

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: August 24, 2020	Replaces: Amends: July 1, 2020	Number: 004.00
Subject: Staffing and Duty Requirement		Re-evaluation Date: 2022
Distribution: ALL PERSONNEL	Related Standards: 2.10, 2.11M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Definitions
4. Authority and Staffing
5. Off-Duty Employment
6. Extra-Duty/Special Detail Employment
7. Hourly Work Limits
8. References

1. PURPOSE

To establish departmental policy and provide guidelines for staffing and duty requirements

2. SCOPE

This procedure applies to all employees of the Cocoa Beach Police Department.

3. DEFINITIONS

- A. Administrative Fee - A fee collected by the City of Cocoa Beach to help offset administrative, equipment and insurance expenses as determined by the Cocoa Beach Finance Department.
- B. Extra Duty/Special Detail Employment - Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer employed, i.e., school and sporting events, film set, etc. The Chief or designee maintains the authority to require select Special Details be mandatory.
- C. Minimum Staffing - the minimum number of personnel required on each shift.
- D. Off-Duty- Any time a member is not scheduled to work and is not receiving their full rate of compensation or overtime compensation by the City of Cocoa Beach.
- E. Off-Duty Employment- Any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the officer, i.e., real estate salesperson, landscaping, etc.
- F. On-Duty - Any time a member is scheduled to work for their full rate of compensation or overtime compensation by the City of Cocoa Beach or when performing overtime police service. Also, while off-duty, an officer who takes police action as a result of a violation of law within the City of Cocoa Beach shall be considered to be in an on-duty status.
- G. Special Event Detail – An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific and are generally approved by the Special Events Committee. (These events may be subsidized by a vendor or hosted by the City of Cocoa Beach)
- H. Special Event Coordinator- the Chief of Police shall designate the special event coordinator. As such, he/she shall be responsible for the planning and staffing of police services by Cocoa Beach police officers for special events occurring within or outside the City of Cocoa Beach.
- I. Special Operations – police operation conducted at the direction of the Chief of Police or designee. Special Operations are mandatory.
- J. Unanticipated Staffing Shortages – unforeseen staffing shortage that must be filled to meet or exceed minimum staffing requirement.

4. **AUTHORITY AND STAFFING**

The Chief of Police or designee has the authority to set staffing requirements for all employees.

A. Sworn Personnel

1. Shift Supervisors shall ensure minimum staffing requirements are met at all times. Any deviation shall be approved by the Chief of Police or designee.
2. Shift Supervisors shall have the authority to exceed minimum staffing requirements to meet operational necessities.
3. Shift Supervisors shall be responsible for scheduling and administering all overtime.
4. Shift Supervisors have the authority to direct personnel to hold-over until properly relieved.
5. Shift Supervisors who have exhausted the procedures provided for by this policy have the authority to direct officers to respond for duty.

B. Communications Personnel

1. The Communications Center Supervisor shall ensure minimum staffing requirements are met at all times. Any deviation shall be approved by the Chief of Police or designee.
2. The Communications Center Supervisor shall have the authority to exceed minimum staffing requirements to meet operational necessities.
3. The Communications Center Supervisor shall be responsible for scheduling and administering all overtime.
4. The Communications Center Supervisor shall have the authority to direct personnel to hold-over until properly relieved.
5. The Communications Center Supervisor who has exhausted the procedures provided for by this policy has the authority to direct telecommunication officers to respond for duty.

C. Minimum Staffing

8-Hour Shift Schedule

1. Uniformed Patrol shall meet the following minimum staffing levels:
 - a. A-Shift (0545-1345 hours) – One (1) supervisor, three (3) officers
 - b. B-Shift (1345 – 2145 hours)
 - 1) March thru September – One (1) supervisor, four (4) officers
 - 2) October thru February – One (1) supervisor, three (3) officers
 - c. C-Shift (2145 – 0545 hours) – One (1) supervisor, three (3) officers
2. Communications Center shall meet the following minimum staffing levels:
 - a. A-Shift (0545-1345 hours) – Two (2) Telecommunications Officers
 - b. B-Shift (1345 – 2145 hours) – Two (2) Telecommunications Officers
 - c. C-Shift (2145 – 0545 hours) – Two (2) Telecommunications Officers

