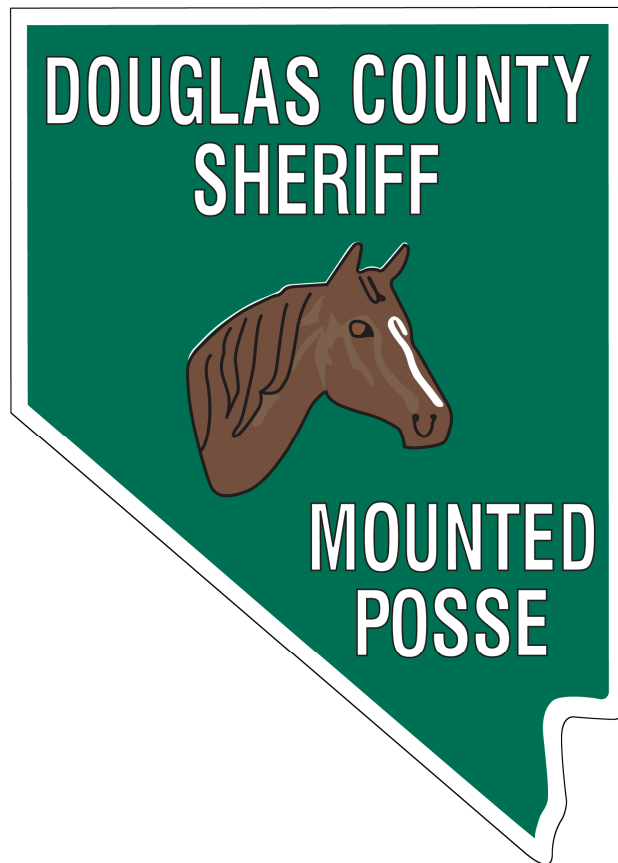


Policies and Procedures Manual



Sheriff Ron Pierini

Revised 12/17/2011

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INTRODUCTION

The Policies and Procedures Manual has been developed to compliment the Bylaws of the Douglas County Sheriff's Mounted Posse (DCSMP) and to provide details of the procedures by which the Goals and Objectives will be accomplished.

It is the responsibility of each Posse member to become familiar with the Bylaws and Manual and adhere to the regulations adopted herein. A violation of any regulation may result in termination from the unit.

The Manual will be reviewed and updated yearly in December to maintain current and accurate policies. All changes to the Manual will be submitted to the Board for vote, then approved by a majority vote of the membership and approved by the Sheriff or his designee. Documentation for changes will be maintained in the "Manual file" for future reference.

GOALS AND OBJECTIVES

Goals

The goals and objectives of this non-profit Corporation are to provide mounted and ground-support assistance to the Sheriff upon request; to promote charitable and public service activities within the community; and to promote health and safety among equine enthusiasts (riders and non-riders).

Objectives

The DCSMP will obtain these goals by adherence to the following objectives:

The DCSMP will be trained, equipped, and available for Search and Rescue (SAR), disaster, or other assistance as deemed necessary by the Sheriff.

Posse members will continue to train and improve their horsemanship skills.

Posse members will maintain all equipment, both unit equipment and personal equipment, to the degree necessary for the safety of all.

The DCSMP will train for and provide an honorable presence at community events such as parades, color guard, grand entries, etc. showing favorably on the Sheriff's Department.

The DCSMP will involve themselves extensively in community activities providing services to individuals and charitable organizations throughout the year.

The DCSMP will provide equine related clinics and associated activities to promote the health and safety of horses within the community.

The DCSMP will provide funds for equipment and special community contributions (scholarship) through fundraisers organized and carried out by DCSMP.

ORGANIZATION

The Bylaws provide the basic structure for the DCSMP, which is a non-profit corporation registered in the State of Nevada. The corporation is also registered with the U.S. Internal Revenue Service under section 501(c)(3) for exemption from federal income tax. The federal tax identification No. is: 88-0434162, dated 6/2/98. All related files will be maintained at the Sheriff's Office.

The Bylaws also provide details for meetings, quorums, voting, election of officers to the Board of Directors, and removal and/or replacement of officers.

A regular monthly meeting for all members will be held on the second Wednesday of each month. All members are encouraged to participate in the email bulletin board which has been established to disseminate Posse information and allow members to respond prior to monthly meetings. Use of the email bulletin board should reflect professionalism at all times. The Posse also maintains a website with the address of <http://www.dcsmposse.com>.

OFFICERS

The following offices are the elected positions within the structure of the DCSMP. The Board of Directors consists of these elected officials. Desirable skills for the positions listed below should include but not be limited to effective communication, organization, delegation, and accountability

President

The President is in operational control of the DCSMP and will coordinate with the Sheriff. The President shall exercise general authority over the affairs of the DCSMP. He/she shall call and preside over all meetings, except as otherwise provided in the bylaws. He/she shall use his or her best efforts to coordinate the activities of the DCSMP and to promote its goals and objectives.

1st Vice President

1st Vice President is responsible for general horsemanship training and all arrangements for facilities necessary to conduct such trainings and clinics. He/she is responsible for communications and arrangements with the Douglas County Fairgrounds for any Posse training. He/she is a member of the Budget Committee. He/she assists with additional functions as deemed necessary by the President and/or Board of Directors. The 1st Vice President is second in command.

2nd Vice President

2nd Vice President is responsible for the accounting of activity hours and current address roster of all members. The roster information will be received from the

Membership Committee Chairman. He/she is responsible for updating the Manual and By-Laws on a yearly basis in December. He/she is a member of the Budget Committee. He/she assists with additional functions as deemed necessary by the President and/or Board of Directors. The 2nd Vice President is third in command.

