

## COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**  
1.15

April 5, 2022

**TO:** All Concerned Department Personnel

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** MOUNTED PLATOON SELECTION PROCESS

This Notice is intended to establish a selection process for the Mounted Platoon within Metropolitan Division. Effective August 4, 2019, personnel assigned to the Mounted Platoon were granted hazard pay. As such, any Mounted Platoon vacancy requires a Department-wide Advertisement for Paygrade Advancement and Transfer opportunities. The Mounted Platoon has not had vacancies since the implementation of hazard pay. Determining the appropriate criteria and adequate evaluation period to fairly select Department personnel for hazard pay positions is an ongoing goal within Metropolitan Division.

The following prerequisites are designed to assess a candidate's ability to complete the basic skills required of an officer assigned to Metropolitan Division, as well as the basic skills required to be a Mounted Officer. These skills are paramount to successfully completing both phases of training. Mounted School encompasses a 5-week training period (Phase I), followed by a six-month practical application period in the field (Phase II) prior to filling a vacant position. Included in the training regimen is an assessment of the candidate's ability to perform patrol functions from horseback.

Non-selection can occur at any time during either phase of training.

The following outline is a summary of the application process.

### **DEPARTMENT-WIDE APPLICATION PROCESS:**

- Open to current Police Officer III, Police Officer III+1, or PII who is PIII eligible;
- Submission of a Transfer Applicant Data Sheet, Form 15.88.0, and two most recent Standards Based Assessment Reports;
- Submission of the most current Training Evaluation and Management System (TEAMS) Report for Promotion/Paygrade Advancement;
- Commanding Officer approval required on the TEAMS Evaluation Report, Form 1.78.04; and,
- Proof of a current Firearms Bonus Course medal within one year of application submission.

### **SELECTION PROCESS FOR PHASE I:**

- Minimal Physical Fitness Qualification (PFQ) scores;
  1. 1.5 mile run in 13 ½ minutes or less
  2. 30 push-ups
  3. 40 sit-ups

- Mounted Skills Test consisting of:
  1. Hay Lift and Cart Push;
  2. Saddle Lift;
  3. Left and Right-Side Mounting;
  4. Mounting with Tactical Vest and Helmet; and,
  5. Mounted Balance Coordination (Round Pen)

**Note:** A Mounted supervisor will be present to provide oversight during each exercise.

- Oral interview;

**Note:** Oral Boards will be comprised of a Lieutenant, Mounted supervisor, and an outside supervisor from either a partner agency or outside Counter-Terrorism and Special Operations Bureau (CTSOB) command.

- Background investigations will only be conducted for those applicants scoring in the OUTSTANDING pool;
- Upon successful completion of Phase I, candidates will be placed in a “Qualified Selection Pool.” Candidates will not be ranked in this pool;
- Completion of Phase I does not guarantee a permanent appointment within the Mounted Platoon; and,
- Vacancies will be filled through attrition based on a package review, Mounted School performance review, chain of command review and approval, with final approval from the Commanding Officer, CTSOB, and Director, Office of Special Operations (OSO).

#### **PROPOSED STRUCTURE OF 5-WEEK MOUNTED SCHOOL:**

- Loan into Metropolitan Division if not already assigned;
- Attendance and completion of the 5-week period of training (Phase I):
  1. Weeks 1 through 4: Candidate must successfully demonstrate basic equitation skills following each block of instruction, and complete a Final Exam at the end of Week 4;
  2. Week 5: Candidate must successfully demonstrate the ability to perform patrol functions from horseback at the guidance of a Police Officer III+I, Assistant Squad Leader.

#### **MOUNTED SCHOOL REMOVAL FACTORS:**

Non-selection or removal may include, but is not limited to:

- Inability to successfully complete the Mounted School Final Exam (one remediation session provided); and,
- Inability to maintain control of horse during Week 5 patrol assessment (practical application).

#### **APPROVAL PROCESS FOR THE SIX-MONTH PHASE (PHASE II):**

- Commencement of the six-month phase of training is dependent on the number of Mounted Platoon vacancies;
- Successful completion of the 5-week Mounted School;

- The pool of eligible candidates will remain viable for 12 months, with a potential six-month extension at the discretion of the Commanding Officer, CTSOB, and the Director, OSO;
- Final appointment to the Mounted Platoon requires successful completion of Phase I and Phase II; and,
- A Special Standards Based Assessment Report will be completed incorporating performance during Phase II prior to final appointment.

**Note:** The six-month evaluation period is designed to assess a candidate's ability to transition from basic riding to advanced riding in the field. Phase II candidates will obtain a Commercial Driver's License (Class A) as a requirement to drive a truck with a horse trailer.

The leadership within Metropolitan Division, CTSOB, and Office of Special Operations is poised and committed to ensuring that all Department employees wishing to participate in the Mounted Platoon selection process experience a thorough, fair, and impartial process.

If you should have any questions or need additional information, please contact the Commanding Officer, Counter-Terrorism and Special Operations Bureau, at (213) 486-8780.



DAVID J. KOWALSKI, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
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