12-Hour Shift Schedule

1. Uniformed Patrol shall meet the following minimum staffing levels, unless a deviation is authorized by the Chief of Police or designee:
 - a. All shifts – One (1) supervisor, four (4) officers
2. Communications Center shall meet the following minimum staffing levels:
 - a. All shifts – Two (2) Telecommunications Officers

D. Unanticipated Staffing Shortage

Staffing needs created by unanticipated circumstances (e.g., unscheduled paid time off, bereavement leave, extended crime scene, prisoner security, etc.) shall be addressed as follows:

1. Uniformed Patrol:
 - a. When a staffing need occurs unexpectedly, on-duty personnel will be given first opportunity to holdover to meet the requirement
 - b. If no officer(s) volunteer(s), the On-Duty Shift Supervisor, or designee will begin calling off-duty personnel. If this attempt is exhausted, on-duty officer(s) will be held over until properly relieved.
 - c. On-Duty Shift Supervisors shall be responsible for fair distribution of mandated overtime due to an unanticipated staffing shortage.
2. Communications Center:

Communications Manager, or designee, shall be responsible for fair distribution of mandated overtime due to an unanticipated staffing shortage

5. **OFF-DUTY EMPLOYMENT**

- A. Department members may engage in off-duty employment which shall not interfere with the member's duties with the department. (CFA 2.10)

- B. Members shall not engage in any off-duty employment or a business involving the sale or distribution of alcoholic beverages, bail bond agencies, collection agencies or any other work which may represent a conflict of interest with the employee's law enforcement duties. (CFA 2.10)
- C. Any member of the Cocoa Beach Police Department requesting authorization for, or a change of, off-duty employment shall submit said request in writing in memorandum format to the Chief of Police or designee via the chain of command. This request for approval shall contain the following information:
 - 1. Name, addresses and phone numbers of all employers
 - 2. Name of business or enterprise
 - 3. Location of employment
 - 4. Type of work performed
 - 5. Is the off-duty employment the employee's personal business
 - 6. Name of immediate supervisor and owner/manager
- D. Approval will be denied where it appears that the off-duty employment may:
 - 1. Render the member unavailable during an emergency
 - 2. Physically or mentally exhaust the member to the extent that their performance might be affected
 - 3. Require that any special consideration be given to the scheduling of the member's regular hours
 - 4. Bring the department into disrepute or impair the operation or efficiency of the department (CFA2.10)
- E. Off-duty employment of a questionable nature, compromising situations, conflicting nature, use of police powers or where discredit to the department or the City may be of concern, shall be denied. That determination shall be at the sole discretion of the Chief of Police or designee. Some examples for denial are: (CFA 2.10)
 - 1. Employment directly or indirectly connected with any business licensed under the Beverage Law
 - 2. Employment by any firm which has any connection with the towing of vehicles
 - 3. Employment as a taxi cab driver
 - 4. Employment as a process server
 - 5. Employment as a bodyguard
 - 6. Employment as a bill collector or retail credit investigator
 - 7. Employment as a bondsman's runner
 - 8. Employment for individuals who possess criminal records or are engaged in questionable enterprises
- F. Members engage in off-duty employment with the explicit understanding that they are subject to emergency recall to on-duty status.
- G. All members are prohibited from using City facilities or resources for personal financial gain.
- 6. **EXTRA-DUTY /SPECIAL DETAIL EMPLOYMENT**
 - A. General
 - 1. This policy is designed to serve the best interest of the Cocoa Beach Police Department and its members and will not be construed to inhibit management's right to assign any member to any function or event when circumstances dictate.
 - 2. The Chief of Police or designee has the authority to cancel or modify any extra-duty detail. (CFA 2.11MA)
 - 3. Unless approved in advance, by the Chief of Police or designee, all extra-duty details will be worked within the jurisdiction of the City of Cocoa Beach. (CFA 2.11MA)
 - a. Extra-duty details outside the jurisdictional limits of the City shall be authorized only after the agency having jurisdiction notifies this department that:
 - 1) They have no objection with the Cocoa Beach Police Department providing those services within their jurisdiction.
 - 2) They request assistance of the Cocoa Beach Police Department to provide those services within their jurisdiction.
 - 4. Parking Enforcement Specialists, Beach Rangers, Citizen Observer Patrol, and those members trained and authorized to conduct traffic control may be permitted to engage in extra-duty services requiring traffic control when requested or when a sworn officer cannot fill the position.
 - 5. A minimum of one (1) police vehicle will be required for each extra-duty detail.
 - a. Extra-duty details dealing with crowd or traffic control may require additional police vehicles.
 - b. The determination as to the number of police vehicles required will be made by the special event coordinator.
 - 6. Department members may work at events or establishments where alcoholic beverages are served, consumed or sold: (CFA 2.11MB)