Treasurer

The Treasurer is responsible for maintaining the DCSMP financial accounts. He/she is a member of the Budget Committee and advises the Board of Directors and Budget Committee on the status of funds. He/she provides a monthly accounting of the DCSMP checking account to the President at least five days prior to each monthly meeting. He/she maintains backup records of the financial accounts and assures a copy is kept with the corporate records at the Sheriff's office. The Treasurer will also have the responsibility of maintaining the Posse's spectator liability policy and coordinate with the DCSO for the Workers' Compensation Insurance. He/she assists with additional functions as deemed necessary by the President and/or Board of Directors.

Secretary

The Secretary is responsible for taking and transcribing the minutes of the regular monthly meetings, Board of Directors meetings, and any special meetings that may arise. All monthly meeting minutes will be provided to the Posse email bulletin board for review prior to the next monthly meeting. He/she will maintain backup records of the minutes and assures a copy is kept with the corporate records at the Sheriff's office. He/she collects proxies to be kept with meeting records. The secretary will be responsible for preparation and distribution of the agendas for all Board and general membership meetings. He/she assists with additional functions as deemed necessary by the President and/or Board of Directors.

Member-at-Large #1

The Member-at-Large #1 will oversee functions and directions of various DCSMP units. He/she assists with additional functions as deemed necessary by the President and/or Board of Directors.

Member at Large #2

The Member-at-Large #2 will serve as Sergeant at Arms at monthly meetings and assists with additional functions as deemed necessary by the President and/or Board of Directors.

Past President

The past President shall serve in an advisory capacity and shall have full Board voting privileges. He/she assists with functions as deemed necessary by the President and/or Board of Directors. If any past Presidents are serving on the Board in any other capacity, the past President will have only one (1) vote.

Board of Directors' Activities

While each Board member has specific tasks, the Board of Directors as a whole fill a leadership position for the overall functioning of the Posse.

The Board of Directors will conduct quarterly performance reviews of their fellow Directors at the March, June, and September Board of Directors' meetings and will accept comments from the general membership at that time.

As criteria for the performance review each Board member will discuss his/her participation in Posse activities, chairing of events, planning, after action reports, accountability, overall promotion of the Posse's goals and objectives, and recommendations of personal ideas and changes as seen necessary for future success of the Posse. A majority vote of the other Board members will determine satisfactory or unsatisfactory performance.

A summary of the findings will be reported to the general membership at their monthly meeting. The Board of Directors may determine a probationary period for an officer with a less than satisfactory review.

Prior to the end of January each year, the President will list all annual activities and designate a member to oversee each of the known activities such as Tack Sale, Cowboy Poetry, Genoa Candy Dance, Trick or Treat Safety Street, etc.

MEMBERSHIP PROGRAM

Purpose

The purpose of this section is to define the Membership Program and explain the following sections: Membership Qualifications, Membership Application, Levels of Membership, Qualified Rider Test (QRT), Specialized Posse Units, Uniforms and Horse Tack.

The Membership Program shall be directed by the Membership Committee consisting of no less than five members from the Board of Directors and membership-at-large appointed by the Committee.

Membership Qualifications

The applicant must reside in Douglas County, Nevada, or in the surrounding communities. Exceptions require a majority vote of the Board of Directors for acceptance.

1. All applicants must voluntarily submit to a criminal background inquiry to determine the existence of any outstanding warrants or criminal background. The Sheriff or his designee will make this inquiry. Should warrants or a prior criminal background be discovered, the applicant's membership into the Posse will be at the discretion of the Sheriff or his designee.

2. Any applicant or member who is charged, arrested, or convicted of a serious crime, or whose personal conduct reflects adversely upon the character or reputation of the Posse may be removed by a majority vote of the Board of Directors after appropriate discussion or at the discretion of the Sheriff or his designee.

Membership Application

Applicants shall be referred to the Membership Committee who will:

1. Require the applicant to attend a regular monthly meeting before an application will be accepted.
2. Provide the prospective applicant with the Membership Application form.
3. Insure the application and a \$35 check is provided to the Chairman.
4. Insure the applicants name and descriptive information is provided to DCSO for a criminal records inquiry.
5. Upon receipt of the results of the record check, arrange for an oral interview involving at least two members of the Membership Committee who will follow the prepared questionnaire, though not be limited to those questions only.
 - a. Insure that the applicant fully understands the commitment necessary for membership in the DCSMP, and provide basic information about the operation of the Posse.
6. Upon successfully passing the oral interview the applicant will be provided with a Fingerprint Card Information form. The applicant has **10 days** from the date of the interview to provide fingerprints to Records (DCSO) and receive a Volunteer Posse picture ID card. Not obtaining this ID card in **10 days** is sufficient reason for termination.
7. Upon displaying the Posse ID card to a Committee member, the Chairman will assign the probationary member a mentor following the guidelines established in the Mentor Program document. **The mentor will instruct the probationary member to become familiar with the on-line Posse Manual and By-Laws.**

Levels Of Membership **Probationary Member**

1. New members will serve a probationary period lasting six (6) months and include a recommended accumulation of approximately 40 hours of service. This period of time and service allows the Posse to assess the extent of the applicant's participation in meetings and activities. Probationary members are expected to attend all monthly meetings.

2. At the conclusion of this probationary period the Membership Committee, including the mentor, will review the probationary members' eligibility and provide a recommendation to the voting membership. The voting membership, by majority vote, may then confirm the member, continue the probationary period, or request the member terminate his/her association with the Posse.

