




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> September 26, 2024	<b>Replaces:</b> <b>Amends:</b> August 11, 2023	<b>Number:</b> 050.30
<b>Subject:</b> Code of Conduct		<b>Re-Evaluation:</b> 2026
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b> 2.03M, 2.04M, 7.02M, 7.03, 7.05M	
<b>Approving Authority:</b> Chief of Police Wes Mullins		
<b>Approval Date:</b> September 12, 2024		

### 1. PURPOSE

The purpose of this standard operating procedure is to ensure all members of the Cocoa Beach Police Department are members of a team working together with a primary objective of serving the community. Members who fail to follow Standard Operating Procedures not only penalize themselves but do a disservice to the community we serve as well as other City personnel. The Code of Conduct procedural rules are not intended to restrict the privileges of anyone but are designed to ensure the rights and safety of all members.

### 2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

### 3. POLICY

It is the policy of the Police Department to administer discipline that is fair and equitable. Although internal consistency in administering discipline is desirable, numerous factors should be considered in determining the appropriate level of discipline to be assessed at each successive step. Some of the factors involved include, but are not limited to, length of service, time intervals between offenses, effectiveness of prior disciplinary actions, willingness to improve, overall work performance, and disciplinary actions previously administered to other comparable members or similar offenses under similar circumstances. It is further provided that certain sustained offenses are of such serious nature that immediate dismissal upon the first offense is applicable. Members of the Police Department are expected to abide by and be disciplined for violation of [City of Cocoa Beach Employee Guide: Employee Conduct and Work Rules](#) and/or [Departmental Standard Operating Procedures](#). In recognition of the fact that each instance of misconduct may differ, the Chief retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. The following rules and regulations are not to be construed as a limitation upon the retained rights of the Chief of Police but are to be used as a guide.

### 4. DEFINITION(S)

- A. DISCIPLINE – Any disposition resulting in suspension without pay, demotion, or dismissal.
- B. LETTER OF REPRIMAND – A written notice in memo form issued by the Chief of Police, or designee, documenting an officer or member's violation of policy.
- C. PERFORMANCE COUNSELING – A written notice completed by a supervisor to document a review of a member's performance that is either complementary or corrective in nature. If corrective in nature, it shall serve to put the member on notice that future incidents may result in progressive disciplinary measures. [\(Appendix A\)](#)

- D. PRELIMINARY REPORT OF ALLEGED MISCONDUCT (PRAM) – A form used to formally document an officer or member’s alleged misconduct which is forwarded to the Chief of Police for review. ([Appendix B](#))
- E. UNIFORM FIRST RESPONSE PERSONNEL – Members of the Cocoa Beach Police Department uniformed patrol who respond to calls for service.

## 5. PROCEDURES

### A. RESPONSIBILITY (CFA 7.02M)

1. Supervisors at all levels in the Police Department chain of command are responsible for making recommendations regarding possible policy violation to the administration. First line supervisors have the continuing opportunity to observe member conduct and make appropriate recommendations.
2. Supervisors who wish to compliment an officer or member on exemplary behavior or provide corrective feedback are encouraged to issue a Performance Counseling. This document does not require the prior approval of the Chief’s office before issuance if complimentary in nature. If used for corrective purposes, the Performance Counseling shall detail the officer’s actions and the specific policy governing the incident as well as any corrective action recommended by the supervisor. Supervisors will forward all Performance Counseling for corrective purposes and Preliminary Reports of Alleged Misconduct through the chain of command to the Chief of Police for review. Supervisors will attach copies of all supporting documentation.
3. The Chief of Police will determine if either a Performance Counseling/Written Reprimand will be issued or if an internal affairs investigation is warranted. The Chief of Police will be the only one authorized to direct disciplinary actions against Departmental members. (CFA 7.03)
4. Disciplinary action will be implemented only after the completion of an internal affairs investigation.
5. Notice of disciplinary action will be served in writing at least five (5) working days prior to the effective date of imposition of discipline. The notice will include violation specifications and the disciplinary action to be taken.

