

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

MOUNTED PATROL DETAIL

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

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MIAMI POLICE DEPARTMENT
PATROL SUPPORT UNIT
MOUNTED PATROL DETAIL
STANDARD OPERATING PROCEDURES

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PROFESSIONAL COMMUNICATION SECTION

City of Miami


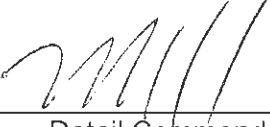
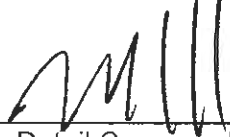
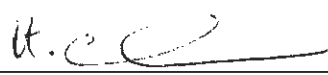
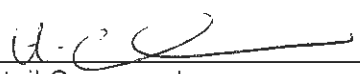


DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	 _____ Detail Commander	<u>1-4-17</u> _____ Date
Second Quarter Inspection:	 _____ Detail Commander	<u>4-3-17</u> _____ Date
Third Quarter Inspection:	 _____ Detail Commander	<u>7/3/17</u> _____ Date
Fourth Quarter Inspection:	 _____ Detail Commander	<u>12/27/17</u> _____ Date
Annual Inspection:	 _____ Detail Commander	<u>12/27/17</u> _____ Date



City of Miami








EMILIO T. GONZALEZ, Ph.D.
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	 _____ Detail Commander	<u>1-31-18</u> _____ Date
Second Quarter Inspection:	 _____ Detail Commander	<u>5-23-18</u> _____ Date
Third Quarter Inspection:	 _____ Detail Commander	<u>9/12/18</u> _____ Date
Fourth Quarter Inspection:	 _____ Detail Commander	<u>12/12/18</u> _____ Date
Annual Inspection:	 _____ Detail Commander	<u>12/12/18</u> _____ Date





City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MOUNTED PATROL DETAIL
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection:	 _____ Detail Commander	<u>3/27/19</u> _____ Date
Second Quarter Inspection:	 _____ Detail Commander	<u>6/19/19</u> _____ Date
Third Quarter Inspection:	_____ Detail Commander	_____ Date
Fourth Quarter Inspection:	_____ Detail Commander	_____ Date
Annual Inspection:	_____ Detail Commander	_____ Date



City of Miami



DANIEL J. ALFONSO
City Manager

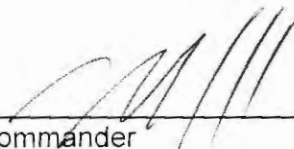
MOUNTED PATROL DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL OF THE MIAMI POLICE MOUNTED DETAIL

This S.O.P. is established to provide guidelines for the operation and management of the Miami Police Mounted Detail, City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the Miami Police Mounted Detail are required to read and follow the procedures as set forth by this manual, Departmental Orders and any pertinent directives.



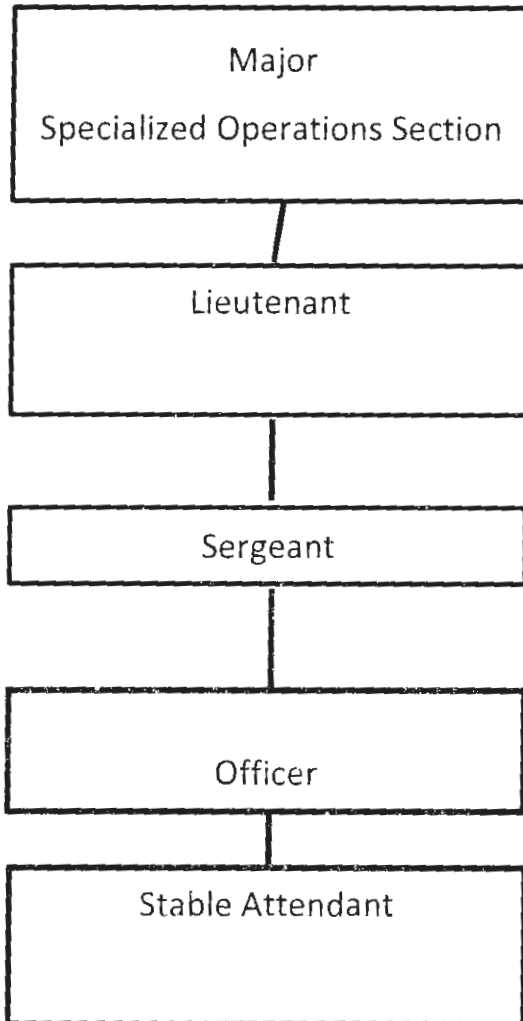
Commander
Mounted Detail

1-1-14

Effective Date



MOUNTED DETAIL



City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL
STANDARD OPERATING PROCEDURES
MISSION, GOALS, AND OBJECTIVES

I. **MISSION**

The Miami Police Department Mounted Detail is dedicated to promoting good police/public relations, providing backup support to field units and specialized police service to areas, within the City of Miami, where, because of the nature of business, there is extensive vehicular and pedestrian movement.

Our commitment is demonstrated by qualified Mounted Patrol personnel providing professional services through the effective and efficient utilization of accepted Mounted Patrol practices. These services are performed within the prescribed guidelines as set forth by the Departmental Orders of the Miami Police Department, various Unit and Detail S.O.P.'s

We will assist the NET Service Areas and field units of the Miami Police Department, in any way possible, to provide the areas of the community, that we patrol, with a feeling of peace, tranquility and security.

Commander
Mounted Detail

1-1-16

Effective Date



- 2 -

MISSION, GOALS, AND OBJECTIVES
(Continued)

II. GOALS:

To provide specialized Mounted Police beat service to specific areas, establish and maintain channels of information/communication that will assist investigative efforts and maintain a professional image through strong personal contact and concern for the problems within their assigned beat. To minimize criminal activity by maintaining ready availability, high visibility and mobility. To provide a support force for crowd control activities where hostilities are minimal and backup services in order to free up the field units.