3. This probationary status shall not prevent the new member from testing with and joining any of the specialized units within the Posse, however, they will not have voting rights until confirmed by the membership.

Voting Member

1. A voting member is a current member in good standing. The member has full voting rights.

2. Any voting member who has not attended meetings for a three-month period will lose the right to initiate motions, second motions, or vote on motions. These rights will be restored when the member attends two successive meetings. Only at the second meeting will the full rights be restored. Attendance at a Board Meeting will count as an attended monthly meeting if a monthly meeting is missed.

3. After the third meeting is missed without notification, the Membership Chairman shall contact the member to ascertain if he/she is still interested in membership. If the member misses the next successive meeting the Membership Committee will vote on whether or not to retain this person as a member. The Committee Chairman will advise the Board of Directors of the results of this vote.

4. It is the responsibility of the Board of Directors to retain or remove this member by a majority vote. If the member is removed from the Posse, the President shall notify this person by mail of his/her removal. If the member is dropped and subsequently wishes to rejoin the Posse, he/she must complete the entire Membership Application process including payment of any fees.

5. All contacts (phone/email/written, etc) or attempts at contact with the member regarding missed meetings may be documented by the Chairman. This documentation will be placed in the member's file.

6. If a member has reasonable justification for missing a meeting (work, travel, illness, etc.), he/she must contact the Membership Committee chairman to explain such absences prior to the third month. In such instances, the member will not be dropped from the rolls.

Honorary Member

An honorary member is a person who supports the efforts of the Posse with donations or actions but who is not interested in full membership. A candidate for this level may be nominated by a member or by the Sheriff or his designee. A majority vote of the Board of Directors is necessary for this level. The recipient shall be presented with

a certificate, plaque, buckle, or other award to signify this designation. The Honorary Member does not have voting privileges.

Inactive Member

1. Any member who desires to place his/her membership in an inactive status must notify the Board of Directors explaining the reason for this request. A majority vote by the Board is necessary for approval. This status is reserved for members who, for some extenuating circumstance(s), will not be able to attend Posse meetings or functions for up to a year, yet desire to maintain membership in the Posse. Examples for eligibility for this status would include extended illness, travel, temporary relocation, and school or employment conflicts.

2. This status may exist for one year from the date of the request and will be re-examined on a yearly basis by the Chairman, with the results provided to the Board for approval. The member loses all voting rights while inactive however may remain on the Posse email bulletin board.

3. Any member who leaves the Posse for any reason must return all Posse equipment in his/her possession, including the copy of the Policies and Procedures Manual to the Quartermaster. The member must remove all logos that refer to the Posse from his/her vehicles and trailers.

4. The Volunteer Posse ID card issued by the DCSO must be returned to the Membership Committee Chairman.

Qualified Rider

1. Any member wishing to be a qualified rider must own or have access to a horse, suitable tack, and a horse trailer. A Qualified Rider Test (QRT) will be given by three member evaluators of the Membership Committee to assess the abilities and safety of both horse and rider.

2. The QRT is designed specifically to insure the safety of all riders and horses in any Posse riding event. Knowledge and understanding of the very basic tenets of horsemanship are required in this test.

3. The horse and rider team must successfully pass all phases of the QRT prior to participating in any Posse horse event. If a member changes horses, the rider and new horse must re-test.

4. The QRT will generally include phases such as trailer loading and unloading, leading, tacking, equipment check, mounting, dismounting, walk, trot, lope, stop, turn right and left in an 8' circle, side pass, backing, and tying.

5. Every two years riders shall successfully re-qualify their horse or horses to remain a Qualified Rider. Only the "in-the-saddle" portions of the QRT will require re-testing.

6. A copy of the Qualified Rider Test is located in the Appendix Section of this manual.

7. Although a horse/rider team has passed the Qualified Rider Test, if there is a potential threat or danger to the rider, to other members of the Posse, other horses, or other persons or property, during the course of a Posse event, that horse/rider may be removed from the event.

8. Removal will be at the sole discretion of two members of the Board of Directors or Membership Committee Evaluators, a Unit Leader, or their designees. The rider will immediately comply and remove the horse from the event. Failure to do so will result in termination of service in the Posse.

9. The Membership Committee Evaluators and the rider shall complete a resolution of the problem within 21 days. The horse/rider will not participate in any Posse riding events until this resolution.

Selection Criteria for Horses

1. Horses must be geldings or mares, no restrictions on breeds, however, no draft horses, stallions, or mules/donkeys.

2. If a horse kicks or bites during an event, a written email will be generated to inform all Posse members of possible danger with this particular horse so as to protect themselves and their horses. This incident should be fully explained, in the event a rider created a situation where a horse could be exonerated. This would serve as a learning point for all riders. A **second** infraction will result in expulsion of the horse from further events.

3. The horses must be in good health and sound.

4. Horses must be of even temperament, obedient, and trainable.

Specialized Units

1. Any member may request membership in any or all of the specialized units within the DCSMP merely by informing the respective Unit Leader(s) of his/her interest. If a horse is to be utilized, the member must be a Qualified Rider and pass additional horse/rider skill tests. The member must participate in the required training to remain in the unit. If the member changes horses, the member must re-qualify with the new horse.

2. The Unit Leaders will make the final determination for the member's admission into the unit. Qualifications for the unit will be set forth in writing by the Unit Leader and the members of the unit. Members applying for entry into the specialized unit will be provided with the testing protocol prior to any actual test.

