

**DEPARTMENT NOTICE**

DATE OF ISSUE

22 January 2001

EXPIRATION DATE

Continue until
further notice

NO.

01-08

SUBJECT**APPLICATION FOR ASSIGNMENT TO THE MOUNTED PATROL
UNIT, SPECIAL OPERATIONS SECTION****DISTRI-
BUTION
B****RESCINDS****RELATED DIRECTIVES**

General Order: Personnel Transfer and Assignment Procedures

I. PURPOSE

This Notice:

- A. informs sworn members that applications are being accepted for assignment to the Mounted Patrol Unit, Special Operations Section. Applications will be accepted until 16 February 2001.
- B. defines the eligibility requirements, application procedures, and selection process for assignment to the Mounted Patrol Unit, Special Operations Section.
- C. continues the use of the Applicant Questionnaire/Mounted Patrol Unit (CPD-21.436).

II. DUTIES AND REQUIREMENTS

Police officers assigned to the Mounted Patrol Unit, Special Operations Section, will be required to:

- A. learn the horse's anatomy.
- B. groom a horse (i.e., shower, shed, pull manes and tails, clip the muzzle, ears, bridle path, legs, and coronet bands).
- C. clean hoofs.
- D. trim chestnuts and ergot, remove calcium buildups from the urinary tract (beaning).
- E. recognize and treat basic horse ailments, i.e., take horse temperature (rectal), administer basic intramuscular and intravenous injections, treat cuts, lacerations and swellings, and treat basic hoof problems.
- F. learn proper tacking of horse and tack nomenclature.
- G. lift bales of hay that may weigh up to 60 pounds.
- H. lift 50 pound bags of feed.
- I. strip and muck stalls, i.e., clean waste products and install fresh bedding.
- J. tolerate contact with horse dander, horse droppings and waste products.
- K. clean and maintain vehicles, i.e., change tires, switch trailers from one pulling vehicle to another.
- L. learn proper trailer loading and unloading procedures, including lifting heavy tailgates (approximately 200 pounds).

III. ELIGIBILITY

Sworn members interested in assignment to the Mounted Patrol Unit, Special Operations Section, must:

- A. be a police officer below the rank of sergeant.
- B. be able to perform the duties of a police officer assigned to the Mounted Patrol Unit, Special Operations Section, as enumerated in Item II of this directive.
- C. be able to work any watch assignment.
- D. have a minimum of **three years** of continuous service as a police officer by the close of the application period.
- E. have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department Special Order entitled "Performance Rating - Sworn Members" for each of the last four evaluations.
- F. have an acceptable disciplinary record. The candidate's disciplinary record cannot reflect any sustained Complaint Register (C.R.) investigations resulting in a suspension of more than 10 days, or a record of three or more sustained C.R. investigations resulting in suspensions during the past five years.

NOTE: Sustained C.R. investigations with a penalty determination of "No Disciplinary Action" will not be counted as sustained violations for purposes of this selection process. Candidates with pending grievances concerning discipline will be allowed to apply for assignment to the Mounted Patrol Unit, Special Operations Section, and their application will be considered if the candidate's disciplinary record is modified or expunged as a result of a successful grievance such that the outcome of the grievance results in a disciplinary record that meets the disciplinary standards set in this directive.

- G. have satisfied all indebtedness to the City of Chicago at the time of application.
- H. be willing to forego furloughs during the 6B, 7th and 8th periods and days off on Saturdays, Sundays, and holidays during any police period.
- I. be willing to accept the position of police officer assigned to the Mounted Patrol Unit.
- J. purchase and maintain uniform parts unique to the Mounted Patrol Unit.

IV. ADDITIONAL REQUIREMENTS

Members interested in assignment to the Mounted Patrol Unit, Special Operations Section, must:

- A. possess the physical agility and stamina to be able to pass a rigorous 14-week mounted patrol training program.
- B. have the physical stamina to ride in all types of weather conditions for extended periods.
- C. have the psychological capacity and riding skill necessary to perform crowd management techniques in dense crowds.
- D. maintain the highest professional appearance due to high public visibility.

- E. be able to speak to various size audiences relative to the history and mission of the Mounted Patrol Unit.

V. APPLICATION PROCEDURES

- A. Interested members must complete the Applicant Questionnaire/Mounted Patrol Unit that accompanies this Notice. The application must be received in the Personnel Division, Employee Development Section, 3510 South Michigan, Room 2016, no later than 16 February 2001.
- B. The self-addressed application receipt will be returned to the applicant within 10 days of receipt by the Personnel Division. Any member who does not receive this receipt within 10 days should **promptly** call the Employee Development Section on Pax 0350/Citynet 5-5345.

VI. SELECTION PROCESS

- A. On the basis of seniority, the top 75 eligible applicants will be scheduled for interviews with the commanding officer, a sergeant, and a police officer assigned to the Mounted Patrol Unit.
- B. Applicants will be notified of the date, time, and location to report for oral interviews.
- C. The interview will generally consist of questions pertaining to:
 - 1. knowledge of patrol duties and depth of Department experiences.
 - 2. attitude and understanding of the Department's mission and Chicago Alternative Policing Strategy (CAPS).
 - 3. willingness to accept duties and responsibilities attendant with assignment to the Mounted Patrol Unit.
 - 4. communication skills.

NOTE: The above is not an all-inclusive list of interview questions.

