




Cocoa Beach Police Department

Standard Operating Procedure



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Distribution: All Members	Related CFA Standards: 1.03M, 15.11M, 17.06M, 17.07, 17.09	
Approving Authority: Chief of Police Wes Mullins		
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1. PURPOSE

The purpose of this standard operating procedure is to define specific responsibilities for department members engaged in special events and search and rescue operations. It also establishes guidelines by which the department will respond to hostage situations, incidents involving barricaded persons and/or other crisis-type situations which pose imminent danger to human life.

2. SCOPE

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

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to plan and coordinate activities related to special events, dignitary protection and search and rescue operations in order to provide the community with high standards of safety and security.

4. DEFINITION(S)

- A. BARRICADED SUBJECT – A person who has taken a position of confinement in defiance of law enforcement order or direction.
- B. COMMAND POST – A location where the supervisor in charge of the incident directs operations. The command post will be away from the scene, safe from gunfire and other hazards. If the scene involves any potentially hazardous vapors or contaminants the command post should be located upwind in an area free of interference.
- C. CRISIS SITUATION – A situation where an individual or a group poses a danger to themselves or others (i.e., suicide attempts, hostage situations, sniper attacks and barricaded armed subjects).
- D. EMS – Emergency Medical Services
- E. NEGOTIATOR – Designated members of any law enforcement agency who have been specially trained to negotiate directly with the crisis principal in a situation
- F. HOSTAGE SITUATION – When one or more persons are being held against their will.
- G. INNER PERIMETER – The immediate area of containment initially manned by patrol officers until relieved by members of an agency's Special Response Team.
- H. OUTER PERIMETER – A second perimeter established outside the inner perimeter to prevent persons and traffic from gaining access into the problem area.
- I. EMERGENCY RESPONSE TEAM (ERT) OR SPECIAL RESPONSE TEAM (SRT) – Designated members of any law enforcement agency specially trained in the use of special weapons, assault and rescue tactics.

5. PROCEDURES

A. SPECIAL EVENTS (CFA 17.09M)

1. The Deputy Chief of Police, or designee, shall be responsible for coordinating intra-agency, inter-agency and concurrent jurisdictional functions and shall oversee the procurement, distribution and equipment that members use during special events. (CFA 1.03MC)
 - a. Prior to each special event, a [Field Operations Order](#) (Appendix A) shall be submitted to include provisions for the following:
 - (i) Estimate of traffic, crowd control, and crime problems expected for any given event
 - (ii) Logistical requirements (CFA 17.09MB)
 - (iii) Coordination inside and outside of the agency, to include medical assistance (CFA 17.09MC)
 - (iv) A designated chain of command for the operation to include a designation of a single person as the supervisor/coordinator for the event (CFA 17.09MA)

B. SEARCH AND RESCUE OPERATIONS

1. The Chief of Police or designee shall be responsible for coordinating and supervising the department's search and rescue operations conducted within the jurisdiction of the City of Cocoa Beach to include the waterways. Requests for assistance in search and rescue operations occurring in the Atlantic Ocean may be referred to the U.S. Coast Guard, Brevard County Sheriff's Office or other local resources as certain operations require resources or personnel beyond the capabilities of the department.
2. Primary responsibility for search and rescue operations shall rest with the On-Duty Shift Supervisor unless relieved by a member of command staff. The department's role shall be as follows:
 - a. The Communications Center shall be the primary point of contact for all requests for department members and assets for conducting search and rescue.
 - b. The Communications Center shall then notify the On-Duty Shift Supervisor who will assume responsibility for the conduct of the search and rescue operations.
 - (i) The On-Duty Shift Supervisor will respond to the scene in order to coordinate and direct the search and rescue efforts and establish a command post, as necessary.
 - (ii) The On-Duty Shift Supervisor will determine what assets are appropriate and dispatch those units, as necessary.
3. Every effort should be made to obtain as much information about the incident as possible to aid in decision making and asset deployment.
4. The On-Duty Shift Supervisor will mobilize officers authorized to deploy waterborne assets, as necessary, to assist in the search and rescue effort and, if necessary, ensure the Fire Department is notified. Consideration may also be given to summoning off-duty personnel should the situation warrant.
5. Search Phase:
 - a. The On-Duty Shift Supervisor will determine the boundaries of the area to be searched and locate perimeter units, as necessary.
 - b. Additionally, the On-Duty Shift Supervisor will determine the location of a command post, if established, and direct operations from that location. Communications should be established with all units involved.
 - c. The search must be conducted in such a manner as to afford maximum coverage of the search area with the minimum chance of missing or overlooking victims. Depending on the area to be searched, as directed by the On-Duty Shift Supervisor, it may be appropriate to search from vehicles, aircraft, by boat, on foot or some combination.
 - d. For overwater searches, the Brevard County Sheriff's Office Aviation Unit and Marine Patrol Units from other agencies may be requested to work in conjunction with each other and the department's personnel to provide area coverage.

