

10th Annual
North American Mounted
Unit Commanders
Association Conference



KENTUCKY HORSE PARK

Special Thanks
Captain Lisa Rakes
Mounted Unit Commander
Kentucky Horse Park Police Department



Welcome

Moving from
Paper Documents to
Digital Documents





Certificate of Completion

Molly Fischer

This certifies that the individual named above has completed the course entitled:

Mounted Police Equitation Refresher Course

MN POST Course Number:

10374-0006

Course Sponsor:

Minneapolis Police Department

Course Location:

Minneapolis Mounted Police Training Facility

Instructors:

Mary Hamilton, Riders Elite Academy, Inc.

Date of Completion:

Fri. 04/07/2017 & Sat. 04/08/2017

Course Length:

20 Hours

MN POST Credits Earned:

17

MN POST Number:

17013

This certificate will be your department's permanent record of your training.

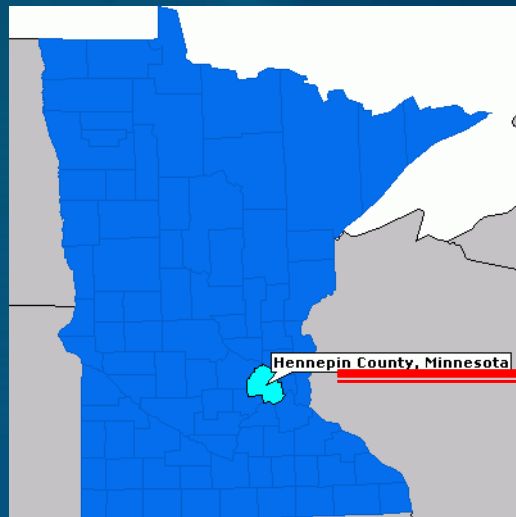




- John Hamilton
- JOTS Computer Services
- john@ejots.com
- (763) 438-6565

Helping
public
safety
become
more
efficient
using
technology

JOTS
Est. 1993



I know NOTHING
about horses

and I can prove it!

Mary Hamilton
Retired Corporal
Founder – Riders Elite Academy









WHEN THE HUSBAND HELPS



AT THE BARN

I GOT THIS
HORSE FOR
MY HUSBAND.

SOUNDS LIKE
A GOOD
TRADE TO ME.