III. OBJECTIVES:

On the following page are the objectives of the Field Support Section. The Mounted Detail will assist in attaining those goals which are applicable to their assignment.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MOUNTED PATROL DETAIL
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS

The City of Miami Police Mounted stables facility hours of operation are 0700 to 1700 hours, seven days a week.

The dress code requirements are the standard police mounted uniform in compliance with Departmental Orders. Non-sworn personnel will wear appropriate civilian attire.

Depending on duty assignment, such as horse training, sworn personnel may wear appropriate civilian attire; however, a police marked jacket, t-shirt, or coveralls must be worn for identification.

28113

Commander
Mounted Detail

6-19-19

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DETAIL COMMANDER

- A. Insure that all tasks are completed according to unit and Departmental S.O.P.'s.
- B. Authorize temporary and permanent changes to the unit S.O.P.'s.
- C. Determine and implement policies regarding assigned tasks and arbitrate conflicts, which arise among unit employees.
- D. Establish duty hours for employees.
- E. Ensure the completion and authorization of administrative tasks assigned to the Detail, such as Monthly Activity Reports, personnel action and payroll documents, budgetary requests, goal and objective statements, etc.
- F. Review current affairs as presented by internal and external sources for items that pertain to the Detail operations; for example: City Commission Agendas, newspaper articles, etc.
- G. Represent the Detail at meetings with public and private officials and make final determination of personnel staffing.

Commander
Mounted Detail

1-1-16

Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

II. SUPERVISOR

- A. Supervise all activities and tasks pertaining to the Mounted Detail and stables facility.
- B. Insure that all tasks are completed according to Unit and Departmental S.O.P.'s.
- C. Maintain statistical files, as needed to support the Mounted Detail.
- D. Implement policies regarding assigned tasks and provide arbitration of conflicts, which arise among employees.
- E. Monitor working conditions and practices.
- F. Monitor employees for compliance with Departmental dress code.
- G. Monitor employees for compliance with assigned duty hours.
- H. Provide authorization of leave time requests by employees.
- I. Monitor the ordering of supplies and equipment as needed for the proper functioning of the Mounted Detail and ensure they are in compliance with current budgetary guidelines.
- J. Monitor supplies received to insure items ordered are properly delivered and invoiced.
- K. Supervise the training of new Mounted personnel.
- L. Assist a board to interview applicants for the Mounted Detail, in compliance with Departmental policies.
- M. Monitor the completion of administrative tasks that are delegated to employees, such as Monthly Activity Reports, personnel action and payroll documents, purchase orders, budgetary requests, goal and objectives statements, etc.
- N. Monitor the completion of daily tasks delegated to employees, such as maintenance of outgoing correspondence, proper telephone procedures, and general office practices.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- O. Monitor the monthly veterinarian, blacksmith and other vendor invoices for completeness and accuracy.
- P. Direct the presentation of public demonstrations by the Mounted Detail.
- Q. Supervise the trainer in conducting proper, realistic on-street exercises for new Mounted Detail personnel.
- R. Supervise the in-service training classes conducted each month in preparation for any special events.
- S. Locate and select horses for the Detail
- T. Assist the Mounted Detail Commanding Officer with information and proper usage of Mounted Units on the street
- U. Perform such additional duties deemed necessary by the Detail Commander.
- V. Be available, on a twenty-four (24) hour basis, to respond to any emergency situation involving Mounted Detail personnel, horses, equipment or the stables facility.

iii. ADMINISTRATIVE OFFICER

- A. Fulfill the duties and responsibilities of the Detail Supervisor during periods when the actual Detail Supervisor is absent, i.e., vacation, illness, and training.
- B. Fulfill the duties and responsibilities of the Stable Attendant Supervisor during periods when actual Stable Attendant Supervisor is absent, i.e., vacation, illness, and training.
- C. Complete all administrative functions as prescribed by the Detail Commander and Detail Supervisor, such as Monthly Activity Reports, supply requisitions, budget proposals, general correspondence of a detail nature, etc.
- D. Carry out all functions associated with payroll.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- E. Make daily administrative/mail run to the station and coordinate all activities between the station and the stable facility.
- F. Assign mounts, radios and transport equipment daily.
- G. Maintain an up-to-date tickler file and filing system in accordance with Department filing system.
- H. Maintain an up-to-date and readily available detail EML.
- I. Assist Detail trainer as time permits.
- J. Complete all Detail typing to alleviate the load on the Unit level Clerk Typist and to prevent delays
- K. Maintain an adequate level of administrative supplies for the Detail.
- L. Coordinate with Department Fleet Management to insure the Mounted Detail fleet is serviced and maintained on a routine schedule.
- M. Coordinate with the Stable Attendant supervisor work orders for the stables and vehicles with Property Maintenance and GSA.

