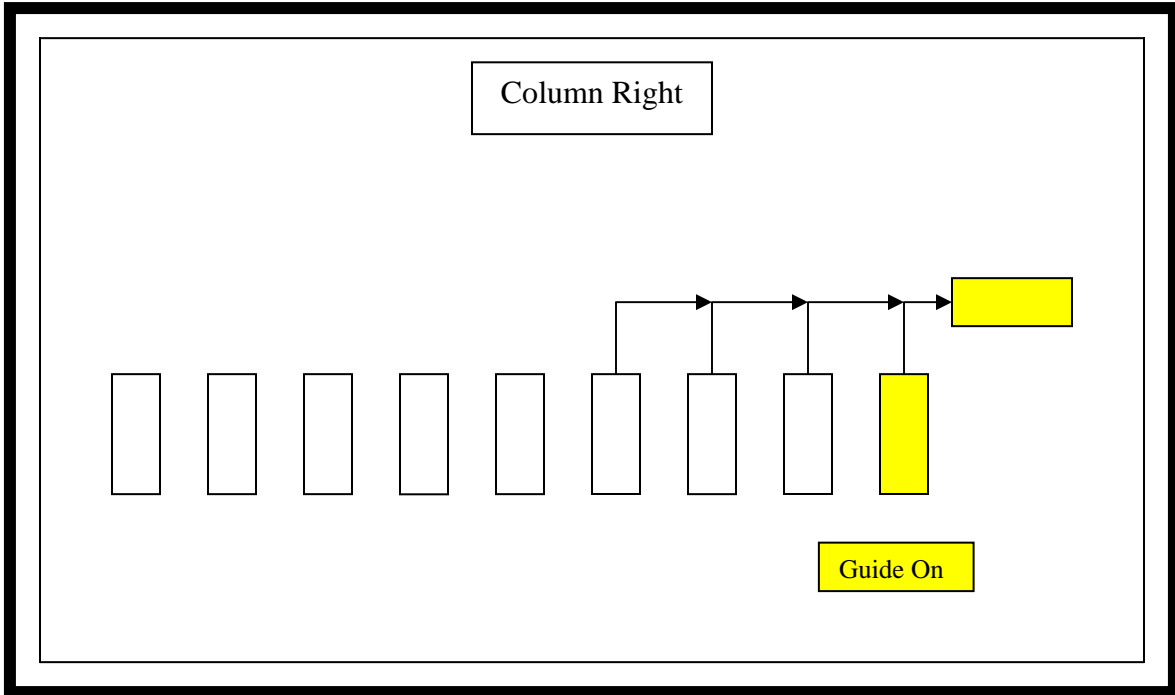


**“Forward” pause “Ho” from the on-line**

At the command of execution, all members will walk their mounts forward maintaining their alignment. This command can also be by column of riders, by twos or by fours. Command example: “Column of riders by twos forward” pause “Ho.” If one of these commands are given, the lead member(s) will walk his/her mount(s) forward and all other members will follow suit.