Ted
Faulkes
2011



Moving from Paper Documents to Digital Documents



**What is
YOUR**

**SUCCESS
Story?**



Molly Fischer

Sergeant

Minneapolis Mounted Police



Minneapolis Mounted Police

Identify the Problem
Areas for Improvement

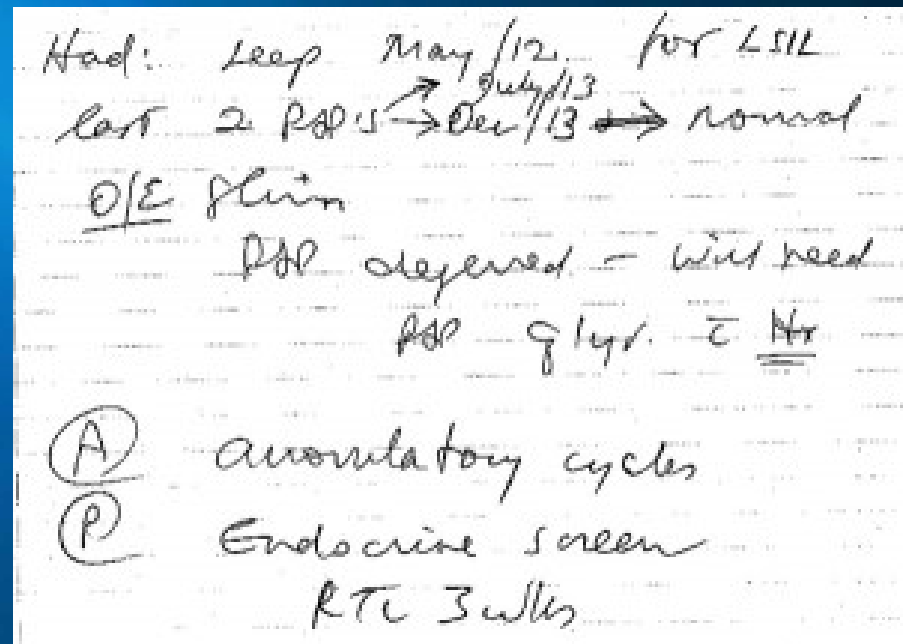
Documentation & Records Management

Proximity



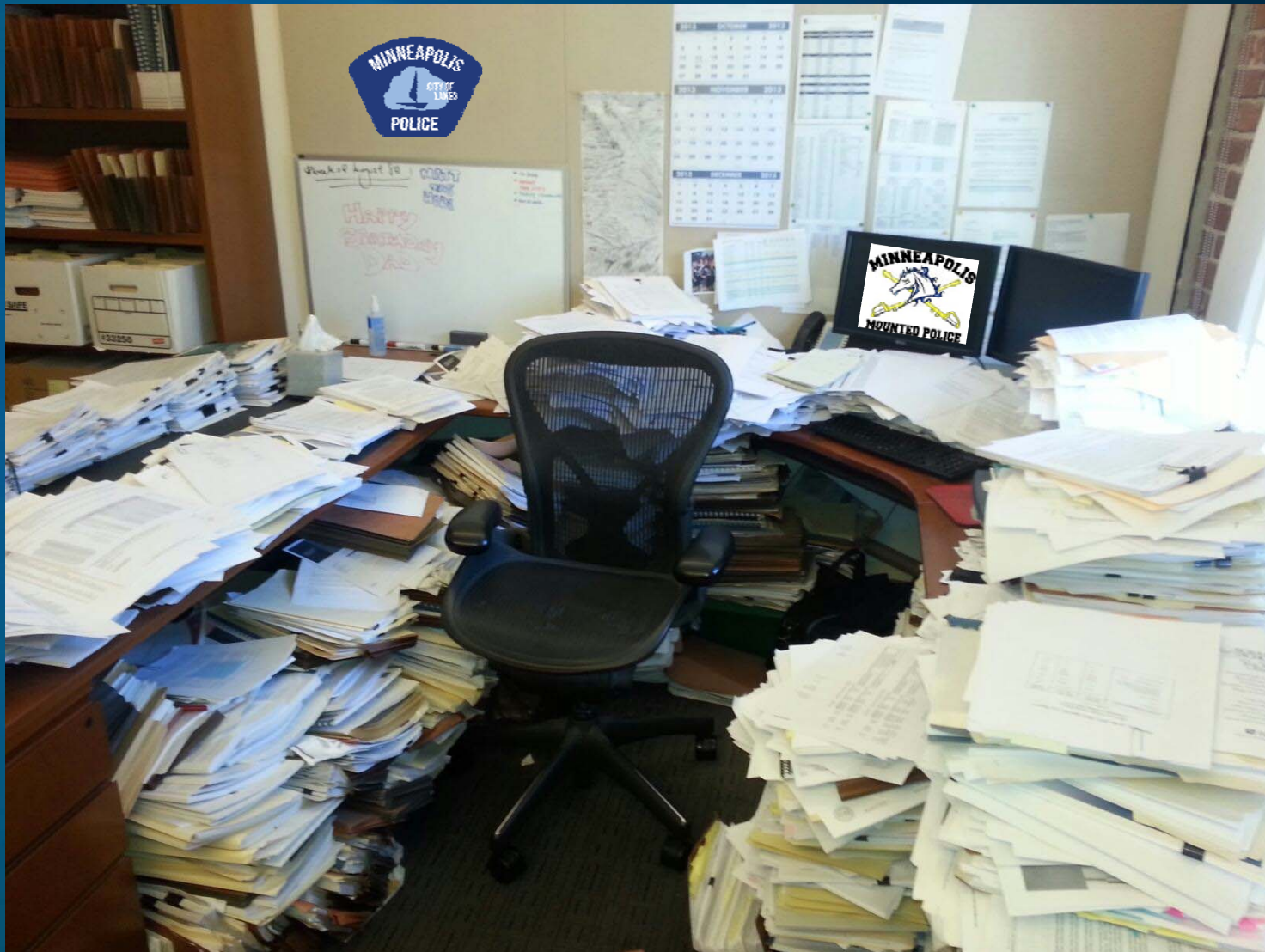
● Paper Forms

- Not legible
 - Ink smears
 - Penmanship (spelling too)
 - Coffee / pop spills
 - Lack professionalism
- Gets lost
- Become outdated
 - Typos



Had: Leap May/12 for L5/L6
lost 2 PAP'S → ^{July/13} Dec/13 → normal
O/E skin
PAP delayed - wait need
PAP glycol. & Hr
(A) anamniotic cycles
(P) Endocrine screen
RTE 3 wks

Identify the Problem Areas for Improvement



Identify the Problem Areas for Improvement



Archiving & Data Retention

Identify the Problem Areas for Improvement



Consistency

Identify the Problem Areas for Improvement



My Account

2

current users

[+ Add User](#) [Manage Users](#)

Your Canvas Savings

\$ 3,172.26

total net savings

\$ 556.00	savings in paper
\$ 2,616.26	productivity savings



Minneapolis Mounted Police Goals

- Change how the department collects, shares and learns from the data it collects
- Replace inefficient paper forms
- Get the right data to the right person at the right time and in the right electronic format
- Create professional looking documents
- Inexpensive
- AND.....

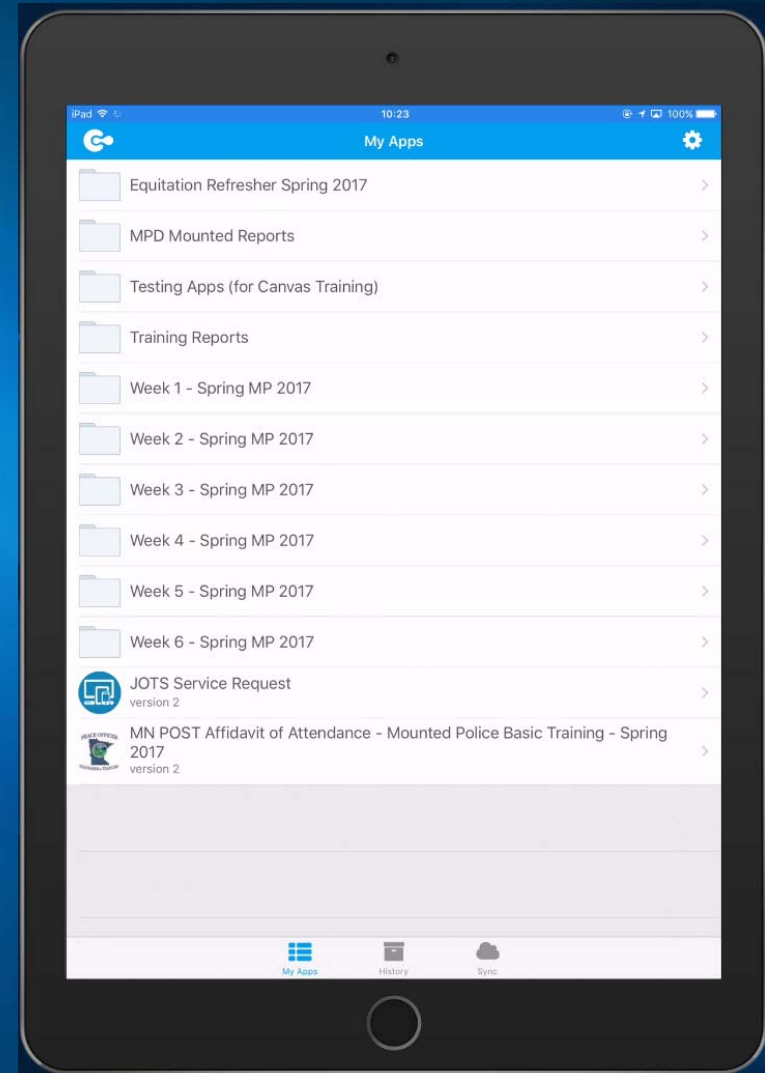
**keep it
simple.**





















Mpls Mounted Police + REA + JOTS/Canvas
= Success

Solution

Created Minneapolis Mounted Police
Mobile Apps for the iPad



Canvas to Create - Mobile Apps - Many Options

 Short Text	 Long Text
 Static Text	 Number
 Calculation	 Drop Down
 Multiple Choice	 Checkbox
 Date	 Time
 Photo	 Summary
 Signature	 Barcode
 GPS	 Drawing
 Web Link	 Payment

IFTTT / if this, then that

Successful Solution

- Simple and easy to use
- Little to no training required
- Legible and professional
 - Automatically creates PDF
- Reduced administrative staff time
 - Get the right data to the right people at the right time and in the right digital format
- Improved communications & accountability

Successful Solution

- Speak-to-Text narratives
- Improved work flow
- Quickly make App form change when needed
- One master “Reference Table”
- Easily look back at prior report from iPad
- On premise and cloud based archiving
- Search and export data
 - Annual Reports