IV. DETAIL TRAINER

- A. Is responsible for planning, development, implementation and evaluation of related training sessions and In-Service training. Train new officers assigned to the Detail in horse care, equitation and stable/equipment usage, and maintenance by way of realistic scenarios and on the job training. Shall be a certified instructor in ITW, Basic Mounted Training, Instructor /and possess a certification from an accredited Mounted Training School.
- B. Train ALL Detail officers and personnel when new methods or techniques are learned that may be of value to the Detail as a whole.
- C. Keep abreast of up-to-date training, which is directly associated with the Detail, by attending training schools and seminars.
- D. Assist the Detail Supervisor and Stable Attendant Supervisor in the testing and evaluation of horses for possible donation as police mounts.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- E. Provide backup/go-by service to other field units in the assigned area.
- F. Maintain high visibility, in your beat.
- G. Maintain personal appearance in accordance with existing Departmental Orders clean uniform and shined boots.
- H. Maintain traffic functions, moving and parking, within the area of assignment.
- I. Become familiar with citizens, merchants, criminal type problems and patterns in the area of assignment.
- J. Be responsible for the safety and wellbeing of the mount and citizens. Mount will not be used in chase situations, or run on the pavement, unless an emergency prevails. At no time will a mount be tied up in an unsafe manner where the mount or a citizen may be injured.
- K. Comply with all Departmental Orders, Directives, Unit and Detail S.O.P.'s and any other instructions originated by the Detail Commander or Detail Supervisor.
- L. Upon dismounting, properly secure the mount in a safe location away from vehicular traffic and from property which may become damaged and provide adequate shade and water.
- M. Maintain a daily notebook and submit an accurate, complete, legible worksheet at the end of the tour of duty.
- N. Complete all written reports and turn them in to a supervisor as soon as possible to increase riding time.
- O. Monitor the assigned working radio channel at all times.
- P. Maintain beat integrity and notify Dispatcher of any change in location or radio channels.
- Q. When a shortage of stable personnel occurs, Mounted Officers will assist with the cleaning of the stalls, and maintenance of the stables compound.
- R. Upon returning to the stables after your tour of duty, all officers will rinse their mounts, clean and secure all tack in the tack room, and ensure that sufficient feed and water are in their mount stalls.

- 7 -

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)****VI. STABLE ATTENDANT SUPERVISOR**

- A. Supervise unskilled and semi-skilled personnel engaged in the care of horses and maintenance of the stables facility.
- B. Develop work schedules and prepare attendance reports.
- C. Complete work performances and evaluations on stable employees.
- D. Maintain inventory control encompassing medical, office supplies, and all necessary equipment for both personnel and horses.
- E. Assist the detail supervisor with the preparation of budget requests and purchase orders.
- F. Routinely inspect all equipment and order repairs as necessary.
- G. Routinely inspect horses for disease, illness or injury and give instructions and direct personnel on proper treatment to be administered.
- H. Schedule veterinarian and blacksmith/farrier services to ensure the best of care.
- I. Performs related tasks as required; feeding grooming, training, etc., to insure horses are maintained at their physical best.
- J. Conduct interviews with potential horse donors and appraise the characteristics of the animal based on the requirements of the Mounted Detail. Make acceptability recommendations.
- K. Order feed supplies and equipment as needed for the proper upkeep and maintenance of the horses and the stable facility. Schedule deliveries accordingly.
- L. Maintain purchase order account and coordinate with the Budget Unit to ensure balances are precise.
- M. Coordinate with the Administrative Officer work orders for the stables and vehicles with Property Maintenance and GSA.
- N. Maintain individual history files on police horses, property maintenance, professional services and all related equipment.
- O. Monitor stable personnel for compliance with job requirements, safety practices and handling of horses.
- P. Work directly with the detail trainer, on new mount training, and training new police officers assigned to the detail.

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DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

- Q. In the absence of sufficient stable personnel, he/she will be required to perform any and all necessary duties (turn stalls, feed, etc.) when needed. This will ensure that the health and well being of the mounts are maintained 7 days a week.
- R. Assume the duties and responsibilities of the Stable Attendant Supervisor when actual Stable Attendant Supervisor is not present.
- S. Provide proper grooming, shaving and clipping of all police horses on a regular basis.
- T. Water and feed horses, mixing and apportioning feed and feed supplements according to the established diet.
- U. Inspect horses for disease, illness or injury and treat according to instructions.
- V. Clean and make minor repairs to stables facility.
- W. Maintain grounds and cut grass as necessary
- X. Exercise horses and inspect hoofs.
- Y. Assist with inventory control.
- Z. Assist with ordering feed supplies and stable equipment.
 - 1. Perform maintenance on tack equipment.
 - 2. Assist in maintaining files relating to horses

VII. STABLE ATTENDANT

- A. Sweep and clean stable breezeway, parking and work areas manually and /or by operation of gas blower.
- B. Collect rubbish from compound and dispense to proper waste collection receptacle sites.
- C. Remove all manure and soiled bedding from the horse stalls, on a daily basis, using manure forks and wheelbarrows.
- D. Completely turn stall bedding weekly.
- E. Clean all water and feed buckets daily.
- F. Remove cobwebs accumulated dust from stalls, light fixtures and security grating.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- G. Perform unskilled work in caring for shrubs, trees, grass and flower beds removing refuse to collection areas.
- H. Mow lawns, weeds and rake leaves removing refuse to collection areas.
- I. Moves and carries heavy materials such as lumber, furniture, waste cans, ladders, laundry appliances, sand shavings, etc.
- J. Assist, under supervision, in the feeding, grooming and washing of horses, maintenance of tack and riding equipment.
- K. Make minor repairs to stables facility.
- L. Sweep, mop offices, locker room, storage, feed and tack rooms. Sanitize restroom.
- M. Perform related work as assigned and required.

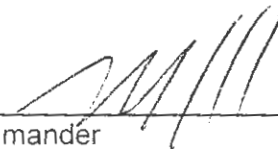
City of Miami



DANIEL J. ALFONSO
COMMISSIONER

MOUNTED PATROL DETAIL STANDARD OPERATING PROCEDURES

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Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MOUNTED PATROL DETAIL STANDARD OPERATING PROCEDURES DETAIL POLICIES

- I. To establish guidelines for Mounted Police Officer and Civilian employees to comply with in the performance of their duties.
 - A. All officers will report to work at 0700 hours sharp daily. Officers will groom mounts, and will load all needed equipment and mount into their assigned vehicle after roll call. Civilian personnel will report to work on time. Schedules will be adjusted to accommodate detail needs.
 - B. Only the Detail Supervisor or Detail Administrative Officer can approve a request to walk a Mounted beat. The decision will be based on the availability of horses and transportation or inclement weather.
 - C. Worksheet must be submitted by the end of your tour of duty. Personnel time off will not be granted if you are not up-to-date with all your worksheets.
 - 1. All ticket transmittals will be turned in daily.