Uniforms

The official uniform for the DCSMP is a white Wrangler, long sleeved, dress shirt with the Posse logo embroidered above the left pocket, a dark green scarf with concho slide, dark blue jeans, black belt, black boots and a black western hat. For some designated activities, members may wear a dark green or tan polo shirt with Posse logo. There are two Posse jackets, one is a dark green winter Carhartt and the other is a dark green wind breaker, both with the Posse logo. Members are required to wear the appropriate uniform when participating in Posse events. The person coordinating an event will determine what uniform will be required and communicate that to the Posse members.

Specific items of clothing such as the Wrangler shirt and jackets can be purchased at local western stores. The required scarf and concho slide are purchased through the Posse to maintain uniformity in color and style. Boots, hats and belts can be of the members' choice as long as they are black. All items will be cleaned and pressed to maintain a professional appearance.

Appropriate Posse clothing will only be worn in conjunction with an official Posse event.

Horse Tack

Posse members will provide their own saddles and bridles. For designated functions, the bridles should match the saddle in color and be plain leather. Posse breast collars, halters and saddle pads will be used for parades and other formal functions. These items are available through the Parade Coordinator.

BUDGET AND EXPENDITURES

1. The Board of Directors, after receiving available information from the Treasurer and Vice Presidents shall approve the proposed annual budget no later than the end of the prior fiscal year.

2. Providing a quorum is present, the final budget must be approved by a two-thirds vote of the voting membership present and proxies at the first meeting of the new fiscal year. The President shall notify the membership of subsequent variations from the approved budget. If a two-thirds vote is not achieved, the President may continue operating the DCSMP at a rate of expenditure not to exceed the prior year's expenses per quarter and category, until such time as the current year's budget is passed.

3. The approved budget is only an estimate for future expenditures. Individual expenses will be proposed to the Board of Directors or the general membership for approval prior to allocation of funds.

4. The Board of Directors may approve expenditures up to \$500 which have not been previously authorized by the general membership.

5. Additional requests for expenditures of Posse funds will be made available to the general membership via the email bulletin board at least five days prior to a general membership meeting. This request will include the need, the relevance to Posse objectives, model (if applicable), specifications, and projected cost. The item will be added to the agenda of the next general meeting for discussion and possible approval by vote per Article III of the Bylaws.

6. Should the need for an emergency expenditure of funds arise which exceeds the \$500 limit described in Section #4 above, a meeting of the Board of Directors per Article IV Section 3 will be called to discuss and possibly approve the expenditure by a majority vote of the Board. The reason for the emergency will be well documented and provided to the general membership.

7. The Treasurer shall pay all bills authorized by the general membership or the Board of Directors. Any bill in any amount which the Treasurer deems inconsistent with Posse purposes or has not been previously authorized as stated above, shall be brought to the Board for its approval.

STAFF

As detailed in Article IV, Section 4 of the Bylaws, the Board of Directors will appoint all staff and unit leader positions, but the Board will consider recommendations from the President, from the specific committee, unit, or general membership.

Historian

The DCSMP continues to collect photos and memorabilia of significant events. It is the responsibility of the Historian to maintain the photograph albums, Sheriff's Office display case, and any other items of importance to the history of the Posse.

Quartermaster

The Quartermaster will maintain records of DCSMP property. The DCSMP owns a storage shed which is centrally located for access by unit coordinators and members as necessary. It will be the duty of the Quartermaster to maintain an up-to-date inventory of the contents of the storage shed in addition to any equipment items such as radios, saddle pads, emergency kits, vests, etc. which have been issued to unit coordinators or individual posse members. Inventory of portable radios shall be conducted no less than twice annually (January and July). Results shall be reported to Douglas County Sheriff's Office Administrative Sergeant.

Membership Committee Chairperson

The Membership Committee Chairperson will be responsible for the overall management of the committee and insure that new members receive and complete the appropriate paperwork to become Posse members. The Chairperson will also coordinate new member recruitment and administer the Mentor Program.

Emergency Response (ER) Unit Leader

The Emergency Response Unit Leader will work closely with the Douglas County Office of Emergency Management and others to keep abreast of issues involving all emergency call-outs including equine evacuations. This person will have the responsibility of initiating ER training and insuring that all members are aware of the Posse policies and procedures during time of an emergency response.

Search and Rescue (SAR) Unit Leader

The Unit Leader will serve as the liaison between the Posse and SAR. The leader will organize training, exercises and all activities dealing with SAR. This leader will also set forth in writing the necessary horse/rider qualifications and training requirements. The unit leader will organize interested members and insure that the general membership is provided with information and updates regarding the unit's activities.

Parade Unit Leader

The Unit Leader will be responsible for all training dealing with parades, insuring that all riders and horses are qualified. This responsibility extends not only to the actual parade but also to the ground crew, vehicle shuffling, pre and post parade locations. All necessary equipment shall be obtained from the Quartermaster and/or other sources. The Unit Leader will coordinate closely with the training officer at all times.

INSURANCE

Liability/Insurance

Each member of the DCSMP (probationary, active/rider and non-rider) will sign the waiver of liability at the time of application. Each member of the DCSMP is aware of the inherent dangers of riding and all other events associated with horse-related activities.

The DCSMP carries a "spectator liability" insurance policy which covers spectators and/or bystanders for injury or property damage caused by a Posse activity. This policy does not cover Posse members for injury to themselves, their horses, or their vehicles, trailers, and equipment. All members are expected to carry their own personal medical insurance and property insurance.

It will be the responsibility of the Board of Directors under the direction of the Treasurer to annually review the current insurance needs of the Posse and make necessary changes.