Successful Solution

Annual Report - 2016

Minneapolis Mounted Police

Sergeant Molly L. Fischer



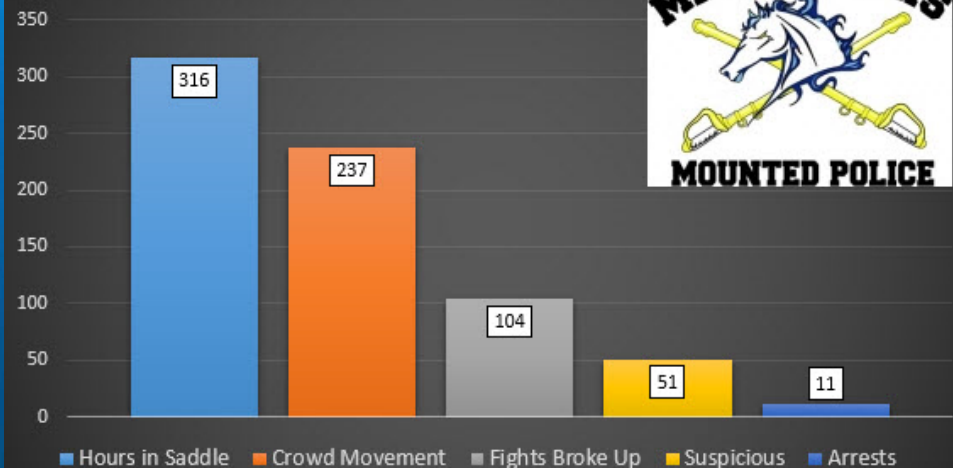
Mounted Police Value Statement:

Be a respected & highly utilized entity within the Minneapolis Police Department for continual public safety & trust throughout the community.

Descriptions of General Mission Statement:

The Minneapolis Mounted Unit is committed to high quality and professional police service on horseback. We feel a responsibility to peruse mounted police best practices and continually improve the functionality and efficiency of the Minneapolis Mounted Police unit.

Minneapolis Mounted Police 2016





**LIVE
DEMO**

Paperwork iPad

- Click
- Submit
- Done



Thank You



Bonus Video

Police Horse “Shafer” Retirement Send-Off



Enjoy the Conference



JOTS Click Submit Done
Computer Services

Your Public Safety App Store
Visit our website to learn more
www.ejots.com

C# 763-438-6565



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Horse Care Report

HORSE INFORMATION

Report Date	04/06/2017
Report Time	21:50
Name of Horse	Maximillion
Report Created By	Chris Humphrey

--

Injury or Illness Report	<input checked="" type="checkbox"/>
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--

INJURY OR ILLNESS REPORT

Estimate Date of Injury / Illness	04/07/2017
Estimate Time of Injury / Illness	07:00

Describe Injury or Illness

Cut on leg

--

Veterinarian Called	Yes
Date Arrived	04/06/2017
Time Arrived	21:51
Veterinarian Name	Dr. Kim Voller
Veterinarian Contact Number	(763) 441-3797
Veterinarian Affiliation (business name)	Anoka Equine Veterinary Services
Veterinarian Comments	

Required six sutures

Total Cost	\$453.00
------------	----------

Veterinarian Follow-up Required	Yes
---------------------------------	-----

Follow-up Notes

To return back on site in four days

--

Primary Treatment	Clean
Frequency	Daily

--

Secondary Treatment	Wrap
Frequency	Daily

--

Include Photos	<input checked="" type="checkbox"/>
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PHOTO LOG

Photo Description	Cut
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Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Horse Care Report

Capture Photo



Photo Description

Invoice



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Horse Care Report

Capture Photo

BLUE SKIES EQUINE SERVICES		Page 1
P.O. Box 37 Trilby, FL 33593		Friday, February 22, 2013
Steve (352) 345-1495		Invoice # 2129776
Sarah (352) 345 3630 Brian 352-467-3437		Account # 32961
Domino Effect Rescue Ranch 10370 Snowbird Ave Weeki Wachee, FL 34614		Telephone Numbers Mobile (352) 596-3104
SERVICES AND RECOMMENDATIONS FOR:		
Indy A Gelding Equine Appaloosa Red/White T Born: 2-14-2008 5 yrs N Weight: Ideal	Upcoming Appointments	
INDY WAS SEEN ON FRIDAY, FEBRUARY 22, 2013 Seen By Brian Dillard		
Medications		
2/22/2013 Torbugesic Injection 1 ML	0.5	\$5.00
Sedation		
2/22/2013 Sedation Xylazine	1.0	\$20.00
Preventative Care Scheduled for Indy		
SERVICES AND RECOMMENDATIONS FOR:		
Robin A F Equine Thoroughbred Bay T Born: 2-22-2001 12 yrs N Weight: Ideal	Upcoming Appointments	
Professional Service		
2/22/2013 Owner rescued last night. BCS: 2/10 Severe rainrot on back and hip Suspect her condition is almost completely due to inadequate nutrition. Being as this is the second time this mare has been in this condition, am concerned there may be damage to internal organs. Will evaluate blood work and see if there are any concerns.	1.0	\$40.00
Laboratory		
2/22/2013 CBC and Chemistry	1.0	\$60.00
Trip		
2/22/2013 Trip Fee Zone D	1.0	\$50.00
Preventative Care Scheduled for Robin		
Thank you for trusting us to care for your animal		



Mounted Police Basic Training Course
Basic Equitation/Riding Skills
Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

OFFICER INFO

Training Date	04/06/2017
Training Time	22:00
Training Location	Minneapolis Police Department Stables
--	
Officer Completing Training	Ben Badowich
Agency	Minneapolis Police Department
MN POST Number	21299
E-mail Address	Ben.Badowich@minneapolismn.gov
Horse Name	Diego
--	
Course Name	Mounted Police Basic Training Course
Course Module	5-Week Basic Equitation and Riding Skills
MN POST Course Number	10374-0008
MN POST Approval Dates	November 18, 2016 through November 18, 2019
Course Instructor	Mary Hamilton
Instructor Affiliation	Riders Elite Academy, Inc.
Contact Phone	(763) 438-6556
Contact e-mail	mary@riderselite.com
--	
Additional Training Comments	
Include Skills Station Diagram	<input checked="" type="checkbox"/>

BASIC EQUITATION AND RIDING SKILLS

Basic Equitation/Riding Skills- Good equitation is vital to mounted police work. The correct and consistent application of aides ensures control and the correct movement of the horse. A balanced rider is capable of performing patrol functions in a safe manner.

