

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: September 22, 2020	Replaces: Ammends: June 21, 2018	Number: 207.00
Subject: Major Crimes		Re-evaluation Date:
Distribution: ALL PERSONNEL	Related Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Definitions
4. Procedure
5. Appendices

1. PURPOSE

The purpose of this policy is to assist sworn personnel in improving the quality of major crime investigations and documentation.

2. SCOPE

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

3. DEFINITIONS

A Major Crime is a classification of the following:

- A. Murder or attempted murder
- B. Suspicious or other than natural death
- C. Sexual Battery
- D. Armed Robbery
- E. Treason
- F. Kidnapping
- G. Burglary; Armed, Occupied Dwelling, Injury or extreme property loss
- H. Extortion
- I. Terrorism

4. PROCEDURE

A. On-Scene Patrol Responsibilities

1. Refer to SOP 100.60 Preliminary and Follow-up Investigations
2. Initiate and maintain a *Crime Scene Log* (Appendix A)
3. It is recommended that a *Major Crime Packet* (Appendix B) be completed but may be used as a “go-by” to ensure preliminary investigative thoroughness.
4. Complete an incident or supplemental report describing the nature of assignment and any pertinent investigative information gathered
5. Complete and submit all documentation to the On-Duty Shift Supervisor before the end of the duty

B. Notification and Response

1. The On-Duty Shift Supervisor shall notify a Lieutenant or designee, of the occurrence of a major crime. The Lieutenant or designee will determine if the incident warrants Detective(s) to respond. Detectives will be available for response on a 24/7 basis.
2. The Lieutenant or designee shall notify a Major of the occurrence of a major crime.
3. The Major may respond to the scene and shall determine notification to the Deputy Chief of the occurrence of a major crime.
4. The Deputy Chief shall determine notification to the Chief of Police of the occurrence of a major crime.

5. The Staff and Administrative Services Lieutenant shall respond on incidents involving murder, attempted murder, and/or other major crimes with aggravating circumstances.
- C. Scene Management
 1. When a Detective responds to the scene, he/she shall assume responsibility and supervision of the investigation upon arrival.
 2. The Detective shall have the authority to request any and all assistance necessary from the On-Duty Shift Supervisor.
 3. If a Lieutenant or designee determines it is not necessary to dispatch a detective to the scene, the On-Duty Shift Supervisor shall be responsible for ensuring that a proper preliminary investigation is conducted.
- D. Documentation
 1. The On-Duty Shift Supervisor shall ensure that all case documentation is forwarded to the Records Division without delay. This may require the investigating officer to complete all reports before concluding their shift.
 2. Records Division personnel shall provide a copy of the major crime case report to the Staff and Administrative Services Major or designee as soon as practical.
5. **APPENDICES**
 - A. Crime Scene Log - <https://powerdms.com/link/IDS/document/?id=1416610>
 - B. Major Crime Packet - <https://powerdms.com/link/IDS/document/?id=1416603>



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