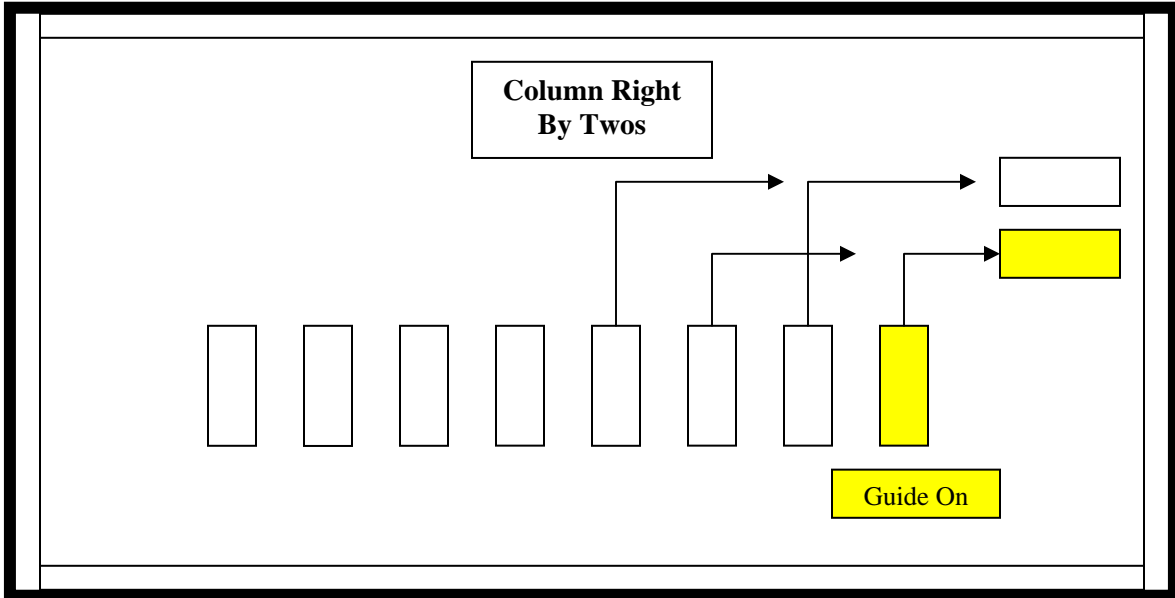


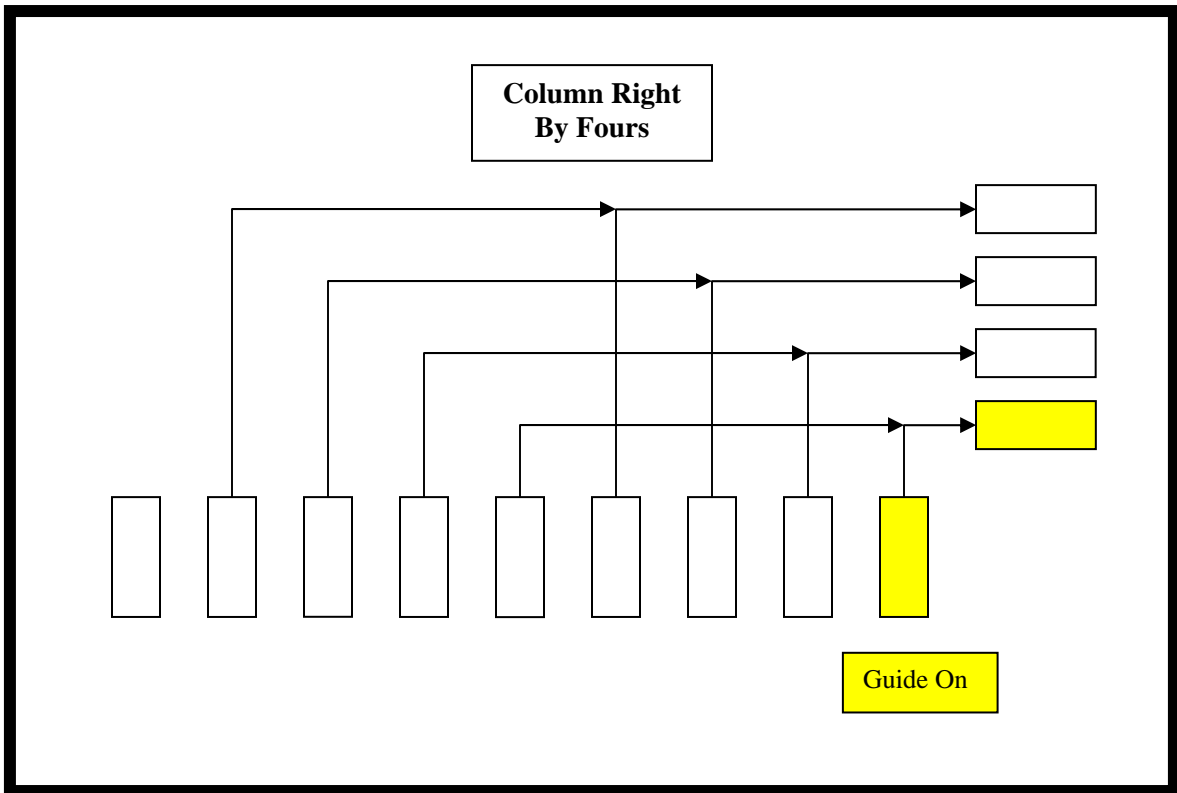
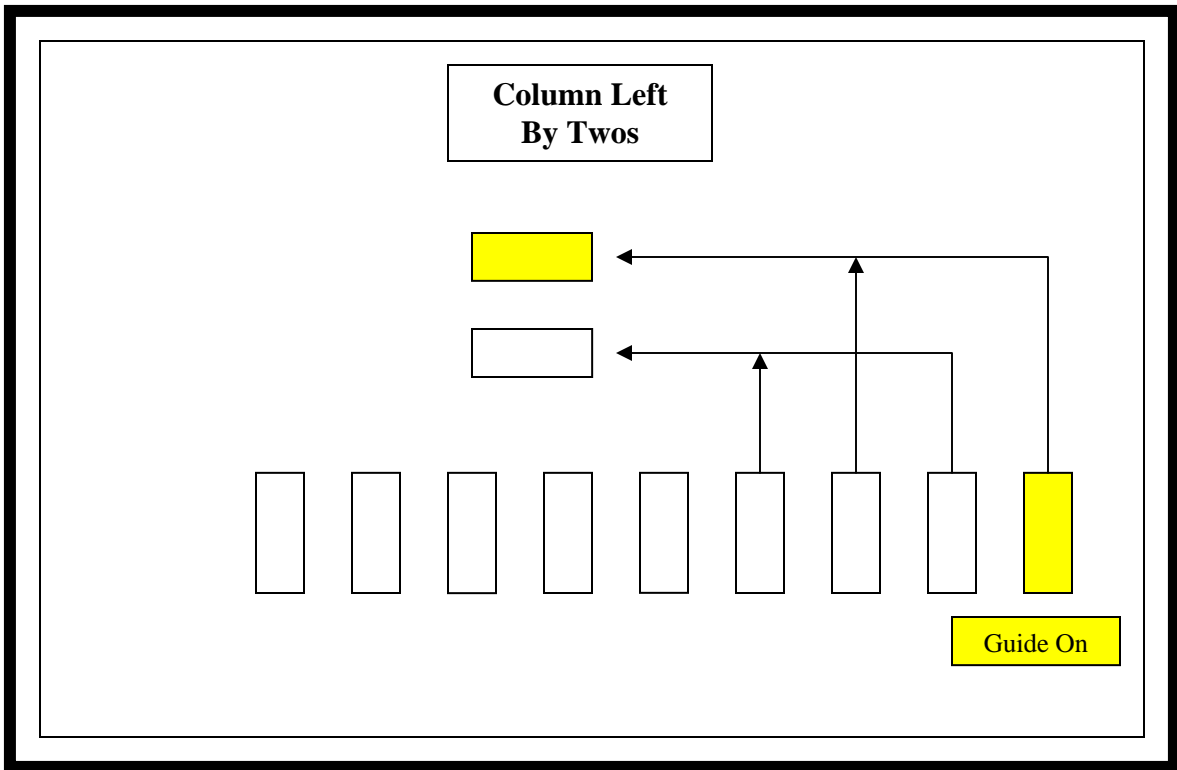