--

Student has been instructed on the following techniques for riding. Student will demonstrate:

--

Mounting ☒

- Always do a safety check before mounting
- Technique
- Capable of mounting from both sides

--

Dismounting ☒

- Technique
- Slide off don't step off
- Prevents foot catching in stirrup and being drug

--



Mounted Police Basic Training Course Basic Equitation/Riding Skills Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

Basic position for the balanced seat riding ✓

- Seat – 3 point cavalry seat
- Foot and stirrups
- Legs
- Head and eyes
- Shoulders, arms and hand

--

How to hold the reins ✓

- Direct reining
- Neck reining
- Rein length
- Lengthening and shortening the reins

--

Basic control – the aids ✓

- The aid is a signal to the horse to do something
- Definition of inside and outside
- Application of pressure and release
- Apply the aids in a consistent location

--

Leg aids ✓

- Pressure and release
- Locations for application
- Both legs squeeze together at the calf – ask the horse to increase speed
- One leg 4 inches behind the girth – cues the horse to move his hindquarters sideways

--

Hand aids ✓

- Pressure and release
- Location for application
- Direct Rein -Both hands squeeze and relax / stop
- Leading Rein -One hand moves slightly out to one side / turn
- Direct Rein -One hand squeezes and relaxes / tighter turn
- Neck Rein - One rein presses inward against the horse's neck

--

Seat aids ✓

- Balance of weight
- Following the motion of the horse

--

Voice Aid ✓

- Tone of voice
- When other aids aren't working

--



Mounted Police Basic Training Course Basic Equitation/Riding Skills Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

Gaits -A gait is a particular natural or acquired way of moving, characterized by a distinctive rhythmic movement of the four feet and legs.

--

Aids for the walk



- Look up - where you want to go
- Squeeze with your lower legs - calves
- Hands go forward to follow the movement of the head
- Verbal cue "walk on"

--

Aids for the turn



- Look where you want to go
- Sequence of head, shoulders, hands and hips follow

--

Aids for the back



- Squeeze with lower legs hold rein pressure with hands
- Step release step release not a constant pull back
- Verbal cue "back"

--

Aids for the trot



- Look where you want to go
- Shorten reins
- Squeeze with your lower legs - calves
- Hands need to remain still

--

Sitting trot



- Loose joints absorb the shock and bouncing
- Move your hips in the 2 beat rhythm of the gait
- Cavalry drill done at sitting trot

--

Posting trot



- Alternate between half-seat and sitting
- o Half seat is jump position
- In the 2 beat rhythm of the gait

--

Canter



- Sit deep and tall
- Outside leg moves back 4 inches and squeezes
- Common mistake is to pull back on the reins prevents your horse from cantering
- Move your hips in 3 beat rhythm of the gait
- Leads- left lead and right lead

--

The stop





Mounted Police Basic Training Course Basic Equitation/Riding Skills Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

- In order to stop, your body needs to be in a vertical position sitting deep in the saddle and brace your back
- The rider needs to give a soft pull straight back with the reins
- Verbal cue is "whoa"
- Upon compliance, release the pressure immediately to reward the horse

--

When to reward and reprimand



- One to 3 seconds after behavior
- Rewards are preferred methods of gaining compliance
 - o Verbal
 - o Pat on neck
 - o Cessation of work /rest
- Reprimands are used when horse exhibits aggressive or dangerous behaviors
 - o Kicking
 - o Biting
 - o Rearing
 - o Knocking you down
 - o Reprimands can be verbal or physical (slap or tap of carrot stick or whip)

--

Instructor Comments



Mounted Police Basic Training Course
Basic Equitation/Riding Skills
Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

WEEK 1 SKILLS STATION



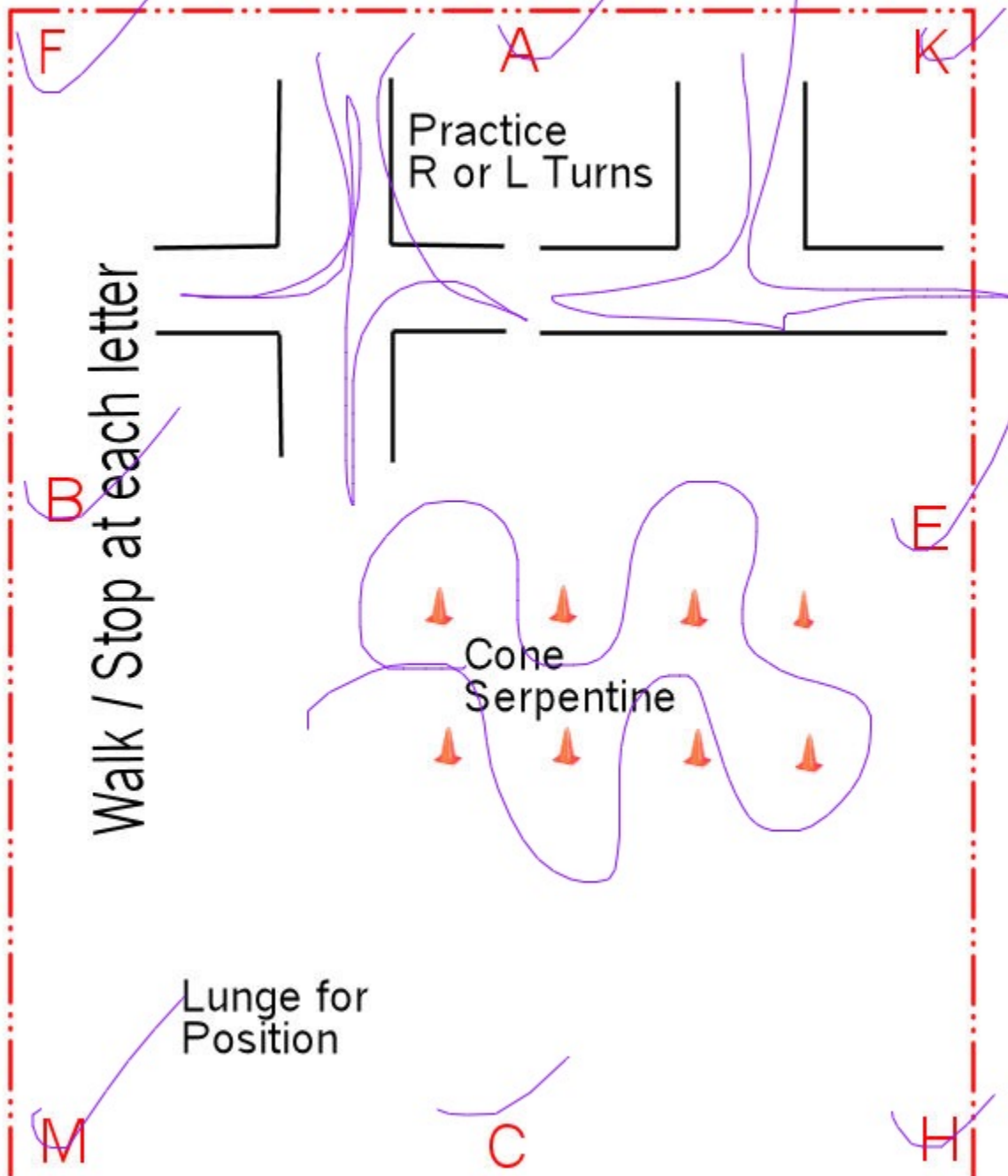
Mounted Police Basic Training Course
Basic Equitation/Riding Skills
Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

Skills Station



Week 1 Skills Stations





Mounted Police Basic Training Course
Basic Equitation/Riding Skills
Assessment

1.12 Basic Equitation and Riding Skills - MPD Mounted

ACKNOWLEDGEMENT

Did meet minimum training requirements ☒

I certify that I have been trained and demonstrated proficiency in this training module for - Mounted Police Basic Training Course.

