

Cocoa Beach Police Department

Standard Operating Procedure



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| Effective Date: August 26, 2022 | Rescinds: Amends: May 9, 2017 | Number: 213.00 |
| Subject: Beach Rangers | Re-evaluation Date: 2024 | |
| Distribution: ALL PERSONNEL | Related Standards: (5 th Edition) 18.08M, 18.12, 29.02M | |

This order consist of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Staffing Guidelines
5. Beach Ranger Procedures
6. Uniforms and Grooming
7. Reference

1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the effective and efficient use of Beach Ranger (BR) personnel to provide for supplemental patrol, management, and safety on the ocean beach.

2. POLICY

It shall be the policy of the Cocoa Beach Police Department that all BR personnel must successfully complete training in the City of Cocoa Beach Code of Ordinances – Chapter 5-34, Code Enforcement (if applicable), CPR/AED, First Aid, Infection Control, Basic Water Rescue, Traffic Direction and Control, ATV/Gator Operation, and Code Enforcement before being assigned to undertake those respective tasks. (CFA 18.12) (CFA 29.02M)

3. DEFINITIONS

- A. Beach Ranger – in accordance with Chapter 5-34 of the City Code, the duly appointed and identified Beach Rangers, within the purview of the Cocoa Beach Police Department, shall be responsible for identifying violations and pursuing compliance from persons violating the city code provisions and/or ordinances. The Chief of Police, or designee, may assign to a Beach Ranger, code enforcement officer responsibilities, as defined in Chapter 30, of the City Code.
- B. Reasonable Command – it shall be unlawful for any person to deliberately disobey any reasonable command of a duly appointed and identified City Beach Ranger while in the legitimate performance of his or her duties, such commands being intended to ensure the safety of persons using the beach or structures erected thereon.
 1. A reasonable command shall be preceded by a verbal warning to such person to cease the activity or behavior, which is jeopardizing the safety of those using the beach or the structures thereon; such persons shall be given a reasonable opportunity to comply with the warning. Said reasonable command shall be made in the presence of or by a certified law enforcement officer or other code enforcement officer acting on behalf of the City of Cocoa Beach.
 2. A reasonable command shall include, but not limited to adherence to those rules and regulations found in Article 5-34(C).

4. STAFFING GUIDELINES

- A. A Major or designee is responsible for setting the BR program schedule. Scheduling will be implemented to provide maximum utilization of available BR personnel. In the event of sustained inclement weather that is predicted to last several hours or more, BR personnel will be released from duty. Time may be made up during the pay period if there is a need for coverage and the BR is willing to cover that need.
- B. Primary staffing and supervisory decisions for BR personnel will reside with a Major or designee. A Major or designee will be responsible for maintaining a calendar that shows both days and hours of operation for personnel assigned to BR duties. All On-Duty Shift Supervisors will be responsible for ensuring these guidelines are followed.

- C. A BR Supervisor may be appointed by the Chief of Police. The BR Supervisor will be responsible for overseeing the daily operations of the BR program. This will include, but is not limited to, directing BR post and patrol assignments, break rotations, maintaining time sheets, approving leave, ensuring equipment is properly maintained, completing BR evaluations, and submitting activity reports as requested by the Chief of Police or designee.
 - D. Hours of Operation:
 - 1. BR will work primarily, but not limited to, weekends during *daylight hours* unless directed otherwise.
 - 2. BR may be detailed to work after daylight hours for special events (Independence Day Celebration, Surfing Festivals, etc.) or other special details consistent with their training and job description. Adjustments to regular time and daylight saving times will be made as necessary and consistent with this policy.
5. **BEACH RANGER PROCEDURES**
- A. BR will always carry and monitor their assigned portable radio. They will keep the Communications Center aware of any change in status.
 - B. BR will call for assistance from an Officer if unsure about a code violation or if they feel threatened
 - C. BR will avoid confrontation and call for assistance
 - D. BR will have an issued first aid kit readily available for immediate use
 - E. BR will not perform any duties for which they have not been trained
 - F. BR will immediately report missing persons and medical or rescue emergencies
 - G. Officers assigned to the beach & downtown enforcement activities will monitor BR radio traffic and activity, if practical.
 - H. BR will notify Communications when they identify a suspicious person, code violation and/or issue a reasonable command.
 - 1. BR will provide location, a description of the subject, and alleged violation
 - 2. If a subject fails to obey a reasonable command, a BR who has been designated as a code enforcement officer may issue a citation pursuant to Chapter 30 of City Code.
 - I. BR will provide supporting witness affidavits to code violations and crimes they witness.
 - J. If property is turned in to a BR or if the BR finds property while on duty, the BR will notify Communications and an officer will respond to take custody of the found property and complete a report.
 - K. Complaints regarding BR activities will be handled by the On-Duty Shift Supervisor.
 - L. BR will wear their issued traffic safety vest when engaged in traffic control duties. (CRA 18.08M)
 - M. BR will immediately report any mishaps (i.e.: crashes, property damage or injury) to the On-Duty Shift Supervisor.
 - N. BR personnel shall be licensed to drive and will operate all vehicles in a safe and prudent manner in accordance with state law and Department policy.
 - O. BR shall maintain all equipment in a clean and serviceable condition at all times.
6. **UNIFORMS AND GROOMING**
- A. BR uniforms will be distinct from police officer uniforms.
 - B. Uniform - consists of a light green "Columbia style" button up short/long sleeve shirt with the City of Cocoa Beach seal over the left breast and "Beach Ranger" on the back. Issued Khaki shorts or khaki long pants are to be worn with a black or brown belt. A Department-issued ball cap or floppy hat may be worn. Crew or short cut socks (white or black) are to be worn with white athletic shoes. Footwear is subject to approval. A Department issued jacket may be worn.
 - C. Male Personnel
 - 1. Hair Styles - Hair will be kept neatly trimmed at all times. The thickness of the hair shall not exceed two inches above the skull at the top. The hair shall not protrude over the ears and shall not extend below the bottom edge of the shirt collar.
 - 2. Sideburns – Sideburns will be neatly trimmed and shall not go below the tragus of the ear.
 - 3. Mustaches, Goatees, and Beards – Neatly trimmed mustaches, goatees, and beards are authorized.
 - D. Female Personnel
 - 1. Hair Styles - Length is optional; however, females will have their hair styled in such a manner as to prevent it from extending below the bottom edge of the shirt collar.
 - 2. Make up, when worn, will give as natural appearance as possible.
 - E. Personal Hygiene - Attention to acceptable standards of personal hygiene is mandatory. Hair shall be properly groomed, fingernails clean, body odor shall be controlled, and underclothing will be worn at all times.
 - F. Jewelry - Jewelry is optional and may be worn on the fingers, wrists, and neck. All jewelry must be conservative in design. Necklaces, with or without a pendant, will be worn inside the shirt.

Prescription eyewear and conservative sport sunglasses are authorized. Female BRs may wear one stud earring per ear. Hoop earrings or earrings that dangle are prohibited. Male BRs are prohibited from wearing earrings while on duty.

G. The possession or carrying of firearms or any weapon while on-duty is strictly prohibited. This does not preclude a pocket knife.

7. **REFERENCE:**

Beach Ranger Job Description

[City of Cocoa Beach Code of Ordinance - Chapter 5-34](#)

[City of Cocoa Beach Code of Ordinances - Chapter 30](#)



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 08/12/2022