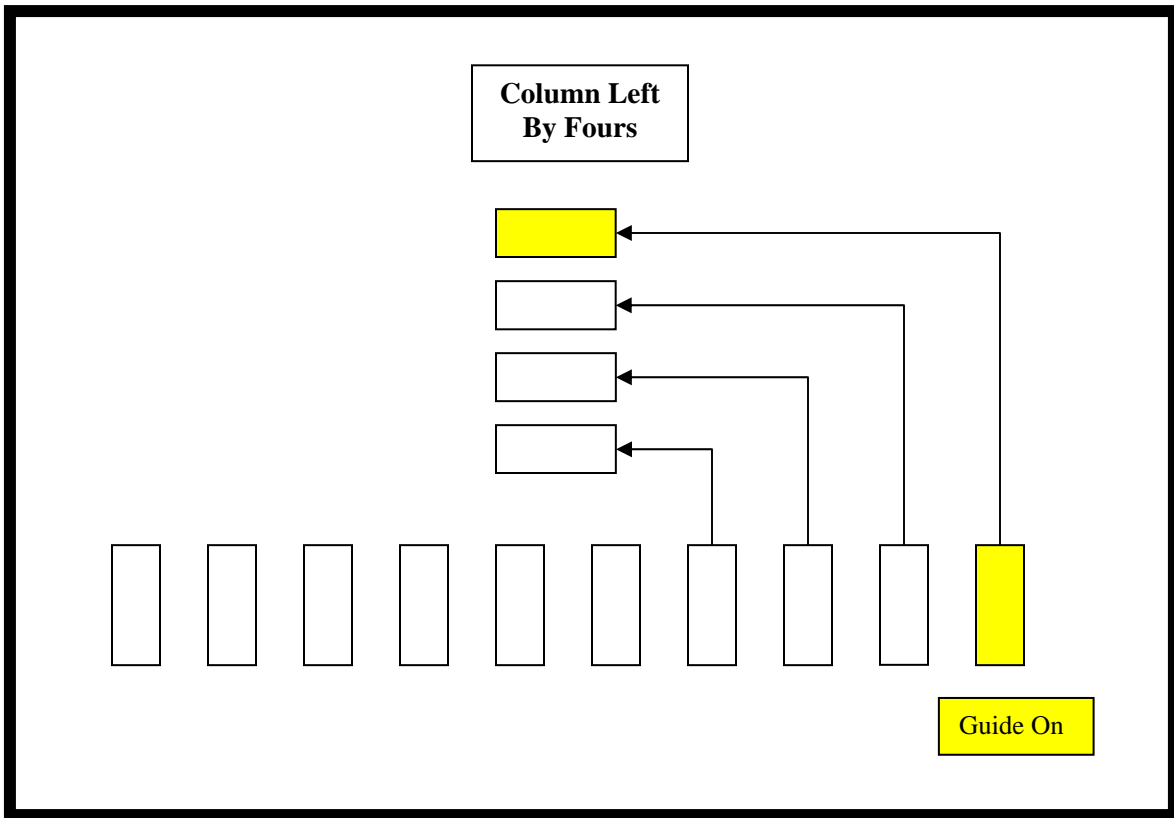


**“Column Right” or “Left” from the on line formation**

At the command of execution, the lead member(s) will walk his/her mount(s) forward approximately one horse length and turn sharply into the designated direction. All members will follow suit.