- e. For over land searches, the Brevard County Sheriff's Office Aviation Unit and K-9 units from other law enforcement agencies may be requested to combine efforts with ground personnel to ensure complete coverage of the search area.
 - f. Upon location of victims, search units will notify the Communications Center and the command post of their exact location so that rescue units can respond and render aid.
 - g. The use of the Brevard County Sheriff's Office Aviation Unit may be helpful in directing or transporting rescue personnel to the victim's location, particularly in remote areas.
- C. HOSTAGE SITUATION/ BARRICADED PERSON (CFA 17.06M)
- 1. Immediate considerations
 - a. If an officer is on scene and a barricaded person/ hostage situation develops, the officer shall notify the Communications Center immediately; the On-duty Shift Supervisor shall be notified by the Communications Center immediately and shall respond to the scene. (CFA 17.06MA)
 - b. Except in the event of an in-progress violent situation, officers are not to initiate tactical actions other than those necessary to protect the lives and safety of themselves or others.
 - c. Make every reasonable attempt to contain the person, control the situation, set up a perimeter, request medical personnel to stage in the area, and prevent citizens from coming into immediate danger. (CFA 17.06MC)
 - d. When possible and applicable, evacuate injured persons or those in immediate danger. (CFA 17.06MD)
 - e. Accomplish the evacuation of bystanders, residents and businesses within sight and range of the suspect as soon as practical. (CFA 17.06MD)
 - f. The supervisor, based on the duration and potential, assumes command of the incident unless otherwise relieved by competent authority, and ensures an outer and inner perimeter is established. (CFA 17.06MC)
 - g. When appropriate the supervisor or designee will set up a command post outside the inner perimeter, establish chain of command and secure a radio channel dedicated to the operation. The supervisor will make provisions for recording officer assignments and develop a chronological record of events. (CFA 17.06ME)
 - h. The supervisor will request the Communication Center make appropriate command staff notifications. (CFA17.06MA)
 - i. Officers shall not allow the media and citizens to cross the outer perimeter without the authority of the supervisor. (CFA 17.06MC)
 - j. The supervisor or designee will determine the necessity for additional support units.
 - k. The supervisor or designee will notify the Communications Center to request the assistance of supporting agencies such as ERT/SRT, EMS, Brevard County Aviation Unit or available agency K-9 units as necessary. (CFA 17.06MB)
 - l. In the event of an ERT/SRT response, Communications will notify the Fire Department on-duty supervisor of the request for assistance. (CFA 17.06MA)
 - m. If the supervisor is relieved by a member of command staff, the supervisor will assist the command staff member in charge. (CFA 1.03MC)
 - n. If the supervisor is relieved of the tactical duties by another tactical unit taking charge of the situation, the supervisor will provide a detailed briefing for the ERT/SRT Supervisor, including the suspect's actions and officer assignments. (CFA 1.03MC)
 - o. Unless relieved, the supervisor will remain in command of the incident and oversee the activities and responsibilities of the supporting patrol officers.
 - p. No aggressive action or attempts at a confrontation shall be taken unless there is an immediate threat of danger to agency personnel or citizens, and reactive force is necessary. Control and containment

of the situation until the arrival of the ERT/SRT and/or the Crisis Negotiation Team is the primary objective.