The Posse calendar of official events and trainings is established at the beginning of each year. Events can be added or deleted with advance notification to the Sheriff or his liaison. Emergency call-outs may be necessary at the Sheriff's discretion. It is mandatory, and the personal responsibility of each member, to sign in and out on the appropriate sign-in sheet for all official activities. Members may be covered under the Douglas County Workers' Compensation Insurance when participating in an official Posse activity. There is **no** insurance coverage for injury or death to a member's horse.

It is the policy of the Douglas County Sheriff's Office that riding helmets be worn by members while on horseback. If a member violates this policy, his/her workers' compensation insurance benefits will be reduced by 25% pursuant to NRS § 616D.280.

Any injury or property damage will be reported immediately to a member of the DCSMP Board of Directors. The Board member will, in turn, report the incident immediately to the Sheriff's Office Watch Commander and the On-Call Administrator. The incident will be properly documented, and appropriate action will be taken.

There is no coverage on behalf of Douglas County for a Posse member who has a motor vehicle accident while in route to or leaving a sanctioned Posse event. If, however, the member's vehicle or trailer is damaged while involved in a Posse event, such as a Search and Rescue operation, then coverage may be available assuming there is no violation of any laws. Persons in command of such operations and members responsible for moving vehicles and trailers must use common sense and not travel routes that are not reasonably safe.

Official Posse activities will include emergency call-outs as deemed necessary by the Sheriff or his designee; parades, color guards, etc. as representatives of the Douglas County Sheriff's Office; and fundraising events. Organized training prior to the above activities will also be considered official Posse events.

Because of the common interests of members and the friendships formed within the DCSMP, activities not shown on the Posse calendar may take place and include participation by all or part of the Posse members. These activities are not to be considered official Posse functions; there will be no sign-in sheet; no Posse hours will be accrued and no liability insurance or Workers' Compensation insurance will be applicable. Neither the DCSMP nor Douglas County assumes any responsibility whatsoever for these "non-Posse" events.

POSSE VEHICLE USE POLICY

Any legally licensed Posse member twenty-one (21) years or older may use a Posse vehicle for any Posse activity defined as to/from training, a Posse event, or for vehicle maintenance. The member will initiate the vehicle log prior to putting the vehicle in service and complete the log at the end of service.

ACTIVITIES HOURS AND SIGN-IN SHEET

Sign-in sheets are provided at all official Posse events in order to maintain a count of volunteer hours and, also, to establish an individual's presence at an official event in case of accident or injury. It is mandatory that all Posse members sign in and out at each event.

A log of hours for each member is kept by the 2nd Vice President, and monthly updates will be published. If a member incurs hours as a result of an upcoming event, it is the member's responsibility to email those hours to the 2nd Vice President – phone calls and informal conversations will not be accepted. If a member does not have email and incurs hours, those hours should be submitted in writing to the responsible Vice President. Hours must be submitted in a timely fashion and will not be accepted if they are more than 30 days after the event.

GENERAL ACTIVITIES

Calendar

The President will initiate a Calendar of Events by the end of January of each year. This calendar will include all annual events and any new events in which the Posse will participate. This proposed calendar will be approved by the general membership at the February monthly meeting. As the year progresses, events may be added or deleted as deemed necessary by the general membership. The Sheriff will receive the approved calendar and be given advance notice of any changes.

General Training

Training will focus on improvement of horsemanship skills and sensitivity training for members' horses. Additional special training will be covered under separate headings. Horsemanship Clinics will be scheduled from year to year as needed. The 1st Vice President will determine training dates and content.

Members are encouraged to seek additional training for any of the Specialized Units or other aspects of Posse horsemanship. Reimbursement by the Posse for all or part of course fees may be obtainable by a written request to the Board of Directors prior to the commencement of such training. The Board will consider the request on the basis of course content, applicability to Posse functions, and the member's previous participation in Posse activities. A motion and majority vote by the Board will determine the amount of reimbursement. The member will receive a written response from the Board.

PREPLAN AND AFTER ACTION REPORTS

Purpose

This section provides a general reference guide to aid the leader/leaders in charge of an event. The Preplan and After Action Report are interdependent.

The leader/leaders should use the Preplan Guide as a check list, and add or delete items necessary to successfully complete the Guide. The After Action Report outline should be used as a reference guide to compare the Preplan with what actually took place from conception to completion of an event.

Any suggestion as to how the event could have been done differently is probably the most important section of the After Action Report. It will be a great aid in formulating each new Preplan. These two reports and attached documents (if any) will be

placed in a manila folder titled and submitted to the Board of Directors for review within 30 days of the event. This event folder is to be placed in the appropriate file cabinet at the DCSO after being reviewed and written comment provided by the Board of Directors.

Please be concise and detailed in both the Preplan and the After Action Report. Remember names, phone numbers and addresses change frequently. If lead time is needed for reservations, etc., highlight this information. When you complete a file ask yourself if the next leader would have an adequate “road map” to follow.

Preplan Guide

Name of Event

Date and Time

Location

Responsibility of Posse for Event

Budget:

What funds are needed prior to event such as advertising, food, etc.

Person/Persons in charge of event

Phone Numbers, Related Addresses, Emails, Fax's

Posse Leader/Leaders

Areas of Responsibility for each Leader

Number of members needed and approximate number of hours needed to perform activity

Lead time needed to organize event

Equipment needed

Are horses going to be used? If so, what are the restrictions, conditions, and physical needs of horses?