Commander
Mounted Detail

6-19-19

Effective Date



DETAIL POLICIES
(Continuation)

2. All court time (08) must be added to your work sheet.
 3. All paperwork (reports, arrests) will be turned in daily.
- D. Any requests for the personnel time off must be submitted at least 24 hours in advance, except in extreme emergency situations. All requests must be submitted to the Detail supervisor according to the Detail Supervisor's directives. Approval of time off requests will be on a first come first serve basis and be depending on minimum staffing needs, and if you owe any worksheets or ticklers.
- E. Only the Detail Supervisor, and the Detail Administrative Officer, are authorized to make any changes or notations on the "P" sheets.
- F. Radios will be on the appropriate channel when going to and from the beats. They will be with the officer at all times and on, while in his/her take home vehicle.
- G. It is the officer who is driving the vehicle's responsibility to make sure that all equipment is in proper working order and if not, the appropriate "Vehicle Repair Form" is submitted or the vehicle is immediately taken to the Motor Pool of a safety concern is in question. He/she is also responsible for the cleanliness and fueling of the vehicles.
- H. Officers will comply with the existing policies governing operating procedures for a normal working day; i.e.: report for duty at 0600, out of stables with mount by 0830, return after 1445, and 06 at 1545 from the stables.
- I. All officers will depart no later than 2.5 hours after arriving at the stable fully dressed, horse tacked up and ready to work. Any delays in departure will be reported to supervisor.
- J. Officers uniform will consist of short or long sleeve shirt with badge and horse heads on the collar, breeches, leather calf-length riding boots, black patina leather strap, cross sabers, the issued riding helmet, authorized weapon, handcuffs, CS spray and ASP, in accordance with Departmental Orders.
- K. Officers will ensure they have all required equipment for their mounts, halter bridle combo with reins, saddle pad, saddle and accessories, halter and lead rope, hoof pick and water bucket. In Officer's saddlebags are all necessary forms and reports, at least 2 of each, normally used by patrol officers. Officers will also have at least one summons and citation book.
- L. Mounts will be secured to a trailer tie at all times when inside the trailer and shall not be left for inside the trailer for more than 45 minutes unless in

DETAIL POLICIES
(Continuation)

cases of extremely bad weather. All drivers will exercise extreme caution while transporting horses especially turning and stopping.

- M. Officers will go directly to their beats and be on the beats within 15 minutes of departure. Any delay will be noted on the worksheets. Officers will not leave their beats, or go to any one of the police stations without authorization of the Mounted Supervisor, or in his absence the "Person in Charge" for that day, if they are not available a Patrol Supervisor. The exception will be calls for service.
- N. Signals for returning to the stables will be taken on the assigned beat, but not prior to 1430. Returning into the stables compound shall not be permitted prior to 1445 hours. Immediately unload, un-tack and rinse your mount and place them in their stall after drying. There will be no exceptions to this policy. Complete all necessary paperwork for the day and transfer at appropriate time.
- O. Minimum staffing will depend on the day and the need of the detail. Night details will require (2) Mounted officers. There will be no exception except under emergency situations.
- P. Empty mailboxes daily. All items requiring your attention are delivered to you via the mailbox.
- Q. There will be a monthly uniform inspection on the first Wednesday of each month. Those officers that are "E" on Wednesday will be inspected on Thursday's, there will be an equipment and vehicle inspection on January and August of every year in addition to parades or other special events.
- R. The last person leaving the stables is responsible for closing and securing the stables. The responsibilities are: assure that all doors are closed and locked, all exposed equipment is put away, all stall doors are hooked, all water buckets filled, all horses are up and eating (if not notify Supervisor, Admin. Officer or Stable Attendant immediately and Veterinarian if necessary). They shall also be responsible for properly setting the alarm and checking the external gates are locked and secured prior to departing the compound.
- S. If the alarm is not working, the Detail Supervisor or designee will be contacted and the alarm company for assistance.
- U. If a horse is injured, no matter how minor, a "Notice of Injury" AVO will be left on the Stable Attendant Supervisor's desk, so the injury can be checked and a decision made as to the medical treatment. For any injury that appears serious, notify the Detail Supervisor, Administrative Officer or Stable Attendant Supervisor immediately, at any time of the day or night, seven (7) days per week. If a horse throws a shoe, make every attempt to find the shoe. Leave a "Lost Shoe" AVO for the Stable Attendant

DETAIL POLICIES
(Continuation)

Supervisor, prior to your departure from the stables so that the farrier can be notified first thing in the morning for early replacement

- V. There will be no smoking inside the trailer, stable office, tack and feed rooms, or the horse stalls.
- W. Mounted Officers working Off-Duty on a Police Mount will follow these guidelines.
 - 1. If (4) or more Mounted Officers are needed for the Off-Duty Detail one of those must be the Detail Supervisor.
 - 2. Groom and prepare their mounts and equipment within ½ hour of reporting time.
 - 3. Proceed immediately to job and report to the Commanding Officer or Detail Supervisor for the order of the day.
 - 4. One hour before the end of the detail, Mounted Officers are required to contact the Commanding Officer or Detail Supervisor for approval to depart at a designated time.
 - 5. Upon arrival at the stables all officers will be required to un-tack and rinse mounts, clean and secure their gear, check their mounts stall for water, and secure the stables (Closing Detail).
- X. Mounted Police Officers will not leave their mounts unattended for longer than forty-five (45) minutes unless on an authorized signal requires a longer absence. Exceptions are inclement weather with approval of the Detail Supervisor.
- Y. Mounted Police Officers will not be allowed to work in any other Detail or unit. (Example; Bomb Squad, Swat, etc.)