### B. DISCIPLINARY GUIDELINE

1. Violations of rules and/or procedures shall be classified according to categories in separate sections of this standard operating procedure, as follows:
  - a. Insubordination Offenses
  - b. Neglect of Duty Offenses
  - c. Unlawful Conduct Offenses
  - d. Improper Conduct Offenses

### C. DISPOSITIONAL CLASSIFICATIONS

1. Classification I (Performance Counseling/Letter of Reprimand)
2. Classification II (1-day suspension without pay)
3. Classification III (2 to 5-day suspension without pay)
4. Classification IV (6 to 15-day suspension without pay or demotion)
5. Classification V (16 to 30-day suspension without pay or demotion)
6. Classification VI (dismissal)

### D. INSUBORDINATION OFFENSES

1. RESPECT TOWARDS SUPERIORS & SUBORDINATES - Members shall display respect towards all supervisors and City personnel. Members will treat superior officers, subordinates and associates with respect. They will be courteous and civil at all times in their relationships with one another. When in the presence of the public, other members, or other law enforcement personnel, members will refer to one another by rank. (Class I or II)

2. ABUSIVENESS - Members shall not use abusive language or gestures toward a supervisor, superior officer, other City personnel, victims, witnesses, suspects, arrestees, visitors, residents, and citizens. (Class III)
  3. PROMPT COMPLIANCE WITH LAWFUL ORDER OF A SUPERVISOR - Members shall promptly execute the lawful orders and/or instructions of a supervisor or superior officer of the Police Department and shall not delay or fail to carry out such orders or instructions. This also includes lawful orders from a superior that have been relayed by a member of the same or lesser rank as the officer receiving the order(s). (CFA 2.03M) (Class III)
  4. COMPLIANCE WITH DIRECT ORDER OF A SUPERVISOR - Members shall comply with the direct orders or instructions given by a supervisor and shall not refuse to comply when such orders or instructions are lawful and proper. In the event of conflicting orders, the highest-ranking officer's order shall be followed. In the event of conflicting orders between officers of the same rank, the most recent order shall be complied with. (CFA 2.04M) (Class VI)
  5. TRUTHFULNESS – Members are required to be truthful at all times whether under oath or not. Members shall make truthful statements related to the scope of employment and operations of the City. This includes but is not limited to verbal responses, reports, and affidavits. Members shall always render truthful statements both orally and in writing. (Class VI)
  6. TOBACCO USAGE – Members are prohibited from using tobacco and vapor producing products while on, in, or operating City-owned property, while wearing a police uniform or otherwise displaying badge/identification in a public place, while performing official police related duties that bring them into contact with the public, and if they signed an agreement that prohibits use as a condition of their employment. Public places include areas open to the public and visible by the public. Tobacco products include those that are smoked as well as chewed. (Class I through VI)
- E. NEGLECT OF DUTY OFFENSES
1. ABUSE OF BREAKS - Members shall take only the specified amount of time for meal or other authorized breaks, as established by City Rules & Regulations, Standard Operating Procedure, Union Agreement or by the Chief of Police. Members will be required to notify the Communications Center by radio when beginning and ending all break periods. A time record of breaks and locations will be maintained by the Communications Center. (Class I or II)
  2. TARDINESS & REPORTING FOR DUTY - Members shall report for duty properly prepared at the time and place required by assignments, subpoenas, or orders, and shall be prompt in that reporting. (Class I or II)
  3. NOTIFICATION OF ABSENCE FROM DUTY - Members shall notify the supervisor on duty of absence caused by illness not less than one hour prior to scheduled reporting time when possible. Absences caused by emergencies or other legitimate reasons shall be reported as soon as circumstances permit when such notification cannot be made one hour prior to scheduled reporting time. (Class I or II)
  4. FAILURE TO RESPOND TO SUBPOENA - Members will respond to subpoenas unless released by the issuing authority. Subpoenaed members will note the time, date, and the name of the person releasing them from a court appearance if applicable. This information will be provided to their immediate supervisor upon first return to work if not already at work. (Class I or II)
  5. REFUSAL TO ACCEPT SUBPOENA - Members will not refuse to accept subpoenas for any reason without the written authorization of a superior. Conflicts will be resolved with the issuing authority. (Class I or II)
  6. FAILURE TO REPORT FOR DUTY DUE TO IMPROPER CONDUCT - Members shall be circumspect in their private activities, and shall not subject themselves to circumstances that would cause them to be unfit or unable to report for duty at the designated time for reason of illegal, immoral, or improper conduct. (Class III)