--

Officer Signature _____

JOTS

Agency _____

Minneapolis Police Department

Date _____

04/06/2017

--

Instructor Signature _____

MARY

Mary Hamilton
Riders Elite Academy, Inc.

Date _____

04/06/2017

--

Minneapolis Police Department Mounted Patrol training documents will be submitted via e-mail to Sergeant Molly Fischer & Sergeant Steve Herron - Supervisor Mounted Patrol Unit, upon completion of this training module.

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Mounted Police Basic Training Course has been approved by MN Board of Peace Officer Standards Training for 148 continuing education credits upon completion of this course.



Minneapolis Mounted Police
Special Operations Division
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Attendance Report

No.: 103

TRAINING / MEETING INFO

Date	04/07/2017
Start Time	09:00
End Time	11:30
Location	Minneapolis Police Department Stables
Attendance Type	Foundation Meeting
Name of Training Class / Meeting	Fundraising meeting
Total Hours	2.50
Attendance by Self Check-in	<input checked="" type="checkbox"/>
Attendance by Roll Call	<input checked="" type="checkbox"/>
Guest Attendance List	<input checked="" type="checkbox"/>
Document Capture	<input checked="" type="checkbox"/>

ATTENDANCE LOG - SELF CHECK-IN

Employee Name	Lora Hanks
Employee Rank	Officer
Signature	

Lora

Employee Name	Matt Hobbs
Employee Rank	Officer
Signature	

MATT

ATTENDANCE LOG - ROLL CALL

Sergeant Name	Lindsay Herron
	Molly Fischer
	Tom Ryan
Fulltime Mounted Officer Name	Tim Devick
Part-time Mounted Officer Name	Lora Hanks
	Kelly Kasel

GUEST ATTENDANCE LIST

Name of Guest	John
---------------	------

CAPTURE DOCUMENT

Document Name	Agenda
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Minneapolis Mounted Police
Special Operations Division
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Attendance Report

No.: 103

Capture Document



Minneapolis Mounted Police



Foundation Meeting Agenda

Friday, April 07, 2017

- | | |
|-------|---|
| 09:00 | Call meeting to order and roll call |
| 1. | Approve Agenda (any new items to add) |
| 2. | Treasurers Report |
| 3. | Approve Claims as presented |
| | Unfinished Old Business |
| 4. | 4a. The Kentucky Derby Day Affair (fund raiser project) |
| | 4b. Downtown River Walk 9fund raiser project) |
| | New Business |
| 5. | 5a. Purchase of a face shield for 10 horses |
| | 5b. Purchase of new iPad |
| 6. | Adjournment |



Minneapolis Mounted Police
Special Operations Division
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Attendance Report

No.: 103

SIGNATURE PAGE

The Training and Meeting Attendance Report was completed by -

Employee Name	Molly Fischer
Rank	Sergeant
E-mail Address	molly.fischer@minneapolismn.gov
Date	04/07/2017
Signature	

Molly



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Event Worked

No.: 068

EVENT INFORMATION

Report Completed By	Molly Fischer
Event Date	04/14/2017
Event Category	Bar Close
Event Name	DT Bar Close
Number of Horses	4
Hours in Saddle	3
--	
Crowd Movement	3
Fights Broke Up	4
Suspicious Person / Vehicle	6
Made Arrest	<input checked="" type="checkbox"/>
Number of Arrests	1
--	
Any Horse Concerns	<input checked="" type="checkbox"/>
Photos	<input checked="" type="checkbox"/>

DIRECTED PATROL / BAR CLOSE SUMMARY

Event Bullets

The snow didn't keep MP away from bar closing nor did it lighten the crowds. MP assisted with a fight at Dream night club, with the problem patron being sent.
Arrested one for disorderly conduct. The crowds lingered, turning MP officers and their mounts into the snow creatures. MP officers indulged Sgt. Ryan who was making his last official ride with the unit and powered through the snow and cold to complete the shift.
Ground support was excellent as always. MERRY XMAS!

OFFICERS AND HORSES

Mounted Officer	Molly Fischer
Horse Name	Goliath
Mounted Officer	Tom Ryan
Horse Name	Kristo

HORSE CONCERNS

Horse Name	Maximillion
Describe Issue	Need to work on large crowd movements - was a bit spooked by the large crowds this evening.

ARREST MADE

Arrest Number	1
---------------	---



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Event Worked

No.: 068

Case Number	2017-0023781
Arresting Officer	Tom Ryan
Location of Arrest	Hennepin Ave and 1st Street
Charges	Disorderly Conduct

SENSORY EXPOSURE

Gun Shots	<input type="checkbox"/>
Thunder	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>
Construction Noise	<input checked="" type="checkbox"/>
Heavy Vehicle Traffic	<input checked="" type="checkbox"/>
Large Pedestrian Crowds	<input checked="" type="checkbox"/>
Loud Music	<input type="checkbox"/>
Flags, Banners & Signs	<input checked="" type="checkbox"/>
Non-Vehicle Traffic	<input type="checkbox"/>

CAPTURE PHOTO

Photo Description	Arrest
Capture Photo	





Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Mounted Applicant Practical Assessment

ASSESSMENT

Applicant Name:	Ben Badowich
Assessment Date:	04/06/2017
Evaluator:	Mary Hamilton, Riders Elite Academy, Inc.

--

***Scoring ***

- 1 - Poor
- 2 - Fair
- 3 - Good
- 4 - Excellent

--

1. Halter a horse in a box stall and lead the horse into the arena. The nylon halter and lead rope will be accessible on the door of the stall.

This exercise demonstrates the applicant's ability to follow instructions and to determine any observable fears the applicant might have of horses. It also displays the applicant's natural demeanor towards the horse.

1. Score	3
----------	---

--

2. Walk a haltered horse on a lead rope one lap around the arena. The pattern to walk will be displayed with 4 cones and explained.

This exercise demonstrates the applicant's ability to follow instructions and to determine any observable fears the applicant might have of horses. It also displays the applicant's physical ability.

2. Score	3
----------	---

--

3. Trot a haltered horse on a lead rope one lap around the arena. The pattern to walk will be displayed with 4 cones and explained.

This exercise demonstrates the applicant's ability to follow instructions and to determine any observable fears the applicant might have of horses. It also displays the applicant's physical ability.

3. Score	3
----------	---

--

4. Stack 9 bales of hay. The bales will be stacked on a pallet in the display desired. The applicant must move the bales from one pallet to another pallet approximately 40 feet away. The applicant will be instructed to stack the bales in the same manner in which they were found. (A row of 3 by 3 high with a combination of vertical and horizontal)

This exercise demonstrates physical ability to include strength and endurance. (The stacks will be exactly the same for each applicant). The applicant will be graded on amount of time it took, ease of handling, attention to detail, and his/her attitude toward physical/manual labor.