City of Miami



DANIEL I. ALFONSO
City Manager

MOUNTED PATROL DETAIL STANDARD OPERATING PROCEDURES

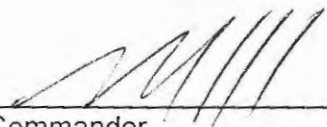
S.O.P. 1

SUBJECT: DOCUMENTATION OF HORSE DONATION AND MINIMUM REQUIREMENTS

PURPOSE: To record permanent information of donations

SCOPE: The person receiving a call from a potential donor shall utilize this form to record pertinent data necessary to provide a history of all previous training and health care received during ownership. Once this information is recorded, an appointment is made for the inspection and evaluation phase at the current boarding facility.

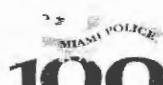
- I. The initial evaluation will be visual examination for any obvious conformation defects. Is the horse physically sound well proportioned, No "sway-backs; unsightly blemishes, and physically sound. Inspections of such things as:



 Commander
 Mounted Detail

1-1-16

 Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- A. **HOOVES:** for surface ridges, cracks, deformities, decay, fungus, etc.
- B. **SKIN AND COAT:** for parasites, fungus, wounds scars, summer sores, etc.
- C. **LEGS:** for injuries and conformation defects of joints, bones, ligaments, tendons, etc.
- D. **MOUTH:** for wear of teeth, lesions on tongue or gums jaw alignment etc.
- E. **EARS:** for parasites, hearing quality, etc.
- F. **NOSE AND EYES:** for mucous drainage, inflammation and/or obstruction, of tear ducts, vision, nasal cavity, etc.
- G. **GENITALS AND UNDER TAIL BASE:** for fibrous growths, fluid retention, summer sores, etc.
- H. **HEIGHT:** to determine the animal meets minimum unit standards.
 - 1. The horses' disposition will also be checked: No undesirable vices such as; cribbing. Wind sucking, biting, kicking, or tempered and destructive behavior.
 - 2. Once the above requirements are found acceptable, the next process is to observe the horse's mobility on a long line. This known as "lunging". During this exercise the horse is graded on the ability to move freely in various gaits, i.e., walk, trot, canter to both the left and right.
 - 3. If no hindrances are detected, the next process is to mount the horse and continue into actual riding exercises. The horse must pass riding evaluation and possess basic skills and ability to becoming worthy as a police mount: i.e. broke to neck rein

- 3 -

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- and basic dressage, ability to cope with adverse conditions that a police horse may encounter. Has the basic potential to overcome his natural instinctual reactions.
4. Based upon the combination of the visual and physical exams, a negative "Coggins" current within one year, a determination will be made as to the acceptability of the horse for a ninety (30) day trial period. During this (30) day period will be given a stringent preliminary veterinary examination. This period will also be used for the final assessment consisting of: a) His ability to cope with the adverse condition during training that a police horse may encounter. B) Has the ability to overcome his natural instinctual reactions. C) Must have the ability to be trained, he must retain the training and excel.
 5. If these requirements are not met, or if the horse has the potential to be liability to the City of Miami, he will be returned, or with the owner's consent a suitable home for the horse will be located.

City of Miami



DANIEL ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: DOCUMENTATION OF RELEASE RECEIPT/OBLIGATION FORMS

PURPOSE: To record the transaction between the donor of a horse and the Miami Police Mounted Detail.

SCOPE: Form RF-187 "Horse Release Form Agreement" will be used to record the transfer of ownership from the donor to the Miami Police Mounted Detail. It shall be filled out in its entirety and signed by the donor and the authorized representative of the Miami Police Mounted Detail. Furthermore, it shall contain the names and addresses of two (2) witnesses to the transaction in compliance with established procedures of the Mounted Detail.

The donor shall receive a letter, on City of Miami Letterhead, outlining the obligations of both parties in this transaction. In addition, after a ninety (90) day trial period and a final determination has been made as to the acceptability of the horse, a copy of the RF-187 form will be remitted to the donor as a final receipt of the agreement.

Commander
Mounted Detail

1-1-16

Effective Date



HORSE ADOPTION AGREEMENT

This agreement made this _____ day of _____, 20____ between the City of Miami, a Florida municipal corporation (hereinafter called "City"), and _____ (hereinafter called "Adopter") who resides at _____.

Horse's name _____ (hereinafter "Horse") Color _____
 Registration No. _____ Breed _____

The City hereby transfers all rights, title and interest in the above referenced horse. The City makes no implied warranties as to the marketability or fitness of the above referenced horse. There is also no guarantee from the City as to the soundness of limb or organ of the horse. Age, physical description and other information provided by the City are the best determinations made. No guarantees as to the accuracy of any descriptions and information are expressed or implied.