7. FICTITIOUS INJURY REPORT - Members shall not feign injury, or falsely report themselves injured or otherwise deceive or attempt to deceive any supervisor of the Police Department as to the condition of their health for purposes of the following:
  - a. Making a fraudulent claim for insurance, worker's compensation, or disability retirement.
  - b. Failing to complete assigned duties and/or otherwise reporting for duty.  
(Class VI)
8. RESPONSE TO RADIO CALLS - Members shall respond promptly to radio calls when logged as being in service with Communications Center. (Class I or II)
9. MEMBERS TO MONITOR RADIO FREQUENCY - Uniform first response personnel, Parking Enforcement Specialists and Beach Rangers will monitor their respective radio frequencies at all times when in-service and on-duty. (Class I or II)
10. COMPLETION OF REPORTS AND DOCUMENTS - Members shall complete and submit all reports/documents required in the execution of their duties prior to or at the conclusion of a tour of duty except as authorized by the on-duty Shift Supervisor. Shift Supervisor so authorizing will become responsible for ensuring all paperwork is submitted within twenty-four (24) hours or as soon as is practical. The Shift Supervisor will email the Records Division whenever a report is not submitted at the end of a regular or extended tour of duty. The shift pass-on should indicate if a report is "held out" and will be an accepted form of notification in lieu of emailing the Records Division. Police members will not refuse to document an incident if requested to by a victim or complainant. If the incident being reported is a crime and prosecution is desired, an incident report will be completed. Police members will not attempt to dissuade persons from making a police report. (Class I or II)
11. VIOLATION OF OFFICIAL PROCEDURES AND/OR DIRECTIVES - Members shall not ignore or violate official directives, policies, procedures, orders, and supervisory instructions. (Class I - VI)
12. HORSEPLAY, DISTRACTION OF OTHERS - Members shall perform their duties in a conscientious manner and shall not engage in horseplay while on duty or at a Police Department workstation and shall not distract others who are performing assigned duties. (Class I or II)
13. LEAVING ASSIGNED WORKING AREA DURING WORKING HOURS - Members, while on duty, shall remain at or in assigned work areas or zones during working hours unless authorized by their supervisor. (Class I or II)
14. FAILURE TO WORK, OVERTIME, SPECIAL HOURS - Members shall promptly report for duty or remain on-duty when assigned to work overtime, special hours, shift trades, special shifts, or special events. (Class III)
15. NEGLECT OF OFFICIAL DUTIES (REQUIRED FOR THE SAFETY OF PERSONS OR PROPERTY) - Members shall be attentive to job duties and shall not violate official directives, supervisory orders or instructions, laws, City policy/procedure/rules/regulations and/or Department Standard Operating Procedures, or knowingly refrain or cause another to refrain from the performance of lawful duties required for the safety of the community even when such neglect does not result in immediate danger to life or property. (Class IV)
16. ENDANGERING OTHERS THROUGH NEGLECT OF DUTY - Members shall take appropriate action in response to emergency situations where there is a known danger to the lives of others, and in response to serious incidents which come to their attention while on-duty. (Class V or VI)
17. FAILURE TO REPORT NON-VEHICLE ACCIDENT WITH INJURY - Members shall promptly report to their supervisor personal injuries requiring medical attention sustained on duty. (Class I or II)
18. FAILURE TO REPORT A MOTOR VEHICLE CRASH - Members shall immediately report motor vehicle crashes they are involved in while operating City-owned or leased vehicles to their immediate supervisor or the on-duty Shift Supervisor. (Class III)