Pre-Event meetings (Posse and Client) Who, What, When, Where

Third party services (example printers, caterer, publications, etc.)

Dress code requirements

Radios needed?

First Aid kits, Safety devices, sanitary requirements

Specific instructions for procedures including personnel, times, locations and responsibilities during actual event

Budget required?

Sign-up sheets to log hours from Preplan through After Action Report

Other

After Action Report Guide

Name of Event

Date and Time

Location

Expenses/Income/Net

Clients personnel; are they the same as listed on Preplan? Comments regarding these people. Did they respond to our questions; did they do what we perceived they were to do, etc.

If multiple areas of responsibility were required, are these reports completed and

combined with this report?

If a budget was required what were actual results?

Did we have enough personnel to do the job?

Are all hours logged and could we have done the event with less people?

Do we need to have post event meeting with client to clarify issues

Was there adequate equipment, supplies, safety devices etc. to perform our job and what could be added, deleted or changed? Were any reports required by the client and, if so, were they sent and are copies in our files?

Leader/Leaders comments

Other

Board of Directors Comments

Any recommended changes

Did Leader/Leaders get the job done?

AWARDS

The Posse provides many hours of volunteer time to the community throughout the year. As individuals reach levels of hours volunteered, they are recognized with various awards.

The Posse Awards Banquet is held in January of each year. The purpose of this banquet is to acknowledge and honor selected individuals for their contributions to the Posse during the previous year. The Awards Committee (see Committees) will coordinate the election of Posse Member of the Year and other awards.

At the completion of 200 hours, Posse members will receive a belt buckle with the Posse logo on it. Members completing 500 and 1000 hours of volunteer time will have their names included on the perpetual plaques. Individuals who complete 2000 hours of volunteer service will be presented an individual commemorative award. These awards represent appreciation and recognition for the commitment of time that each member is willing to make for the benefit of the Posse and the community.

COMMITTEES

Membership Program Committee

See Membership Program section for details.

Scholarship Committee

The primary function of the Scholarship Committee will be the determination of the recipient(s) of the scholarship(s). The Scholarship Committee will consist of at least four persons from the general membership. It is the duty of the Committee to review the Posse Scholarship file to become familiar with the details of the Committee's tasks. The Committee will make changes to the application process as needed. The chairman will be elected by the committee. The Committee will select new members from the general membership.

The Committee will maintain contact with the two high schools in the Douglas County and advertise the scholarship for the benefit of home schooled students.

The Committee will review applications, interview applicants, and determine the recipient(s) of the Posse's scholarship(s). The Committee will also make recommendations for the scholarship amount to the Budget Committee.

Being a member of this Committee is one of the most rewarding opportunities of the DCSMP. The applicants are of exceptional quality and very enthusiastic. Posse funds are well utilized with this program.

Awards Committee

The Awards Committee will solicit from the general membership nominations of individuals to be considered for the Member of the Year award. The Awards Committee will evaluate the involvement of the proposed individual re: hours of participation variety of activities and commitment to the Posse objectives and present a slate of qualified individuals for the membership to select a recipient.

Budget Committee

The Budget Committee will consist of the two Vice-Presidents, the Treasurer, and at least one member of the general membership. The Budget Committee will meet as often as necessary throughout the year. It will be mandatory for the Committee to meet in June of each year to review the accounting procedures and determine any budget adjustments necessary to-date. The Budget Committee will also meet in November of each year to prepare the proposed budget for the next year.

SPECIALIZED UNITS

Parade Unit (PU)

The Parade Unit is available to any member in good standing. Non-riders may fulfill a vital support role to other non-riders, riders and horses. If a horse is to be utilized, the member must be a Qualified Rider, and must pass the mandatory horse/rider parade training as outlined by the Unit Leader. This unit will provide an honorable presence for the Sheriff's Department in parades, demonstrations, flag ceremonies, as color guard, grand entry events and/or any other activity as directed by the Board.

The uniform will be determined prior to each event, and can be expected to include the white long sleeve shirt with logo, dark green scarf, dark blue jeans, black boots and belt, and black western hat for non-riders and white helmet for riders. If the weather dictates the use of a jacket either the lightweight jacket or the Carhartt jacket may be worn; all jackets worn during an event will be of the same type. Horses will be tacked with a western type saddle and leather bridle that complements the saddle.

The Quartermaster will issue to the parade unit leader a halter with lead and breast collar for each rider. If the breast collar does not fit the horse buckles and/or black

or tan webbing may be used to customize the fit. Silver or chrome buckles are preferred. Posse saddle blankets must be worn, and may be purchased or borrowed from the Quartermaster or other members.

Search and Rescue (SAR) Unit

The Search and Rescue Unit is available to any member in good standing. If a horse is to be utilized, the member must be a Qualified Rider. The member must pass the horse/rider skills test for this unit as designated by the unit leader. Additional horse/rider training will be required. The Unit Leader shall set forth in writing the necessary horse/rider qualifications and training requirements and provide this information to any interested member.

This unit will participate in SAR coordinated activities and members will be encouraged to attend the SAR Training Academy and the SAR monthly meetings.

Emergency Response (ER) Unit

The Emergency Response Unit will coordinate activities between the Posse and Douglas County Emergency Management and others, providing training to Posse members when necessary and insuring the Posse is prepared to serve in whatever capacity deemed necessary..

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APPENDIX

To

**Douglas County Sheriff's
Mounted Posse**

**Policies and Procedures
Manual**



MEMBERSHIP APPLICATION

Please complete this 3-page application form (personal info/FYI/liability waiver with signature), and mail it to Douglas County Sheriff's Mounted Posse, P.O. Box 1894, Minden, NV 89423. A check payable to DCSMP for \$35 must accompany this application.