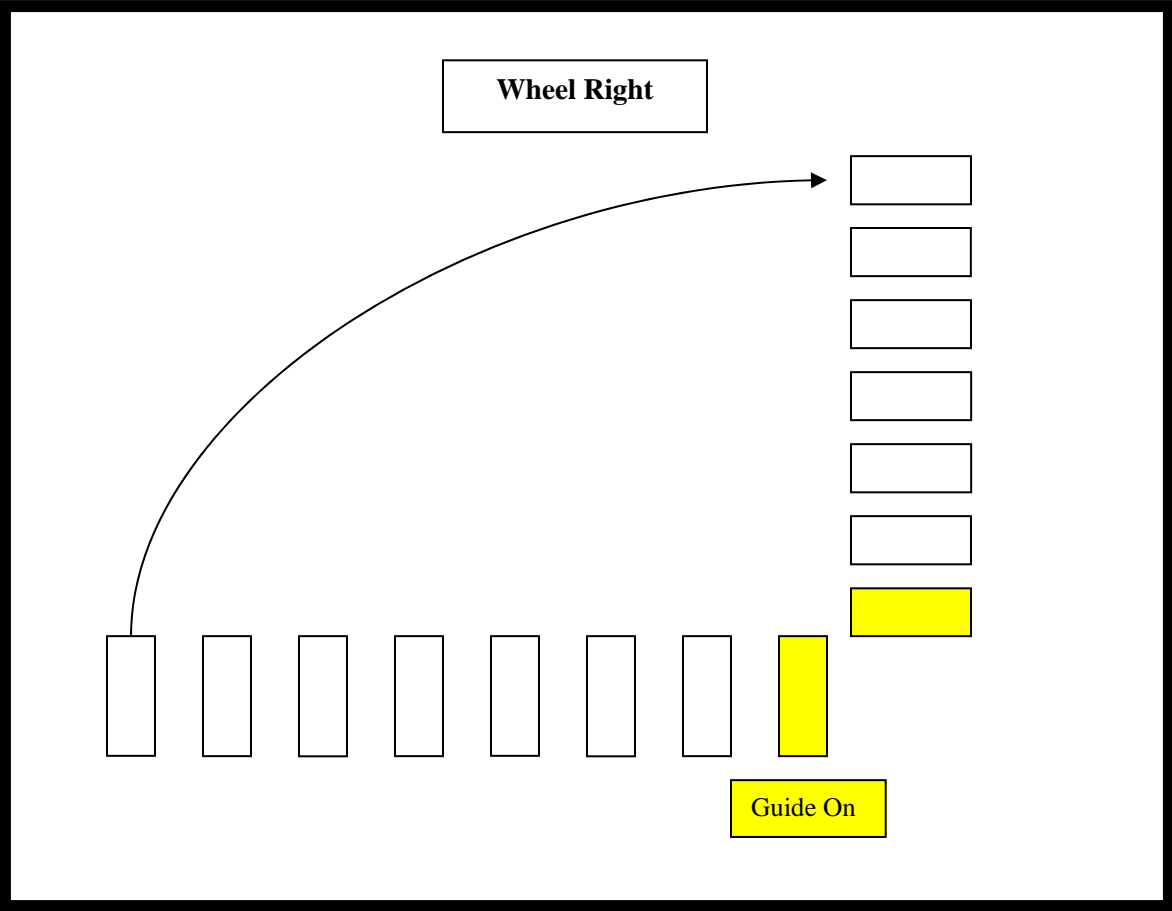






**“Wheel Left-Ho” or “Wheel Right-Ho”**

On the command of execution, members will “Wheel” (on-line) in the designated direction. The member on the end of the formation, in which the wheel direction is designated, will act as a fixed pivot point. That member will halt his mount and turn his mount in place, in the direction of the wheel. All members will remain “On-Line” and turn the formation on the pivot, continually maintaining their alignment and guiding right. Once the formation has reached the desired direction, the command “Forward-Ho” can be given (The On-Line formation will move forward) or “Unit-Halt” (formation halts On-Line).



**Approving Authority**

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**Dave Allen**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Sergeant**  
**Santa Barbara Sheriff's Department**  
**Mounted Unit**

.....

**Robert R. Mott**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Lieutenant**  
**Santa Barbara Sheriff's Department**  
**Special Operations Division**

.....

**Don Patterson**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Commander**  
**Santa Barbara Sheriff's Department**  
**Special Operations Division**