19. FAILURE TO REPORT LOSS OR DAMAGE OF EQUIPMENT, BADGE, OR ID CARD - Members shall immediately report the loss or damage of badge, ID card, departmental keys, or all other city equipment to a supervisor. (Class I - VI)
20. CITIZEN COMPLAINTS TO BE RECORDED - Members shall courteously and promptly adhere to policies and procedures established in [SOP 005.10 Internal Investigations](#) for processing citizen complaints. (Class II)
21. NOTIFICATION OF CURRENT ADDRESS, TELEPHONE NUMBER & NAME - Members shall keep the City Personnel Department and the Office of the Chief of Police informed in writing of current address, telephone number, and name or any changes regarding same on the member's next regular scheduled shift. (Class I or II)
22. IDENTIFICATION REQUIRED - Sworn members shall carry their identification card on their person at all times except when impractical. (Class I or II)
23. CARE AND MAINTENANCE OF DEPARTMENTALLY ISSUED FIREARM(S) AND WEAPONS - Law enforcement officers who are required to carry firearms and less than lethal weapons in the performance of official duties shall maintain said firearms and weapons in a clean, serviceable, and rust-free condition at all times except when used or discharged within the past twelve hours. (Class I or II)
24. UNSATISFACTORY PERFORMANCE - Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency and effectiveness in carrying out the functions and objectives of the Police Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of the laws required to be enforced by police members; an unwillingness or inability to perform assigned tasks; the failure to take appropriate action on the occasion of any incident or other condition deserving police action. In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations, failure to maintain proficiency with firearms, or a written record of repeated infractions of policies, procedures, orders, and/or directives of Police Department and/or the City. (Class I - VI)
25. NEGLECT OF DUTY - Members shall not engage in any activities or personal business which would cause them to be inattentive to duty. (Class I or II)
26. USE OF FORCE - Members shall not use more force in any situation than is objectively reasonable under the circumstances. Members shall use force in accordance with the law and Departmental procedure. (Class I-VI)
27. USE OF WEAPONS - Members shall not use, handle, and/or store weapons/firearms in a careless, imprudent, or unlawful manner. Members shall use weapons/firearms in accordance with the law and Departmental procedure. (Class I - VI)
28. RESPONDING TO CALLS FOR SERVICE - Members will respond, without delay, to all calls for police assistance from citizens or other members. Emergency calls take precedence, however; all calls will be answered as soon as possible consistent with normal safety precautions and vehicle laws. Under the most extraordinary circumstances or when otherwise directed by competent authority, no member will fail to answer any phone or radio call directed toward him/her. The member will inform the Communications Center when leaving the air and when returning to a duty status. (Class I or II)
29. CONSUMPTION OF INTOXICANTS – Members will not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty. Members will not consume intoxicants while on-duty, except when necessary, in the performance of their law enforcement duties or authorized by competent authority. (Class VI)

F. UNLAWFUL CONDUCT OFFENSES

1. NON-CRIMINAL VIOLATION - Members shall adhere to all Federal, State, and local laws and ordinances including those punishable by no other penalty than a fine, forfeiture, or other civil penalty. This includes but is not limited to traffic infractions including seat belt usage and child restraint statutes. (Class I-III)
2. CONFORMANCE TO LAWS - Members shall comply with the laws, ordinances, rules, and the Constitution of the United States of America, the State of Florida, or any of their subdivisions. Arrest and/or conviction are not necessary to sustain a violation of this section of the code. (Class VI)
3. ILLEGAL ORDERS - Members shall neither give nor obey any order which they know or should know would require them to commit an illegal act. If in doubt as to the legality of an order, members should request the issuing person to clarify the order and/or confer with higher authority. (Class V or VI) (CFA 2.04M)

