




**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> <b>Armed Mounted Horse Detail</b>		<b>Policy Number:</b> <b>11.3.5</b>
<b>Date of Issue:</b> <b>October 3, 2002</b>	<b>Authority:</b>  <b>Jeffrey A. Beard, Ph.D.</b>	<b>Effective Date:</b> <b>October 21, 2002</b>

**I. AUTHORITY**

The authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. PURPOSE**

The purpose of this document is to establish policy and procedure for the use of an Armed Mounted Horse Detail.

**III. APPLICABILITY**

This policy is applicable to facilities under the jurisdiction of the Department of Corrections that are approved by the Secretary of Corrections for an Armed Mounted Horse Detail.

**IV. DEFINITIONS**

**Armed Mounted Horse Detail**

A detail of inmates approved to work outside the main compound of the facility under the observation of armed mounted Corrections Officers.

**V. POLICY**

It is the policy of the Department of Corrections to use Armed Mounted Corrections Officer Horse Details for supervising inmate work details outside the main compound of certain designated facilities.

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## VI. PROCEDURE

### A. Responsibilities

1. The Department's Chief of Security/designee shall be responsible for the overall administration of the Armed Mounted Corrections Officer Horse Details.
2. Each Facility Manager is responsible for the administration of the Armed Mounted Corrections Officer Horse Detail at his/her facility and for selecting a Commissioned Officer to provide supervision of the Corrections Officers assigned to the Detail.

### B. Selection/Security/Supervision of Inmates

1. All inmates participating in this program must be approved in accordance with Department policy **DC-ADM 805, "Application, Review, and Approval for Inmates Requesting Pre-Release Status, Placement in Operation Outward Reach, and Outside Assignments."**
2. A Maintenance Labor Foreman shall be responsible for supervising the inmates assigned to the work detail.
3. The Armed Mounted Horse Detail Officers shall be responsible for providing security for the inmates assigned to the work detail.

### C. Operations

1. The Armed Mounted Horse Detail shall be in operation daily, weather permitting, provided work has been scheduled. The detail will be staffed from 0800-1600 hours, Monday through Friday, with weekends and holidays off.
2. During the winter months, at other times that outside work is not possible, or when all the Horse Detail Officers are not needed for inmate supervision, the Armed Mounted Horse Detail Officers will be assigned to various shifts to help reduce overtime.
3. During the winter months, at other times that outside work is not possible, or when work has not been scheduled, the Labor Foreman will be assigned to inside maintenance or to special projects. These assignments may require the employee to work alternate shifts.
4. During the winter months, at other times that outside work is not possible, or when work has not been scheduled, the Inmate Work Detail may be assigned to the Maintenance Department for work inside the compound.
5. Correctional Officer personnel and Correctional Industries personnel assigned to this program must agree to fully comply with the established program for the care, feeding, maintenance and use of horses.

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**D. Selection Criteria for Staff**

Each candidate must:

1. pass a physical fitness test;
2. have experience with horses;
3. not exceed a weight limit of 220 pounds;
4. have a satisfactory or better overall job performance evaluation for the past three years;
5. pass a 40-hour non-certified equine training course instructed by the Pennsylvania State Police Academy at Hershey, PA; and
6. must be qualified in the proper use of a slide-action 12-gauge shotgun and a .38 caliber revolver.

**E. Procurement of Horses**

1. Horses for the Armed Mounted Horse Detail may be procured from any number of sources, such as, newspaper/magazine advertisements, donations, auctions, etc. Each horse must meet the following criteria:
  - a. there is no minimum or maximum age requirement. Selection is based on the temperament and condition of the horse; and
  - b. each horse must be at least 15 to 16 hands high (60-64 inches) at the shoulder, and weigh at least 900 pounds.
2. A licensed veterinarian must examine each horse prior to final purchase or acceptance for the purpose of identifying illness/disease or other health problems.

**F. Care, Feeding, Maintenance and Use of Horses**

Armed Mounted Corrections Officers are responsible for the daily grooming, feeding, exercising, and tack of his/her assigned horse.

**VII. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period of time.

**VIII. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted

to have sufficient flexibility so as to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

## **IX. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

### **A. Release of Information**

#### 1. Policy

This policy document is public information and may be released upon request.

#### 2. Procedures Manual (if applicable)

The procedures manual for this policy is not public information and shall not be released in its entirety or in part, without the prior approval of the Secretary/designee. This manual or parts thereof, may be released to any Department of Corrections employee on an as-needed basis.

### **B. Distribution of Policy**

#### 1. General Distribution

The Department of Corrections' policy and procedures manuals (when applicable) shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary/designee.

#### 2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee who is expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures.

## **X. SUPERSEDED POLICY AND CROSS REFERENCES**

### **A. Superseded Policy**

#### 1. Department Policy

- a. 11.03.05, Pilot Program - Armed Mounted Work Detail (SCI Rockview) issued December 20, 1995, by former Secretary Martin F. Horn; and
- b. 11.03.05-1, Pilot Program - Armed Mounted Work Detail (SCI Rockview) issued August 6, 1999, by former Secretary Martin F. Horn

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross References**

1. Administrative Manuals

- a. DC-ADM 805, Application, Review, and Approval for Inmates Requesting Pre-Release Status, Placement in Operation Outward Reach, and Outside Assignments
- b. DC-ADM 201, Use of Force
- c. 5.1.1, Staff Development and Training
- d. 6.2.4, Uniform Regulations
- e. 6.3.1, Facility Security
- f. 6.7.1, Emergency Preparedness
- g. 6.7.2, Special Response Teams

2. Accreditation Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Facilities: None
- c. Adult Community Residential Services: None
- d. Adult Correctional Boot Camp Programs: None
- e. Correctional Training Academies: None