4. Score	3
----------	---

--

5. Pick-up front foot of a horse. The horse will be held with a lead rope by a full time mounted officer.



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Mounted Applicant Practical Assessment

This exercise demonstrates the applicant's ability to follow instructions and to determine any observable fears the applicant might have of horses. It also displays the applicant's natural demeanor towards the horse.

5. Score _____ 4

--

6. Pick-up rear foot of a horse. The horse will be held with a lead rope by a full time mounted officer. This exercise demonstrates the applicant's ability to follow instructions and to determine any observable fears the applicant might have of horses. It also displays the applicant's natural demeanor towards the horse.

6. Score _____ 4

--

7. Mount a horse.

This task demonstrates the applicant's physical ability to mount a horse and determines any observable fears the applicant might have of horses.

7. Score _____ 4

--

8. Balance on a horse at a walk. While mounted maintain balance in the saddle without reins while being lead on a lead rope two laps around the arena.

This task demonstrates the applicant's natural balance, body positioning and level of comfort on a horse.

8. Score _____ 4

--

9. Dismount a horse.

This task demonstrates the applicant's physical ability to dismount a horse and determines any observable fears the applicant might have of horses.

9. Score _____ 4

--

Total Score (36 Possible) _____ 32.00

--

Additional Comments: _____

More comments here

Demonstrations by a full time mounted officer will be offered to each applicant for tasks # 1-6. No demonstrations will be given for any applicant for tasks # 7-9.



RIDERS ELITE ACADEMY, INC.
RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

REA Release and Waiver of Liability

Date: 04/10/2017

COMPLETE FORM

READ THIS AGREEMENT CAREFULLY BEFORE SIGNING IT. YOUR SIGNATURE INDICATES YOU UNDERSTAND IT AND AGREE ON ITS TERMS. BY SIGNING THIS AGREEMENT, YOU AND YOUR CHILD ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR RECOVER DAMAGES IN CASE OF INJURY, DEATH OR PROPERTY DAMAGES, FOR ANY REASON, INCLUDING BUT NOT LIMITED TO, THE NEGLIGENCE OF RIDERS ELITE ACADEMY, INC.; IT'S OWNER, EMPLOYEE AND AGENTS ("THE RELEASEES"). I,

First & Last Name	Jill Anderson
on behalf of myself, and I reside at	
(and my minor child)	
Child's Name	Cynthia Anderson
Street Address	1234 Main Street
City	Anytown
State	Minnesota
Zip Code	55555-5555
Contact Phone	612-555-5555
E-mail Address	jots2@icloud.com
Emergency Contact Name	Jill Anderson
Emergency Contact Phone	612-555-5555

--

In consideration of the services provided by Riders Elite Academy, Inc., I (and my minor child) therefore agree that, I (and my minor child) waive, release and discharge all claims of liability or cause of action, and will not assert any claim of liability (such as commencing a lawsuit) against the Riders Elite Academy, Inc., or against any entity owned in whole or in part by the Riders Elite Academy, Inc., in the event of an accident or mishap which results in personal injury to, death of, or property damage loss by me (and my minor child), my spouse, minor children, heirs, personal representative, assigns or any guest or invitee (or their representative) of mine (ours), I HEREBY:

-
1. Acknowledge that a horse or hoofed animal may, without warning or any apparent cause, buck, stumble, fall, rear, bite, kick, run, make unpredictable movements, spook, jump obstacles, step on a person's feet, push or shove a person, saddles or bridles may loosen or break - all of which may cause the rider to fall or be jolted, resulting in serious injury or death, because of the unpredictable nature and irrational behavior of horses, regardless of their training, size, age and past performance.
 2. ACKNOWLEDGE THAT HORSEBACK RIDING IS AN INHERENTLY DANGEROUS ACTIVITY AND INVOLVES RISKS THAT MAY CAUSE SERIOUS INJURY AND IN SOME CASES DEATH, because of the unpredictable nature and irrational behavior of horses, regardless of their training and past performance.
 3. Voluntarily assume the risk and danger of injury or death inherent in the use of the horse, equipment and gear provided to me by Riders Elite Academy, Inc., hereinafter referred to as the REA.
 4. RELEASE, DISCHARGE AND PROMISE NOT TO SUE REA, doing business under its own name or any other name and/or any of its owners, officers, employees and agents (hereinafter the "Releasees"), for any loss, liability, damages, or cost whatsoever arising out of or related to any loss, damage, or injury (including death) to my person or property.



RIDERS ELITE ACADEMY, INC.
RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

REA Release and Waiver of Liability

Date: 04/10/2017

5. Release the Releasees from any claim that such Releasees are or may be negligent in connection with my riding experience or ability including but not limited to training or selecting horses, maintenance, care, fit or adjustment of saddles or bridles, instruction or riding skills or leading and supervising riders, or while in transit to and from (training - riding - event) location.
6. INDEMNIFY, AND SAVE AND HOLD HARMLESS REA, instructors, its employees and agents from and against any loss, liability, damage, sickness, disease or cost they may incur arising out of or in any way connected with either my use of the horse and any equipment of gear provided therewith or any acts or omissions of wranglers or other employees or agents.
7. The Undersigned expressly agrees that the foregoing release and waiver of liability, assumption of risk, and indemnity agreement is governed by the State of Minnesota and is intended to be as broad and inclusive as is permitted by Minnesota Law (RIDE AT YOUR OWN RISK), and that in the event any portion of this Agreement is determined to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the balance of the Agreement shall not be affected or impaired in any way and shall continue in full legal force and effect.
8. Acknowledge that this document is a contract and agree that if a lawsuit is filed against REA or its owner, agents, employees, guides or host site for any injury or damage in breach of this contract, the Undersigned will pay all attorney's fees and costs incurred by REA in defending such an action.
9. State that I am not now pregnant and that I have no history of epileptic seizures, heart condition or any other medical problem that could be affected by horseback riding. I agree that should emergency or other medical treatment be required, I and/or my own medical insurance company will be responsible for and shall pay for all incurred expenses.
10. IT IS RECOMMENDED THAT MY CHILD AND ALL RIDERS WEAR PROTECTIVE HELMET. IT IS MY UNDERSTANDING THAT A PROTECTIVE HELMET IS AVAILABLE AND HAS BEEN OFFERED FOR MY OWN OR MY CHILD'S SAFETY.
11. If the person who is to enter into this Agreement is less than eighteen (18) years of age, his/her parent or guardian must read this Agreement and sign below on the behalf of the minor.