G. IMPROPER CONDUCT OFFENSES

1. COURTESY AND RESPECT -Members shall be polite and courteous in contacts with the public and with other City personnel. (Class I or II)
2. PERSONAL BEARING AND APPEARANCE - Members shall maintain a professional, businesslike, well-groomed appearance while on duty and/or in uniform. Members will not slouch, lean against structures or objects, or chew gum while in contact with the public or in a public place. Members will not wear any part of the uniform while in civilian clothes and off-duty. Sworn members will not wear department issued or approved firearms exposed in public places while in civilian attire without an issued badge displayed. Authorized firearms are to be carried concealed or otherwise secured unless authorized to do so by the Chief of Police. (Class I or II)
3. RADIO TRANSMISSIONS - Members shall use official radio channels in accordance with established procedures, and shall avoid the use of sarcasm, impertinent remarks, or other improper radio transmissions. Verbal responses will be given. Keying the microphones is an unacceptable response unless members are in a potentially dangerous situation and need assistance. (Class I or II)
4. NAME TO BE GIVEN UPON REQUEST - Members shall give their name and rank or position in a respectful and courteous manner to any person requesting such identification while on-duty, in uniform, or when otherwise recognized as a member of the Police Department unless participating in a command approved undercover operation. (Class I or II)
5. STATEMENT OF RESPONSIBILITY - Members who become involved in injury or property damage mishaps or crashes while on-duty or while operating a police vehicle shall avoid statements of liability and shall not make statements concerning the responsibility for such mishaps or crashes, or inform parties that the City or Police Department will pay for damages or repairs. Persons involved should be referred to their respective insurance companies. (Class I or II)
6. GOSSIP & CRITICISM - Members shall not engage in gossip, public criticism, or ridicule of the City, its personnel, or its policies; by talking, writing, or expressing in any manner, where such actions or expressions are:
  - a. Unlawful
  - b. Defamatory
  - c. Profane
  - d. A reckless disregard for truth or falsity
  - e. An impairment to the operation or interferes with the efficiency of the city
 (Class I – VI)
7. BEHAVIOR AND LANGUAGE - Members will maintain command of temper, patience, and discretion. They will refrain from using improper, obscene, profane, or insolent language or gestures. (Class I or II)
8. CORRESPONDENCE – While officers are permitted to list the Department address on their driver’s license and personally owned vehicle registration, officers shall not use the Police Department as a