- D. Members will not be compensated for overtime when scheduled to report for any portion of the selection process during off-duty hours. The watch commander/unit commanding officer will excuse a member who has been scheduled for an interview during duty hours, provided that the watch commander/unit commanding officer was notified by the member at least 48 hours prior to the scheduled interview.
- E. Based upon the results of the interview, applicants will be placed on a "Well-qualified" or "Qualified" list and will be ranked by seniority on each list.
- F. Management reserves the right to fill 20% of the vacancies at its discretion without regard to seniority, provided that the vacancies are filled with candidates from the eligibility list.

VII. TRAINING

Selection to participate in the training program **will not** constitute assignment to the Mounted Patrol Unit.

- A. When a class is to begin, training candidates will be selected based upon seniority. Candidates from the "Well-qualified" list will be selected for training prior to selection of any candidate from the "Qualified" list.

B. Members selected for the training program will:

1. take and successfully pass a drug screening and a thorough medical examination, the scope of which will be determined by the Medical Administrator, immediately prior to the start of training with the Mounted Patrol Unit.
2. be detailed to the Mounted Patrol Unit to undergo a 14-week training program until it can be determined through training that the applicant is qualified to bid for the position.
3. purchase the **necessary** uniform for **training**.
4. adjust their furlough period(s) if a segment or segments conflict with the training program or with the prohibition of summer furloughs.

C. The training program consists of but is not limited to:

1. seven hours of riding per day.
2. weekly written and riding examinations.
3. evaluations during field trips.

NOTE: As training progresses, the entire Mounted Patrol Unit uniform must be purchased. Expenditures may exceed \$2,500.00 and will be the responsibility of the member bidding for assignment to the unit.

D. If at any time during the training program it becomes apparent to the commanding officer and/or training staff of the Mounted Patrol Unit that an officer exhibits problematic behavioral traits and/or is physically or psychologically incapable of performing required duties, or fails training program tests, the member will be terminated from the training program and returned to the district or unit of assignment. Reasons for termination include, but are not limited to, the member:

1. demonstrating a lack of physical coordination to the degree that the member cannot perform the duties as enumerated in Item II of this directive.
2. displaying anxiety, apprehension or an obvious fear of horses.
3. not having the physical strength to safely handle the horse.
4. failing to demonstrate a sincere interest and concern for the horse.

E. Only those members who have **successfully completed** the training program will be eligible to bid for a recognized vacancy to the Mounted Patrol Unit.

F. If more members graduate from the program than there are recognized vacancies, members who graduate and who are not assigned will remain eligible to bid for recognized vacancies in the unit for a period of two years.

NOTE: The candidate's disciplinary record will be reviewed and a check will be made for any indebtedness at the time of application, prior to selection to begin training, and again prior to being assigned to the Mounted Patrol Unit.

VIII. ADDITIONAL CONDITIONS

- A. Selected candidates must undergo and pass a drug screening prior to assignment to the Mounted Patrol Unit, Special Operations Section.
- B. At the time training commences, and at the time of assignment to the Mounted Patrol Unit, Special Operations Section, members **must** be in full-duty status.
- C. If after assignment to the Mounted Patrol Unit, Special Operations Section, a member demonstrates a lack of knowledge, skills or abilities necessary for the job, is unable to perform the essential duties of the position, or exhibits problematic behavior, the member will be subject to removal from the Mounted Patrol Unit.

Authenticated by: *MB*

Terry G. Hillard
Superintendent of Police

00-087 JH

**APPLICATION FOR ASSIGNMENT TO THE MOUNTED UNIT
CHICAGO POLICE DEPARTMENT**

Must be typed or printed. Describe additional qualifications on a separate sheet.

NAME (LAST - FIRST - M.I.)		STAR NO.	SOCIAL SECURITY NO.	DATE OF APPOINTMENT
HOME ADDRESS (STREET NO. - NAME - ZIP CODE)		DISTRICT OF RESIDENCE	HOME TELEPHONE NO.	UNIT OF ASSIGNMENT
SIGNATURE OF APPLICANT		DATE	HEIGHT	WEIGHT

POLICE SERVICE - LIST PREVIOUS DEPARTMENT ASSIGNMENT FOR THE PAST 5 YEARS (PRESENT ASSIGNMENT FIRST)

UNIT NO.	DATES (FROM - TO)	SPECIFIC DUTIES	UNIT COMMANDER

IF FORMERLY ASSIGNED TO A SPECIAL DETAIL OR UNIT, EXPLAIN DUTIES AND REASON FOR LEAVING.

DO YOU HAVE ANY ALLERGIES THAT EXPOSURE TO HORSES WOULD IRRITATE?	DO YOU HAVE ANY FEAR OF HORSES?
---	---------------------------------

ARE YOU WILLING TO FOREGO SUMMER FURLOUGH PERIODS 6B, 7 & 8, AND WORK DAYS OFF ON SATURDAYS, SUNDAYS AND HOLIDAYS, AND WORK VARIED DAYS OFF EACH WEEK?

IF CURRENTLY SERVING IN A D-2 POSITION, ARE YOU WILLING TO ACCEPT REDUCTION TO A D-1 PAY GRADE?

APPLICANT: PLEASE COMPLETE THE FOLLOWING SELF-ADDRESSED RECEIPT.

APPLICANT'S NAME	STAR NO.	DATE
UNIT NAME	UNIT NO.	

YOUR APPLICATION FOR ASSIGNMENT TO THE MOUNTED UNIT HAS BEEN RECEIVED BY THE EMPLOYEE DEVELOPMENT SECTION.

CPD- 21.436 (12/96)