--

I (AND ON BEHALF OF MY MINOR CHILD) HAVE READ THIS RELEASE WAIVER OF LIABILITY, ASSUMPTION OF RISK AND IMDEMNITY AGREEMENT. I (AND ON BEHALF OF MY MINOR CHILD) UNDERSTAND THAT BY SIGNING THIS DOCUMENT, I (AND ON BEHALF OF MY MINOR CHILD) AM WAIVING VALUABLE LEGAL RIGHTS, INCLUDING ANY AND ALL RIGHTS I (AND ON BEHALF OF MY MINOR CHILD) MAY HAVE AGAINST RIDERS ELITE ACADEMY, INC., OR ANY ENTITY OWNED INWHOLE OR IN PART BY RIDERS ELITE ACADEMY, INC. I UNDERSTAND THAT THIS IS A PROMISE NOT TO SUE. I (AND ON BEHALF OF MY MINOR CHILD) HAVE CONCLUDED THAT THE RISKS INVOLVED, AND THE RELEASE AND WAIVER OF LIABILITY IS WORTH THE PLEASURE OF USING AND ENJOYING THE SERVICES PROVIDED BY RIDERS ELITE ACADEMY, INC.

--

THIS RELEASE WAIVER OF LIABILITY, ASSUMPTION OF RISK AND IMDEMNITY AGREEMENT is in effect for;

Start Date 04/06/2017

End Date 04/06/2017

Signature of Participant / Rider or Parent

Rider



RIDERS ELITE ACADEMY, INC.
RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

REA Release and Waiver of Liability

Date: 04/10/2017

--

Mary Hamilton, Instructor
23120 Garrison Road
Corcoran, Minnesota 55340-9103
Business (763) 498-6565
mary@riderselite.com
www.riderselite.com



Minneapolis Mounted Police
1st Precinct (Downtown)
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Mounted Officer Annual Riding Evaluation

MOUNTED OFFICER INFORMATION

Rider:	Lora Hanks
Rank:	Officer
Badge No:	2989
E-mail:	lora.hanks@minneapolismn.gov
--	
Date:	04/06/2017
Horse:	Diego
Evaluator:	Molly Fischer
Video On File:	<input checked="" type="checkbox"/>

1. WALK

SKILL

6-Excellent
5-Very Good
4-Good
3-Adequate
2-Marginal
1-Insufficient

--

Seated Position / Movement:	6
Hand Position:	6
Hand Movement:	6
Leg Position:	6

--

Skill - Walk - Total Score:	24.00
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--

2. SEATED-TROT

SKILL

6-Excellent
5-Very Good
4-Good
3-Adequate
2-Marginal
1-Insufficient

--

Seat Position / Movement:	6
Hand Position:	6
Hand Movement:	6
Leg Position:	6

--



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Mounted Officer Annual Riding Evaluation

Skill - Seated-Trot - Total Score: 24.00

--

3. RISING-TROT

SKILL

- 6-Excellent
- 5-Very Good
- 4-Good
- 3-Adequate
- 2-Marginal
- 1-Insufficient

--

Seat Position / Balance:	6
Hand Position:	6
Hand Movement:	6
Leg Position:	6
Correct Diagonals:	6

--

Skill - Rising-Trot - Total Score: 30.00

--

4. CANTER

SKILL

- 6-Excellent
- 5-Very Good
- 4-Good
- 3-Adequate
- 2-Marginal
- 1-Insufficient

--

Seat Position / Movement:	1
Hand Position:	1
Hand Movement:	1
Leg Position:	1

--

Skill - Canter - Total Score: 4.00

--

Score 2 or less, comment required:
Need to comment why

5. BACKING

SKILL - 3 steps



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Mounted Officer Annual Riding Evaluation

6-Excellent
5-Very Good
4-Good
3-Adequate
2-Marginal
1-Insufficient

--

Seat Position: 6

Hand Position: 6

Hand Movement / Release: 6

--

Skill - Backing - Total Score: 18.00

--

6. TURN ON THE FOREHAND

SKILL - 3 steps

6-Excellent
5-Very Good
4-Good
3-Adequate
2-Marginal
1-Insufficient

--

Leg Cue: 6

Hand Position: 6

Leg Position: 6

--

Skill - Turn on the Forehand - Total Score: 18.00

--

7. TURN ON THE HINDQUARTERS

SKILL - 3 steps

6-Excellent
5-Very Good
4-Good
3-Adequate
2-Marginal
1-Insufficient

--

Leg Cue: 6

Hand Position: 6

Leg Position: 6

--



Minneapolis Mounted Police
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Mounted Officer Annual Riding Evaluation

Skill - Turn on the Hindquarters - Total Score: 18.00

--

8. SHOULDER-IN

SKILL - 3 steps

6-Excellent

5-Very Good

4-Good

3-Adequate

2-Marginal

1-Insufficient

--

Leg Cue: 6

Hand Position: 6

Leg Position: 6

--

Skill - Shoulder-In - Total Score: 18.00

--

9. SIDE PASS

SKILL - 3 steps left & 3 steps right

6-Excellent

5-Very Good

4-Good

3-Adequate

2-Marginal

1-Insufficient

--

Leg Cue: 6

Hand Position: 6

Leg Position: 6

--

Skill - Side Pass - Total Score: 18.00

--

SUMMARY

1. Walk Summary (max 24)	24.00
2. Seated-Trot (max 24)	24.00
3. Rising-Trot (max 30)	30.00
4. Canter (max 24)	4.00
5. Backing (max 18)	18.00
6. Turn on the Forehand (max 18)	18.00
7. Turn on the Hindquarters (max 18)	18.00



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Mounted Officer Annual Riding Evaluation

8. Shoulder-In (max 18) 18.00

9. Side Pass (max 18) 18.00

Maximum Score = 192

--

Skills Total Score: 172.00

--

I have reviewed the Mounted Officer Annual Riding Evaluation with my supervisor.

--

Rider Signature: _____

Evaluator Signature: _____



Certificate of Completion

Lora Hanks

This certifies that the individual named above has completed the course entitled:

Mounted Police Equitation Refresher Course

MN POST Course Number:

10374-0006

Course Sponsor:

Minneapolis Police Department

Course Location:

Minneapolis Mounted Police Training Facility

Instructors:

Mary Hamilton, Riders Elite Academy, Inc.

Course Length:

20 Hours

MN POST Credits Earned:

17

MN POST Number:

12143

This certificate will be your department's permanent record of your training.



Certificate of Completion

Molly Fischer

This certifies that the individual named above has completed the course entitled:

Mounted Police Equitation Refresher Course

MN POST Course Number:

10374-0006

Course Sponsor:

Minneapolis Police Department

Course Location:

Minneapolis Mounted Police Training Facility

Instructors:

Mary Hamilton, Riders Elite Academy, Inc.