- mailing address for other private or personal purposes. Police Department letterheads shall not be used for private or personal correspondence. (Class I or II)
9. USE OF CITY FACILITIES - Members shall not use City facilities or equipment for personal, social, or unofficial purposes. (Class I or II)
  10. MORAL CHARACTER – Police officers’ abilities to perform their duties are dependent upon the respect and confidence communities have for law enforcement officers in general. Officers must conduct themselves on-duty and off-duty, in a manner consistent with the integrity and trustworthiness expected of them by the public. Officers shall not, whether on-duty or off duty, exhibit any conduct which discredits themselves or their Department or otherwise impairs their ability or that of other officers or the Department to provide law enforcement services to the community. Officers shall avoid regular personal association with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or Department. (Class VI)
  11. GIFTS, GRATUITIES, & REWARDS - Members shall not solicit gifts, presents, gratuities, rewards, or other considerations for services rendered in the line of, or as a result of their duties or as required by current contractual agreement. Unsolicited gifts, presents, gratuities, or other things of value will be forwarded through the chain of command. Every attempt will be made by members to refuse acceptance of the foregoing. (Class I, II, or III)
  12. DEBTS & LOANS - Members will not solicit other members to co-sign or endorse any promissory note or loan. Members will pay all just debts and legal liabilities incurred by them. (Class I, II, or III)
  13. PROCESSING EVIDENCE - Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action. Members will handle property, contraband, and evidence in accordance with the law and established procedures. (Class VI)
  14. OFF-DUTY & SECONDARY EMPLOYMENT - Members shall obtain prior approval from the Chief of Police before engaging in other employment, occupation, profession, or commercial enterprise. Off-duty and secondary employment shall not conflict with primary employment and staffing needs. (Class I or II)
  15. RESTRICTED AREAS AND EQUIPMENT - Members shall obtain proper authorization before using City equipment not regularly assigned or before entering any locked or restricted area. Members will be responsible for maintaining and securing all City equipment issued to them or otherwise under their control. (Class III)
  16. WEARING OF UNIFORM WHILE UNDER DISCIPLINARY SUSPENSION - Members shall not wear the official uniform while under disciplinary suspension except as authorized by the Chief of Police. (Class III)
  17. RECOMMENDING ATTORNEYS OR BAIL BONDSMEN - Members shall not recommend or suggest to any person arrested, or to any prisoner, or to any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsmen. (Class III)
  18. ENTERING OR FREQUENTING LIQUOR ESTABLISHMENTS - Members, while on-duty, will enter or frequent places established primarily for sale, storage, or consumption of alcoholic beverages, or for sale or display of pornographic pictures and materials ONLY in discharge of official duties, and shall not otherwise enter or frequent such places while on-duty. Such visits will always be called in and recorded by the Communications Center unless authorized otherwise by the Chief of Police or designee. (Class I or II)
  19. OPERATING VEHICLES- Members shall operate official vehicles in a careful and prudent manner and shall obey all laws and all orders pertaining to such operation. Loss or suspension of any driver's license shall be reported immediately to the Chief of Police. (Class I, II, or III)

20. TREATMENT OF PERSONS IN CUSTODY - Members shall not mistreat persons in their custody. Members shall handle such persons in accordance with law and established procedures. (Class VI)
21. ABUSE OF OFFICIAL IDENTIFICATION - Members shall maintain the security of their official identification and shall not lend their identification card or badge to another person or permit them to be photographed or reproduced. (Class III)
22. INTENTIONAL ABUSE OF CITY EQUIPMENT - Members shall utilize City equipment for its intended purpose in accordance with established procedures, and shall not intentionally abuse, misuse, or damage City equipment. (Class I – VI and/or loss of equipment use privileges)
23. CARELESS HANDLING OR UNINTENTIONAL ABUSE OF EQUIPMENT RESULTING IN LOSS OR DAMAGE - Members shall utilize City equipment for its intended purpose in accordance with established procedures and shall not subject such equipment to loss or damage through careless handling. (Class I-III and/or loss of equipment use privileges)
24. CARELESS HANDLING OR UNINTENTIONAL ABUSE OF EQUIPMENT NOT RESULTING IN LOSS OR DAMAGE - Members shall utilize City equipment for its intended purpose in accordance with established procedures and shall not use said equipment in a careless manner. (Class I or II, and/or loss of equipment use privileges)
25. IMPROPER USE OF OFFICIAL POSITION - Members are prohibited from using their official position to secure privileges for themselves or others and shall not engage in activities that constitute a conflict of interest (Class I-III)
26. MISDIRECTED ACTION INTERFERING WITH OFFICIAL INVESTIGATIONS - Members shall not interfere with cases being handled by other members or other government agencies, nor undertake any investigation or other official action not part of their regular duties unless ordered to do so by a superior, unless the intervening members reasonably believes that failure to act would result in an injustice, or the exigencies of the situation require immediate action. (Class III)
27. MISDIRECTED ACTION OF MEMBERS UNDER INVESTIGATION - Members against whom a complaint has been made shall not attempt directly or indirectly, by threat, appeal, persuasion, or the payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charge, or allegation. (Class VI)
28. DISMISSAL OF CHARGES BY SWORN MEMBERS - Members will not be permitted to dismiss charges against arrested persons who have not yet been booked, unless there is sufficient reason, and then only with the knowledge and consent of their supervisor. (Class III)
29. PROHIBITED ON-DUTY ACTIVITIES - Members are prohibited from engaging in the following activities while on duty, except when in performance of a law enforcement duty, and then, only with the specific consent of a Chief or Deputy Chief and never in uniform:
  - a. Gambling
  - b. Sleeping On-Duty – Members will remain alert while on-duty. If unable to do so, he/she will report to the On-duty Shift Supervisor who will determine the proper course of action.
  - c. Loafing or Idling - Members will not practice work avoidance behaviors.
  - d. Personal Activities – Members will not make or receive personal phone calls, conduct personal business or other activities, which would interfere with scheduled work assignments or regular duty assignments.
  - e. Engaging in Private Enterprise – Members will not engage in private enterprise while on-duty. (Class I, II, or III).

