




Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: March 17, 2026	Replaces: Amends: November 20, 2023	Number: 090.00
Subject: Shift Trades		Re-Evaluation: 2028
Distribution: All Members	Related CFA Standards:	
Approving Authority: Chief of Police Kris Kuehn		
Approval Date: March 3, 2026		

1. PURPOSE

The purpose of this standard operating procedure is to provide an alternative means for members to be off duty via shift trades. It also establishes formal guidelines for timely submittal and approval/denial of shift trade requests.

2. SCOPE

This standard operating procedure shall apply to all sworn members and telecommunications officers within the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to require all shift trades to be submitted through scheduling software, and for the members requesting the trades to follow up on their request before taking the traded day off. Furthermore, it is the responsibility of the shift supervisor or communications supervisor to deny any request that would put shift levels below staffing requirements. The Department and the City of Cocoa Beach assume no responsibility or liability for shift trade paybacks if a member is terminated or resigns.

4. PROCEDURES

- A. Shift trades shall be paid back on an hour-for-hour basis, in the form of actual hours worked.
 - 1. Members shall accumulate no more than forty (40) un-reimbursed hours. Once that maximum is reached, shift trade privileges shall be suspended until such time that the un-reimbursed hours are reduced to the point that an additional shift trade does not exceed forty (40) un-reimbursed hours.
 - 2. Shift trades must be repaid within a sixty (60) day period beginning the day the original shift was traded. Any member who fails to request a repayment or otherwise fails to repay a shift trade within the specified period will not be allowed to participate in or originate any further shift trades for a period of six (6) months.
- B. A member who completed a shift trade request and agrees to work for another member is considered scheduled to work for the period specified and shall be subject to all department regulations. These hours shall comply with Standard Operating Procedure [004.00 - Staffing and Duty Requirements](#) section (7) Hourly Work Limits.
- C. If the substituting member fails to report for duty, the scheduled member must report for duty, or be charged unscheduled PTO. If an unauthorized absence occurs, normal disciplinary procedures shall be followed. A member who fails to properly cover an exchanged work shift or complete a full tour of duty will not be allowed to participate in any shift trade privileges for a period of twelve (12) months as prescribed in the [Collective Bargaining Agreement](#). However, the member shall complete shift exchanges already approved and scheduled.