The Adopter agrees to adopt horse and accept total responsibility and upkeep as long as it is necessary to provide a quality life for Horse and further agrees:

- 1) Adopter agrees to be legally and morally responsible for horse.
- 2) Adopter agrees to be financially responsible for providing proper care for horse.
- 3) Adopter agrees to be responsible, as provided by applicable law, for any personal injury, property damage, or death caused by horse in their care, for pursuing horse that escapes or strays, and for costs of recapture.
- 4) Adopter shall not maliciously or negligently injure horse, or cause horse to be injured. Should accidental injury, or illness occur, adopter agrees to have a veterinarian treat horse and shall be responsible for all veterinarian fees.
- 5) Adopter shall not treat horse inhumanely.
- 6) In the case of horse's death, adopter shall dispose of remains in accordance with applicable sanitation laws.
- 7) Adopter understands and agrees that the horse is adopted from the City of Miami without conditions or warranties of any kind, including health, soundness, or fitness for a particular purpose.
- 8) Adopter shall assume all transportation costs relating to horse.
- 9) Adopter hereby assumes risk of loss or injury to horse.
- 10) Adopter hereby agrees to save, indemnify and hold the City and its officers, and employees harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising out of the transport, use or care of horse.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

By: _____
Daniel J. Alfonso
City Manager
City of Miami, Florida

by: _____
Adopter

Date: _____

Date: _____

ATTEST:

City Clerk, City of Miami

APPROVED AS TO FORM AND CORRECTNESS:

Victoria Mendez
City Attorney

DEPARTMENT DIRECTOR APPROVAL:

Rodolfo LLanes
Chief of Police

PROCUREMENT DIRECTOR APPROVAL:

By: _____
Annie Perez
Procurement Director

APPROVED AS TO INSURANCE REQUIREMENTS:

Ann--Marie Sharpe
Director Risk Management

HORSE RELEASE FORM AGREEMENT

I, _____, _____,
(NAME) (ADDRESS)

_____, hereby donate, give and relinquish absolutely all right, title
(PHONE)

And Interest in a _____, known as _____,
(BREED) (NAME)

_____, to the City of Miami Police Department Mounted
(REGISTRATION #)
Patrol

IN WITNESS WHEREOF, the undersigned have executed this agreement on this
_____ Day of _____, 20_____.

(DONOR'S SIGNATURE)

AUTHORIZED REPRESENTATIVE
OF THE CITY OF MIAMI POLICE
DEPARTMENT

WITNESS: _____,
(NAME) (BUSINESS ADDRESS)

UNCONDITIONAL AGREEMENT/CONSENT FORM

DATE: _____

In the event that _____ does not prove fit for any reason within the thirty (30) day trial period, I _____ do not wish to have the horse returned to me. I give my full consent allowing the City of Miami Mounted Detail to find a suitable home for the horse.

(Donor's Signature)

Representative of City of Miami Police Mounted Detail:

(Signature)

(Printed Name)

City of Miami



DANIEL ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: DOCUMENTATION OF UNCONDITIONAL AGREEMENT / CONSENT FORM

PURPOSE: To provide a record of the unconditional agreement between the current owner of the horse and the Miami Police Mounted Detail.

SCOPE: The Mounted Patrol detail is responsible for providing a record of the unconditional agreement through the following procedures:

- I. This agreement is recorded to provide a permanent record establishing the procedure to be executed during, or after, the ninety (30) day horse evaluation period.
- II. In the event the horse in question does not meet the minimum requirements for acceptability and the donor does not wish to retain ownership, the Miami Police Mounted Detail can attempt to locate a suitable home for the animal under the terms of the unconditional agreements.
- III. This form is to be completed in duplicate with the signatures of the donor and an authorized representative of the Miami Police Mounted Detail. Upon completion, a copy of the agreement is given to and retained by both parties in order to consummate the agreement.

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: DOCUMENTATION OF HORSE ADOPTION/RETIREMENT AGREEMENT, LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT FORMS

PURPOSE: To provide a permanent record of the transfer of ownership and release of liability for a horse that is being retired from police duty.

SCOPE: The following procedures for the permanent record of the transfer of ownership and release of liability are as follows:

- I. The Miami Police Mounted Detail occasionally determines a horse has proven unfit for continued police duty and service. In compliance with an agreement, at the time of donation, an attempt is made to contact the original donor to ascertain their wishes in regard to right or refusal of return ownership. In the event the donor does not wish to retain ownership, it becomes the obligation of the Miami Police Mounted Detail to find a suitable home for the horse.

Commander
Mounted Detail

1-1-16

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 4
(Continuation)

- II. This task is accomplished by word of mouth among qualified horse owners who have expressed an interest in adopting a former police horse.
- III. Appointments are made for the interested party or parties to view, examine and determine, based upon observations, their final decision about adopting the horse. The Mounted Detail Commander actually makes the final decision as to the disposition of the animal. The party selected will be required to sign the Adoption Agreement releasing the City of Miami Police Department and Miami Police Mounted Detail of any further obligations or responsibilities for the horse.
- IV. The "liability Release Agreement" will be required during the adoption evaluation process prior to engaging in any activity, (lunging, riding etc.) with the prospective horse.
- V. The "Hold Harmless Release" will be required to release the City of Miami Police Department and Miami Police Mounted Detail of any further obligations or responsibilities for the horse. This form will be signed and notarized.

City of Miami



DANIEL J. ALFONSO
Mayor

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: DOCUMENTATION BILL OF SALE/PURCHASE AGREEMENT

PURPOSE: To provide a permanent record of the purchase of police horses.

SCOPE: The following procedures for the documentation bill of sale and purchase agreement are as follows:

- I. The Miami Police Mounted Detail's primary source of obtaining horses is through private donations. However, in the event monetary sources become available and a horse is purchased, a Bill of Sale/Purchase Agreement shall be completed to record this transaction.
- II. The agreement provides for a thirty (30) day trial period to determine the horse's acceptability by the Mounted Detail.

Commander
Mounted Detail

1-1-14

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STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

- III. If at any time, during the thirty (30) day trial period, the horse is considered inadaptable to police work it will be returned to the owner and full refund of the purchase price remitted back to the Miami Police Mounted Detail. Finally, upon a determination of acceptability the owner shall be notified and the agreement consummated.