#### H. GENERAL CONDUCT OFFENSES

1. DUTY TO REPORT MISCONDUCT - Members shall report any and all acts or omissions by other members which may constitute a violation of this operating procedure via their chain of command



- without delay. If the violation involves a member of their chain of command, members will move to that person's supervisor. (Class I - VI)
2. COMMERCIAL TESTIMONIALS - Members will not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement, without the permission of the Chief or Deputy Chief of Police. They will not, without the permission of the aforementioned, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with the City. (Class I, II, or III)
  3. MAINTENANCE OF ELECTRONIC POLICY AND PROCEDURE MANAGEMENT ACCOUNT - Members are responsible for the maintenance of their electronic policy and procedure management account. Members will receive all existing, new, or newly revised written Standard Operating Procedures (SOP) electronically in PowerDMS. Members will electronically sign all written SOPs before their effective date. Maintenance also includes but is not limited to; prompt responsiveness to inbox alerts pertaining to training; surveys; workflow; and any other tasks assigned. (Class I, II, or III)
  4. VALID DRIVERS LICENSE REQUIREMENT - Members are required to possess and maintain a valid Florida driver's license. (Class I - VI)
  5. UNAUTHORIZED OR MISUSE OF DEPARTMENT PROPERTY - Unless authorized by a supervisor, Department equipment will not be used for any purpose other than that which accomplishes the Department's mission. (Class I - VI)
  6. PERSONAL QUARRELS AND DISPUTES - When avoidable, members will not make arrests arising from their own disputes or those involving family members even if they have jurisdiction to do so. These matters will be handled by on-duty law enforcement personnel of the Department in whose jurisdiction the incident occurs. (Class I - VI)
  7. COURT APPEARANCES - Members will, when attending court or quasi-judicial hearing of any type, wear either the official uniform or clothing conforming to standards imposed on officers wearing plain clothes. Members are expected to maintain a clean and neat appearance. Members will not wear the official uniform when appearing as a defendant in any court proceeding. Members will appear in judicial proceedings as directed by subpoena or other official processes. (Class I – VI)
- I. RECORDS
1. Records regarding disciplinary actions will be maintained in the Personnel Office of the City of Cocoa Beach and purged in accordance with the [State of Florida's General Records Schedule](#). (CFA 7.05)

## 6. APPENDIX

- A. [Performance Counseling](#)
- B. [Preliminary Report of Alleged Misconduct \(PRAM\)](#)

## 7. REFERENCES

- A. [City of Cocoa Beach Employee Guide](#)
- B. [State of Florida General Records Schedule GS1 – SL State and Local Government Agencies. Florida Department of State Library and Archives of Florida \(2023\)](#)
- C. [State of Florida General Records Schedule GS2 – Law Enforcement, Correctional Facilities, and District Medical Examiners. Florida Department of State Library and Archives of Florida \(2023\)](#)
- D. [Law Enforcement Officer Ethical Standards of Conduct, Florida Department of Law Enforcement](#)