- a. When the alcoholic beverages are incidental to the event or establishment (i.e. weddings, restaurants, grocery stores, etc.).
 - b. When members are hired for perimeter security and not assigned inside the event, provided that:
 - 1) They are in uniform
 - 2) They shall not screen patrons for entry or act as “bouncers”
 - 3) They are not in the lounge area, but should locate themselves in a conspicuous place
 - 4) The member may stand near the door, in the parking area or where cash is kept
 - 5) The member may remain inside if summoned by the manager **after closing** to protect persons clearing cash registers or at any time to take law enforcement action.
- B. Extra-Duty Detail Process
 1. Officers desiring to work an extra-duty detail should sign their name to an available detail posted on the squad room bulletin board. (CFA 2.11MC)
 2. The department makes no expressed guarantee that an extra-duty detail will be filled.
 3. Members approached by individuals desiring extra-duty law enforcement services shall refer them to the special events coordinator.
 4. The special events coordinator shall review the request and determine approval for all extra-duty employment details to include: (CFA 2.11MC)
 - a. Whether the requested event requires review and approval from the City’s special event committee.
 - b. The authority to require a minimum number of officers for the detail in accordance with this policy and Cocoa Beach City Ordinance 14-10.
 - c. When determining whether to approve certain jobs or to require a minimum number of officers, the following factors should be considered:
 - 1) Location of the detail
 - 2) Time of the detail
 - 3) Nature of the detail
 - 4) Anticipated crowd size
 - 5) Anticipated traffic and parking problems
 - 6) Past problems of the event or venue
 - 7) Risk assessment
 - 8) Feedback from department members
 5. If the extra-duty detail is determined to be in conformance with this policy, the special events coordinator or designee shall:
 - a. Draft an operational plan to include an assigned operational order number.
 - b. Post an extra-duty detail signup sheet on the squad room bulletin board, if applicable.
 - c. Staff the operation from the sign-up sheet or mandate personnel as needed.
 - d. Submit the completed operational order to a Major, or designee, for approval no less than two weeks prior to the date of the event, unless the detail becomes available on short notice.
 - e. Upon approval, the designee should notify selected personnel of the event to include time, date and location by email. A copy of the operational order shall be scanned and emailed to selected personnel or placed in each selected personnel’s mailbox and disseminated to command staff prior to the event.
 6. Nothing in this policy shall preclude the special events coordinator or a Major, or designee, from staffing an event requested on short-notice with first-available personnel. For the purposes of this policy, short notice shall be defined as occurring within (10) business days.
 7. All department members will be considered for assignment to extra-duty details unless: (CFA 2.11MB)
 - a. The member has not completed the Field Training Program. An exception to this is when both the trainee and a Field Training Officer work the detail together as a team.
 - b. The member is a detective working in a capacity which requires their identity to be shielded from the general public. Exceptions shall be at the sole discretion of the Chief of Police or designee.
 - d. Department members who are relieved from duty pending an investigation, administrative action or as a result of disciplinary action.
 - e. A member on light duty.
- C. Responsibilities Regarding Extra-Duty Details (CFA 2.11MB)
 1. Members working extra-duty details will maintain the same standards of personal appearance (uniform duty gear, ballistic vest), conduct and performance as if they were on regular duty.

