



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: October 30, 2025

RE: SOP 082 – Training and Career Development
SOP 230 – Mutual Aid
SOP 270 – Field Training and Evaluation Program
SOP 450 – Personnel Investigations
Mounted Patrol Unit SOI

SOP 082 – Training and Career Development

- Added how adjunct instructors can be disqualified or not used by the Training Division.
- Updated the number of weeks lateral transfers from out-of-state law enforcement agencies must complete, from 25 to 28 weeks.

SOP 230 – Mutual Aid

The only recommended update is to update the reference from the Technical Communications Division to the Department of Emergency Communication.

SOP 270 – Field Training and Evaluation Program

The only recommended update is to update the procedures for how a field training officer may be released from field training and evaluation duties

SOP 450 – Personnel Investigations

- Removing the reference to citizen complaint mediation since this method has not been used in several years and the entity previously involved has now changed their name.
- Updating the reference from the Technical Communications Division to Department of Emergency Communications.
- Updating the procedure for supervisors completing Course of Action reports in the new Benchmark system that is replacing AIM.
- Minor grammatical and SOP number reference updates.

Mounted Patrol Unit SOI

- Updating the purpose statement to include the Mounted Patrol Unit provides police service and impacts crime through effective community engagement.
- Adding community engagement and positive police contacts with the public and at community events to the objectives section.
- Updating the requirements for the selection and evaluation of horses.
- Adding the herd health manager position to the SOI.
- Adding officers assigned to the Mounted Patrol Unit need to be familiar with the Mounted Patrol Unit Operations and Training Manual.
- Adding officers need to check the truck and attached trailer for full water containers and hay bags.
- Updating the patrol procedures for the Mounted Patrol Unit when on routine patrol. “Officers should dismount every hour for approximately 15 minutes to rest the horse” has been changed to “Officers should monitor their horse for signs of illness, injury, exhaustion, dehydration or other medical distress and provide appropriate rest or care.”
- Updating the requirements for when the nature of the arrest necessitates the presence of the arresting Mounted Patrol Unit officer during the booking process.