Date of Completion:

Sat. 04/15/2017 & Sun. 04/16/2017

Course Length:

20 Hours

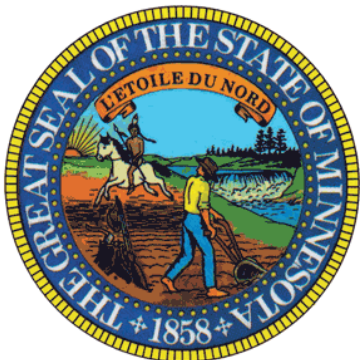
MN POST Credits Earned:

17

MN POST Number:

17013

This certificate will be your department's permanent record of your training.





MN POST Affidavit of Attendance - Mounted Police Equitation Refresher 2 Day


TRAINING COURSE INFO


Beginning July 1, 2016, the POST Board will maintain continuing education credits for each officer who attends POST approved training. Continuing Education Sponsors are required to submit this "Affidavit of Attendance" form within 2 weeks after each training session. Even though the POST Board is maintaining continuing education credits, sponsors must continue to maintain a list of licensed peace officers and part-time peace officers who have successfully completed this course. We encourage sponsors to submit the "Affidavit of Attendance" via E-mail at POSTBoard.Continuing.Education-Rosters@state.mn.us. We will also accept the rosters by mail or fax. This form can be found on the POST Board's website at www.post.state.mn.us under "Forms."

--

Sponsor Name	Riders Elite Academy, Inc.
Phone	(763) 498-6565
Course Location	Minneapolis Police Department Stables
Course Number	10374-0006
Course Title	Mounted Police Equitation Refresher Course (2 Day)
Course Dates	Friday, April 7 & Saturday, April 8, 2017
POST Credits Approved (1 hour = 1 credit)	17
Course Instructor(s)	Mary Hamilton
Course Approval Date (from MN POST)	08/23/2016 through 08/22/2019

ATTENDANCE LOG - SELF CHECK-IN

Attendee Name	Molly Fischer
POST Number	17013
Badge #	2023
Dates Attended (start date)	Friday, April 7, 2017
Dates Attended (end date, if multi dates)	Saturday, April 8, 2017
Hours Attended	17
Signature	

Attendee Name	Lora Hanks
POST Number	12143
Badge #	2989
Dates Attended (start date)	Friday, April 7, 2017
Dates Attended (end date, if multi dates)	Saturday, April 8, 2017
Hours Attended	17
Signature	

MN POST REQUIRED READING



MN POST Affidavit of Attendance - Mounted Police Equitation Refresher 2 Day

The following two paragraphs must be read aloud before the course is presented:

"The Minneapolis Police Department is a continuing education sponsor as approved by the Board of Peace Officer Standards and Training. This course, Mounted Police Equitation Refresher Course (2 Day) - course number 10374-0006 has been approved by the POST Board for continuing education credit. Peace officers who successfully complete this course will receive 17 hours of continuing education.

The sponsor of this course has a written policy for the investigation and resolution of allegations of classroom discrimination. This policy applies to all faculty, instructors, administrative staff, and students. A copy of the policy may be obtained from the sponsor by contacting Sergeant Molly Fischer at the Minneapolis Police Department."

MN POST paragraphs read aloud before course _____ Yes

SIGNATURE PAGE

Sponsor Affirmation: As a representative of the continuing education sponsor, I affirm the information on this form is complete and accurate and those individuals listed attended for the number of hours indicated and successfully completed the course.

--

Sponsor Representative Signature _____

Date	Saturday, April 8, 2017
Name Written Above	Mary Hamilton
Title	Lead Instructor
Phone	(763) 498-6565



Minneapolis Mounted Police
1st Precinct
4119 Dupont Avenue North
Minneapolis, MN 55412
(612) 673-3944

Two Day Equitation Refresher - MPD Mounted

OFFICER INFO

Training Date	Fri. 04/07/2017 & Sat. 04/08/2017
Training Time	08:00-18:00
Training Location	Minneapolis PD Mounted Training Facility
--	
Officer Completing Training	Lora Hanks
Agency	Minneapolis Police Department
Officer Badge Number	2989
MN POST Number	12143
Horse Partner Name	
--	
Course Name	Mounted Police Equitation Refresher Course (2 Day)
MN POST Course Number	10374-0006
MN POST Approval Dates	August 23, 2016 through August 22, 2019
MN POST Credits Approved	17
Course Instructor	Mary Hamilton
Instructor Affiliation	Riders Elite Academy, Inc.
Contact Phone	(763) 438-6556
Contact e-mail	mary@riderselite.com
--	
Additional Training Comments	

BASIC EQUITATION/RIDING SKILLS

Good equitation is vital to mounted police work. The correct and consistent application of aides ensures control and the correct movement of the horse. A balanced rider is capable of performing patrol functions in a safe manner.

--

Student has been instructed on the following techniques for riding.

Student will demonstrate:

--

Basic position for the balanced seat riding ☒

- Seat - 3 point cavalry seat
- Foot and stirrups
- Legs
- Head and eyes
- Shoulders, arms and hand

--

How to hold the reins ☒

- Hand position
- Following motion at walk
- Rein length



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Two Day Equitation Refresher - MPD Mounted

-
- Aid sequence ☒
- Seat
 - Leg
 - Hand
-
- Seat aids ☒
- Balance of weight
 - Following the motion of the horse
 - Rating with -in the gait (speed control without reins)
 - Stopping
-
- Turning Aids ☒
- Look
 - Shift weight
 - Push the withers sideways with upper leg/pelvis
-
- Steering without hand ☒
- At walk
 - At trot
-
- Posting trot ☒
- Alternate between half-seat and sitting
 - Half seat is jump position
 - In the 2 beat rhythm of the gait
-
- Instructor Comments _____



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Two Day Equitation Refresher - MPD Mounted

ACKNOWLEDGEMENT

Did meet minimum training requirements ☒

I certify that I have been trained and demonstrated proficiency in this training course - Mounted Police Equitation Refresher Course (2 Day).

--

Officer Signature _____

Officer Name	Lora Hanks
Agency	Minneapolis Police Department
Date	04/07/2017

--

Instructor Signature _____

Mary Hamilton
Riders Elite Academy, Inc.
Date _____

04/07/2017

--

Minneapolis Police Department Mounted Patrol training documents will be submitted via e-mail to Sergeant Molly Fischer - Supervisor Mounted Patrol Unit, upon completion of this training module.

--

Mounted Police Equitation Refresher Course (2 Day) has been approved by MN Board of Peace Officer Standards Training for 17 continuing education credits upon completion of this course.

--

Reference Material:

Albuquerque Mounted Unit Updated Manual
4-02 Albuquerque Horse Mounted Unit SOP
United States Park Police Training Manual - Washington D.C.
New Orleans Mounted Police Manual
United States Pony Club Manual of Horsemanship by: Susan Harris
The U.S. Cavalry Horse by: General William H. Carter
The Cavalry Horse and his Pack by: Lieutenant Jonathan Boniface
A Manual for the Mounted Officer by: Jim Barrett