2. Members accepting extra-duty details shall be responsible for prompt reporting and for full and faithful performance during all authorized assignments.
3. Prior to the start of any extra-duty detail, it is the responsibility of the member to notify the Communications Center of the following information and to monitor radio communication throughout the detail:
 - a. ID number
 - b. Location of detail
 - c. Start time of the detail
 - d. End time of the detail
4. While working an extra-duty detail, if the occasion arises for a member to make an in-custody arrest, they shall be responsible for the preparation of the Offense-Incident and Arrest Affidavit Reports in conjunction with the arrest. (CFA 2.11MB)
 - a. An on-duty zone officer will be summoned to transport the prisoner
5. If a member working an extra-duty detail is given found property or confiscates property, the officer will be responsible for completing the appropriate reports and submitting the property into Evidence/Property at the end of the detail before going home.
6. Generally, if a call for police services originates at the detail site, the detailed officer will handle the call. The shift supervisor may authorize exceptions.
7. Members shall report all serious or unusual circumstances to the shift supervisor as soon as possible.
8. Members shall not leave from their assigned detail unless dispatched as a primary or back-up unit due to an emergency situation, or if a supervisor requests their assistance. (CFA 2.11MB)
9. When there is no assigned relief for a detail, the member working the detail will notify the On-Duty Shift Supervisor, who will: (CFA 2.11MB)
 - a. Attempt to locate another department member to accept the assignment.
 - b. Notify the special events coordinator to adjust the billing of the individual who contracted the service
 - c. Notify the supervisor of the officer who failed to show up for the detail
10. If an officer has been selected to work a detail and is unable to, they may request another officer take the detail in their place pending approval from a Major, or designee. Notification from the officer via email to a Major, or designee, agreeing to receive the detail shall serve as sufficient notice of this agreement.

D. Extra-Duty Employment Revocation Process

For those events that do not fall under the purview of the City of Cocoa Beach's Special Event Ordinance, the Chief of Police reserves the right to revoke the extra-duty employment authorization of any event for any reason. The Police Department reserves the right to cancel extra-duty details without notice and to recall officers for official duty when necessary for community safety. (CFA 2.11MC)

7. HOURLY WORK LIMITS

- A. Members shall not be scheduled or assigned to work more than eighteen (18) consecutive hours, or more than eighteen (18) hours in a 24-hour period. Exceptions would be an emergency mobilization due to a hurricane or other unusual occurrence.
 1. In the event a member must work beyond sixteen (16) consecutive hours, due to a late arrest or splitting a 12-hour shift prior to, or after, his/her 12-hour shift, he/she will be given no less than eight (8) consecutive hours off-duty time prior to returning to work.
 - a. The On-Duty Shift Supervisor will ensure any shift shortage as a result of section 7(A)(1) is staffed until the affected member returns to work.
- B. Members shall not work more than a cumulative total of seventy-two (72) hours during any work week, excluding court time, without written approval in advance from the Chief of Police or designee, with exceptions noted.
 1. It is the responsibility of the member's immediate supervisor and a Major, or designee, to ensure that the seventy-two (72) hour work limit is not exceeded.
 2. In the event a member reaches his/her hourly time limit and unforeseen circumstances arise during a scheduled extra duty detail that may cause the member to exceed the seventy-two (72) hour work limit, such as the member's relief fails to show up and leaving the job would create safety concerns or the member is requested to stay at the detail longer, the member shall notify the On-Duty Shift Supervisor or a Major or designee.
 3. It will be the responsibility of the On-Duty Shift Supervisor or a Major, or designee, to find a replacement for the member.

- a. In the event a replacement cannot be located, the On-Duty Shift Supervisor or a Major, or designee, may based on the circumstances, authorize the member to exceed the 72-hour work limit.
 - 1) On-Duty Shift Supervisor and/or a Major, or designee, shall evaluate the circumstances, to include the intent of this policy, as criteria for making their decision.
 - 2) The On-Duty Shift Supervisor or a Major, or designee, authorizing the extension shall prepare a detailed email to the Chief of Police or designee outlining the circumstances that justified the extension.

6. **REFERENCES**

City of Cocoa Beach (2013). Cocoa Beach City Ordinance 14-10. Public Law Enforcement and Private Security Services.

Florida Senate (2018). F.S.S.30.2905. Retrieved August 6, 2019 from:
<https://www.flsenate.gov/Laws/Statutes/2018/30.2905>

Florida Senate (2018). F.S.S. 561.25. Retrieved August 6, 2019 from:
<https://www.flsenate.gov/Laws/Statutes/2018/561.25>

Florida Senate (2018). F.S.S. 648.44. Retrieved August 6, 2019 from:
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