City of Miami



DANIEL ALFONSO
Mayor

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: DOCUMENTATION OF OFFICER/HORSE TRAINING AND MONTHLY HORSE ACTIVITY REPORT

PURPOSE: To record the progress of horsemanship and mount status on a daily basis.

SCOPE: The following procedures for the documentation of officer and horse training and monthly horse activity reports are as follows:

- I. The Detail Trainer or the officer conducting the training shall fill out the training log on a daily basis. Scheduled activities and instructions to be presented and demonstrated for the day will be listed as to time and location. Also, a brief narrative and explanation of the accomplishments will be recorded.
- II. All training provided to individual officers and mounts are recorded on the Daily Training Log. The information in the log will show the daily progress in reference to skills of horsemanship.

Commander
Mounted Detail

1-1-14

Effective Date



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STANDARD OPERATIONS PROCEDURES: S.O.P. 6
(Continuation)

Furthermore, it will provide documentation on how the rider and horse are developing as a team. Space is provided to cover the training activity addressed the time and location of the training, and a brief commentary.

- III. A horse monthly activity report will be maintained by the Stable Supervisor and will be filled out daily as to each horse's status for each day of the month.

City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: ANNUAL BLACKSMITH/FARRIER LOG

PURPOSE: To provide a record of shoeing and hoof care.

SCOPE: The Stable Attendant shall maintain the shoeing log. Each horse is listed alphabetically in the left column of the log. Each incident requiring the services of the black-smith/Farrier will be recorded on the corresponding date of the month listed. This entry shall include whether or not the horse was reshod or required further hoof care to maintain Medio-lateral balance, or a properly balanced hoof.

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL ALONSO
City Manager

MOUNTED PATROL DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: MONTHLY LIVESTOCK FEED REPORT

PURPOSE: To record deliveries of all feed and food supplements.

SCOPE: The Stable Attendant shall primarily maintain the record of all deliveries of feed and food supplements. In the event he/she is not present, any other authorized Mounted employee shall monitor and acknowledge receipt of the delivery. However, the overall responsibility of record keeping for deliveries will rest with the Mounted Detail Supervisor.

This record shall include the items received, cost and name of the person acknowledging the delivery.

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL ALONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: MEDICAL, GROOMING AND TRAINING SUPPLY RECORD

PURPOSE: To maintain a current inventory of all equine supplies and equipment.

SCOPE: The Stable Attendant shall have the responsibility to maintain this record and to insure adequate supplies are available. This record will provide a running inventory to enable the Mounted Detail to order supplies as the need arises

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: STABLES AND TACK MAINTENANCE SUPPLY RECORD

PURPOSE: To maintain a current inventory of all stables and tack cleaning accessories.

SCOPE: The Stable Attendant shall have the responsibility to maintain this record and to insure adequate supplies are available. In addition, the Stable Attendant shall continually check and survey all tack for wear or deterioration and order repairs when necessary.

This record shall include all items required to continue proper maintenance and insure the stable facility is kept in a sanitary condition.

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL J. ALONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: EQUINE HEALTH REPORTS

PURPOSE: To provide a record of all medical and dental services rendered to each horse for the budget year

SCOPE: It shall be the responsibility of the Stable Attendant to accurately maintain an individual medical and dental record for each mount. A full description of all medical and dental services and costs will be entered under the respective category.

It shall be the responsibility of all Mounted Personnel to file a "Horse Sickness/Injury Report" whenever a horse become sick, lame or is injured, and return to the Stable the same day. The Stable Attendant will maintain these reports in the medical and dental records for each horse.

These records will provide a continual medical history for healthcare and budget references.

Commander
Mounted Detail

1-1-16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: USE AND CARE OF CITY VEHICLES

PURPOSE: To provide guidelines for the proper use and care of the vehicles assigned to the Mounted Detail.

SCOPE: The following procedures for the use and care of city vehicles are as follows:

- I. The Detail Supervisor shall be responsible to insure that the daily vehicle checklist is properly completed. All Mounted Officers are authorized, and they are assigned to a specific vehicle for the purpose of transporting mounts to their designated beats on a daily basis.
- II. The driver/operator shall be responsible for the following safety checks on a daily basis, for operation of the vehicle in a reasonable manner and for the cleanliness of the vehicle.
 - A. Check trailer hitch, ball mount and safety chains and all cables for proper connection and deterioration to wear.

Commander
Mounted Detail

1-1-16

Effective Date



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STANDARD OPERATIONS PROCEDURES: S.O.P. 12
(Continuation)

- A. Check trailer hitch, ball mount and safety chains and all cables for proper connection and deterioration to wear.
 - B. Check coupler safety pin for damage and insure it is properly secured.
 - C. Check to insure running lights, taillights, brake lights and turn signals are all functional and the wiring connection cable is in good condition.
 - D. Check tires for proper inflation and signs of uneven wear.
 - E. Check all trailer door hinges for proper functioning.
 - F. Check exterior of trailer for protruding or jagged pieces of wood or metal that could injure the horse.
 - G. Check interior of trailer for protruding or jagged pieces of wood or metal that could injure the horses.
 - H. Check trailer floor wearing, rusting or holes.
 - I. Check rubber floor mats for serviceability and insure they provide for safe and secure footing.
 - J. Sufficient fuel shall be maintained at all times. There shall be no less than one-half (1/2) capacity in each tank on the vehicle.
 - K. Operation of a city vehicle shall be done in a manner that will not bring negative criticism to the Miami Police Department.
 - L. Mounted Detail vehicles shall always be parked properly, both in the street and at the stable facility.
- III. Any deficiencies or mechanical problems noted during the daily checks shall be brought in writing on the, "Vehicle Repair AVO" to the attention of the Detail Supervisor.