NAME: _____

AKA's: _____

DATE OF BIRTH _____ **PLACE OF BIRTH** _____

HEIGHT/WEIGHT _____ **HAIR/EYES** _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER/STATE: _____

ADDRESS: Physical and Mailing _____

CITY/STATE/ZIP: _____

E-MAIL ADDRESS: _____

WORK PHONE: _____ **HOME PHONE:** _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

OCCUPATION: _____

Have you been convicted of an offense other than minor traffic? *Yes* *No*

If yes, for what offense: _____ **When** _____ **Where** _____

Briefly explain your interest in the Posse and desire to donate time.

Person to be contacted in case of emergency:

NAME: _____ **PHONE NUMBER:** _____

RELATIONSHIP: _____

For Your Information:

1. You will be given an oral interview prior to acceptance into the Posse.
2. As a new member, you will be on a probationary status, commencing with the successful completion of the oral interview, for six months, which allows us to assess your participation in meetings (second Wednesday of each month) and Posse activities. You may join any of the Specialized Units (Parade, Search and Rescue, etc.) and participate in monthly training. A probationary member is not eligible to vote.
3. You will be required to have or purchase the following uniform: White long sleeve shirt with logo, dark green scarf and concho, dark blue jeans, black western hat, black boots, black belt, Carhartt green jacket with logo, and bill cap with logo.
4. It is the policy of the Douglas County Sheriff's Office that riding helmets be worn by members while on horseback. If a member violates this policy, his/her workers' compensation insurance benefits will be reduced by 25% pursuant to NRS § 616D.280.
5. To become a Qualified Rider within the Posse, you will be given a riding test to determine the abilities of both rider and horse. As a Posse member, you are responsible for any training necessary to bring you and your horse to the skill level needed to participate in the Posse activities that interest you.
6. Horses involved in Posse activities **must** either be geldings or mares. No stallions are allowed. While there are no restrictions as to breeds, no draft horses or mules/donkeys will be allowed.
7. All horses must be in good health and sound.
8. Your horse **must** possess an even temperament and be obedient and trainable. Kicking or biting **will not be tolerated**. Two such infractions will result in expulsion of the horse from future Posse events.
9. Following your probation, it is important for you to continue to participate in the monthly meetings and volunteer as many hours as possible toward Posse training and events.

LIABILITY WAIVER

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. The Douglas County Sheriff or his designee is hereby authorized to conduct a limited criminal history background inquiry to determine the existence of any outstanding warrants or criminal history. I understand that my membership into the Douglas County Sheriff's Mounted Posse will be at the discretion of the Douglas County Sheriff or his designee followed by a vote of the DCSMP membership.

The undersigned understands that the training, riding, and all other activities involving horses are potentially dangerous and agrees to indemnify and hold harmless the Douglas County Sheriff's Mounted Posse, their officers and members, Douglas County Sheriff's Department and Douglas County from and against all claims, damages, losses, and expenses arising out of any action, omission, or event which causes bodily injury, illness, death or property damage caused in whole or in part by the applicants participation in events and functions sanctioned by the Douglas County Sheriff's Mounted Posse.

It is the policy of the Douglas County Sheriff's Office that helmets be worn while on horseback. The undersigned understands that if the helmet policy is violated, workers' compensation insurance benefits will be reduced by 25% pursuant to NRS § 616D.280.

The undersigned further understands that the DCSMP and Douglas County are not responsible for injury or death to a member's horse.

Any member under the age of 18 shall provide written permission from a Parent or Legal Guardian to participate in any riding event sanctioned by the Posse

Signature: _____

Dated: _____

ORAL INTERVIEW FORM

Name _____ Date _____

To be completed by a member of the Membership Program Committee during the oral interview of an applicant. This form is to serve as a guide only: Other questions not on this form may be appropriate to ask during the interview.

Section A

How long have you resided in Northern Nevada? _____

Where did you live previously? _____

Why did you move to this area? _____

What skills, hobbies, profession or trade can you offer the Posse _____

Section B

Do you currently belong to other horse related or civic groups? _____

Which ones _____

What responsibilities did you have in these groups? _____

How long were you a member _____

Section C

What type of social and community activities are you interested? _____

How would you assist at Posse functions _____

Will you be available on weekends _____ evenings _____ days _____

Can you be called at work regarding Posse business _____

Section D

Do you own your horse _____ How long _____

How long have you been riding horses _____

What type of riding do you do: Arena _____ Trail _____ English _____

Western _____ Dressage _____ Packing/Overnight _____

How often do you ride per week _____ month _____

Participated in horse shows _____ where _____

Taken riding lessons _____ where _____

Part of a drill team _____ where _____

Participated in parades with your horse _____ where _____

Do you ride at night _____ where _____

What breed of horses do you have _____

Age _____ sex _____

Why do you prefer this breed of horse _____

Does the horse you plan to use for the Posse have any of the following behavior patterns
(yes/no): bites _____ kicks _____ bucks _____ is quiet _____
easily spooks _____ gets along with other horses _____
loads into trailer _____ is nervous _____
balks at obstacles _____

Explain any negative responses _____

Are you interested in weekly/biweekly evening summer training _____

Section E

Do you have a horse trailer _____ or is one available to you _____
What size trailer _____ Are you willing to take other horses in your trailer and
if so, how many _____