City of Miami



DANIEL J. ALFONSO
City Manager

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To provide guidelines for emergency procedures and mobilization

SCOPE: All members of the Miami Police Mounted Detail are required to familiarize themselves and adhere to the emergency procedures as outlined in Departmental Order 14. The only exception shall be in the event of an emergency involving hurricane mobilization.

- I. To facilitate the utilization of Mounted Detail personnel during the anticipated hurricane landfall, the following Hurricane Response Phases will be conducted.
 - A. **PHASE I**, 48 hours before anticipated hurricane landfall: Detail Supervisor and Stable Attendant will review departmental hurricane plan and procedures. Emergency Mobilization list be checked for accuracy and updated.

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Mounted Detail

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Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 13
(Continuation)

They will closely monitor and begin to survey stable grounds for hazards and problems. They will begin to notify all Mounted Personnel of the upcoming work assignments. Instruct all personnel to review their Departmental Orders regarding Hurricane Mobilization.

- B. **PHASE II**, 32 Hours before anticipated hurricane landfall: Complete Phase I. Notify Mounted Personnel will be needed to assist with securing the stables. Check feed and medical supplies for the horses. Pick up any and all needed supplies so that they will last for a period of not less than 7 days. Fuel all vehicles.
- C. **PHASE III**, 20 hours before anticipated hurricane landfall: Complete Phase II. Supervisor or designee, 2 sworn officer and Stable Attendant or designee, will be assigned to hurricane duty and will work through the storm. They will report to work eight hours prior to the storm.
1. The above listed personnel, when instructed to report for hurricane duty, will bring: Non-perishable foods, clothing, personal hygiene items, bed rolls and other items they deem necessary to remain at the stables for a period of forty-eighty (48) hours or longer.
 2. Mounted Personnel who are not needed at this time will be notified to report to the Manpower Coordinator at the Central Station for Alpha F.F. deployment. The E.O.C. will be notified as to the status of all Mounted Personnel.
- D. **PHASE IV**, 8 hours before anticipated hurricane landfall: Complete Phase III. All personnel who will be working through the storm will return to work and begin final preparations for the storm's landfall. Prior to the storm's impact they will water and monitor the horses and secure all stalls. They will maintain radio contact with EOC using normal call signs. If radio contact is lost, the phone will be used. In the event all communications are lost, the stables will monitor the designated community radio stations for any transmission of emergency information.
- E. **PHASE V**; Hurricane impact. All personnel will remain in designated stable shelter until the "All Clear" is given. Maintain radio and or telephone contact with the E.O.C.

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STANDARD OPERATING PROCEDURES: S.O.P. 13
(Continuation)

- F. **PHASE VI**; or recovery: Make every effort to contact E.O.C. and advise them the status of the stables. Begin stable cleanup and make any necessary notifications. The Mounted Supervisor will contact all mounted personnel and advise the E.O.C. of their status.
1. All mounted personnel (civilian and sworn) who did not work during the storm will report initially to the stables and relieve storm personnel.
 2. Mounted Supervisor will assess the stables and assign personnel to assist with the stable cleanup and make emergency/temporary repairs until permanent ones can be made.
 3. Those personnel not needed in the recovery effort at the stables, will be sent to the Manpower Coordinator and the Central Station for the Alpha F.F. deployment.
- G. **Phase VII** normalcy is restored: All Mounted Personnel will resume their normal assignments. The Mounted Supervisor will complete an After Action Report.

City of Miami



DANIEL ALFONSO
Mayor

MOUNTED PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 14

SUBJECT: AFTER HOURS ACCESS TO THE MOUNTED PATROL STABLES FACILITIES.

PURPOSE: To provide guidelines for the after-hours use of the Mounted Patrol Stables Facilities.

SCOPE: To maintain control and accountability of Officers' and Civilians entering the stables facilities after hours.

- I. The City of Miami Police Mounted Patrol stables facility hours of operation are 0600 to 1630 hours seven days a week.
- II. Any officer working an off-duty job which requires the use of a horse may enter the premises after hours.
- III. Any civilian employee attending to a sick or lame horse may enter the premises after hours, after contacting the Unit Supervisor.

Commander
Mounted Detail

1-1-16

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 14
(Continuation)

- IV. The Veterinarian and Ferrier are allowed on the premises to treat and work on the horses after hours, if requested by the Unit Supervisor or the Stable Attendant Supervisor.
- V. Anyone wishing to use or visit the facilities after hours for any reason than the aforementioned must receive written permission from the Unit Supervisor or a Field Support Commanding Officer.
- VI. A detailed log noting the person, time, date and purpose of anyone visiting the stables facility after hours will be kept by the Unit Supervisor.
- VII. Under no circumstances will a prisoner or a suspect be transported to the Mounted Patrol Stables Facilities for interrogation or questioning.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MOUNTED PATROL DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: **Mounted Patrol Equipment.**

PURPOSE: To record and define the various types of equipment issued to Mounted Patrol personnel.

SCOPE: Each mounted officer is held responsible for equipment issued to him/her. No equipment is to be used, except that which is issued by the mounted detail, without the expressed permission of a mounted supervisor. The following is a list of the equipment issued to and used by the members of the mounted detail (the list is representative, but not all inclusive):

- | | |
|-----------------------------|------------------------|
| Angle or Push Broom | Neoprene Cinch |
| Black Western Saddle | Neoprene Under Pad |
| Breast Collar | Nylon Saddle Cover |
| Bridle | Riding Crop |
| Helmet | Rope Reins |
| Manure Pick | Shovel |
| Miami Police Saddle Blanket | Trail Gear Saddle Bags |
| Muck Bucket | Water Bucket |



28113
Commander
Mounted Detail

6/19/19

Effective Date