Section F

Who is your veterinarian _____
When was your horse last dewormed _____ vaccinated _____
What vaccinations do you give your horse _____
How often do you deworm your horse _____
How often do you shoe your horse _____
Do you have a current brand inspection _____ date _____

Section G

Comments _____

Signature of Interviewer Dated: _____

Signature of Interviewer Dated: _____

Signature of Interviewee Dated: _____

QUALIFIED RIDER TEST PROTOCOL

Selection Criteria and Testing Information

1. Horses must be geldings or mares, no draft horses, mules, donkeys.
2. Horses must NOT have traits which present a danger to others, such as biting, kicking. Two infractions of this rule will result in expulsion of the horse.
3. Horse must be in good health, sound, even temperament, obedient and trainable.
4. Upon arriving at the test site AND before unloading, insure the rider has signed the Posse Liability Waiver and the Malkmus' Arena waiver if needed.
5. Rider shall qualify any and all horses he/she intends to ride.
6. Rider is reminded that Posse evaluators are NOT horse trainers and are NOT to provide horsemanship lessons.

The Posse believes the skills defined in the QRT are necessary to insure safety of all riders and horses in a Posse event.

Testing Protocol

1. ONLY QRT qualified members of the Membership Committee will give the test, using a MINIMUM of three evaluators.
2. The evaluators may be on foot or mounted in the arena and **SHALL NOT** demonstrate any portion of the test. Any questions the rider may have regarding certain phases of the test can be answered **BEFORE** the test commences.
3. The rider shall be ready for the test when they arrive at the testing site. **NO WARM UP WILL BE ALLOWED.**
4. The test is graded to **PASS or FAIL ONLY.** If the horse/rider fails ANY phase of the test, they have **FAILED**. Only at the conclusion of the test will the rider be advised of any failed phases.
 - a. The rider may have 2 additional attempts to pass failed phases, or at any time in the future they can re-test the failed phases. Riders shall be given a reasonable amount of time to complete each phase.
 - b. The test may be terminated at any time if an evaluator feels the horse/rider is not safe, or if the rider abuses the horse in any way.
5. The order of testing **WILL** be followed exactly.
6. Evaluators will record scores individually, confer with all evaluators at the end of the test and make a consensus decision of pass or fail for each phase. The rider will then be advised of the outcome.

QUALIFIED RIDER TEST

Date: _____

Member Name: _____

Horse Name: _____

Location of Test: _____

Type of Activity

1. Rider shall unload and load the horse from the trailer with halter/lead rope three times.
 - a. Rider shall demonstrate safe leading, loading, in a controlled manner.
 - b. Does rider have control? Is the horse quiet and safe?
 - c. Does the horse lead safely, maintain a safe distance from the rider?
PASS FAIL

2. Evaluators shall observe the rider tack/saddle the horse and inspect the tack.
 - a. Is the tack in good condition, safe?
 - b. Does horse stand quietly?
 - c. Insure the equipment fits the horse, too tight or loose, knots tied correctly.
PASS FAIL

3. The rider shall mount/dismount from the horse on both sides if possible, with or without a mounting block.
 - a. Does the horse stand quietly?
 - b. Does the rider maintain control of the horse?
 - c. Mounting on the off side is optional, as is use of the mounting block.
PASS FAIL

4. The horse/rider shall ride a full circle in a safe and controlled manner in the following gaits on a loose rein: walk, trot, and lope. At the conclusion of the lope, the horse shall come to a complete stop, stand quietly for a moment, then reverse direction and again walk, trot and lope full circles, again coming to a complete stop and stand quietly.
 - a. Does the horse travel on a loose rein?
 - b. Is the rider in control with quiet hands?
 - c. Does the horse transition smoothly, maintain a circle?
PASS FAIL

5. The rider shall turn the horse within an 8' circle in both directions.
 - a. Does the horse willingly turn within the circle?
PASS FAIL

6. The rider shall side pass the horse in both directions for at least 6'.
 PASS FAIL
7. The rider shall back the horse in a straight line for 15'.
 a. Does the horse back willingly?
 PASS FAIL
8. The rider shall back the horse in an L shape
 a. Does the horse back willingly?
 PASS FAIL
9. Rider shall dismount, tie the horse and walk away for at least 5 minutes.
 a. Does the horse stand quietly?
 b. Is the tie knot proper for quick release?
 PASS FAIL

Did the rider pass or fail this test? YES NO

If the test was failed, which phases must be re-tested

As a conclusion, please remind the rider per the Manual that if the horse offers a threat or danger to the rider, other members, property or their horses during a Posse event, the horse/rider may be removed from the event. Removal will be at the discretion of 2 members of the Board of Directors or Membership Committee evaluators, a Unit Leader or their designee. The rider will immediately comply and remove the horse from the event.

Evaluators Signatures: _____

Signature of Rider: _____

**DOUGLAS COUNTY SHERIFF'S
MOUNTED POSSE, INC.**

I, _____, hereby certify:

1. That I am the duly elected President of the Douglas County Sheriff's Mounted Posse, Inc.

2. That the foregoing Manual of Policies and Procedures, comprising of _____ pages, excluding this page, is the Manual of Douglas County Sheriff's Mounted Posse, Inc., as duly adopted by the Board of Directors on the ____ day of _____, 2011.

IN WITNESS WHEREOF, I have subscribed my name this _____ day of _____, 2011.

President

I, Ronald Pierini, Sheriff of Douglas County, Nevada, do hereby accept and endorse the Manual of the Douglas County Sheriff's Mounted Posse, Inc. Future amendments will require my approval.

Sheriff Ronald Pierini

Dated: _____