- q. Unless there is an immediate threat of danger, the supervisor in charge (or ERT/SRT Supervisor if present) or officer of higher rank, will be the only authority on permitting the use of force to make an aggressive attempt to quell the incident.
- r. Any aspect of a hostage situation/ barricaded person that becomes mobile will be governed by policy as dictated in [SOP 200.47: Vehicle Apprehension](#).
- s. The supervisor in charge will ensure, at the conclusion of the incident, that a written after-action report in memo form to the Chief of Police is completed and contains the facts that may have caused the incident, identity of the participants involved, the deployment of officers and the presence of all employees involved in the incident. This report is in addition to any case report and supplemental reports prepared by the reporting officer and secondary officers. (CFA 17.06MF)

2. Other Considerations

- a. If a school is near the affected area, the On-Duty Shift Supervisor, or designee, should notify the school authorities so they may take appropriate actions as they deem necessary.
- b. If students leaving school may be affected, instruct school authorities to hold students until the route home is considered safe.

D. BOMB RELATED INCIDENTS (CFA 17.07M)

1. When a bomb threat has been reported to the department, initiate the following responses:

- a. Communications Center
 - (i) Refer to the [Cocoa Beach Communications Call Taker Guidelines](#) (CFA 17.07MA)
- b. Responding Officers:
 - (i) Establish a security perimeter around the targeted structure and arrange for traffic detours if necessary until relieved by the On-Duty Shift Supervisor. (CFA 17.07MC)
 - (ii) Attempt to locate the person who received the bomb threat, verify the original information, obtain all additional pertinent information if available, and attempt to locate and identify any other witnesses to the incident. (CFA 17.07MA)
 - (iii) Advise owners and/or managers of private businesses of potential hazards and leave the decision to close the business or evacuate the personnel to them unless otherwise directed by the supervisor in charge. (CFA 17.07MF)
 - (iv) If threat is made against a school, coordinate efforts with the school principal and any assigned school resource officer, if available. Advise the principal or a school board representative of the potential hazards and leave the decision to close the school or evacuate the school to the principal unless otherwise directed by the supervisor in charge. (CFA 17.07MF)
 - (v) The On-Duty Shift Supervisor will determine at this point whether to make notification to the command staff based on the progress of the investigation. The more resources devoted to the investigation, the sooner command staff should be notified. Regardless of the level of resources employed, the On-Duty Shift Supervisor shall notify a Major, or designee, no later than the end of shift (CFA 17.07MB)
 - (vi) If necessary, teams shall search the structure in an attempt to locate anything suspicious or out of place. (CFA 17.07MD)
 - (vii) Department personnel to include search team members shall turn off all radios and cell phones within the security perimeter. All communication within the security perimeter will be in person, by hardline telephone or hand signal. (CFA 17.07MH)
 - (viii) Search teams shall begin canvassing the exterior of the structure then proceed to interior common areas open to the public. Private areas will be searched last. (CFA 17.07MD)

- (ix) Search teams may wish to use flashlights and adhesive tape to aid in their search efforts. Tape can be placed on the exterior of rooms already searched and may assist in clearing the building in a more expedited manner.
 - (x) If a reported/threatened specific time of detonation is provided, consideration will be given to refrain from conducting searches 30 minutes prior to or after the reported time. (CFA 17.07MD)
 - (xi) If feasible, photograph or videotape bystanders for possible suspect identification.
 - c. Other Applicable Members:
 - (i) Refer to the [Cocoa Beach Bomb Threat Call Procedures Card](#) (17.07MA)
- 2. If a suspected device or suspicious package is found:
 - a. Avoid physical contact with, close examination of or movement of suspect device. Do not touch the device.
 - b. Identify and conduct a thorough canvas of the evacuation area(s) to ensure it is free of secondary devices. (CFA 17.07MD) (CFA 17.07MF)
 - c. Immediately evacuate the structure to the area outside the perimeter and notify all parties involved. (CFA 17.07MF)
 - d. The On-Duty Shift Supervisor shall request the assistance of the Brevard County Sheriff's Office Bomb Squad. (CFA 17.07ME)
 - e. Upon arrival of the bomb squad, tactical command of the scene will be turned over to the bomb squad supervisor.
 - f. The On-Duty Shift Supervisor will provide assistance to the bomb squad supervisor and retain incident command of the scene.
 - g. Summon a member of the Criminal Investigations Division to respond. Detectives shall work in conjunction with external agency investigators and evidence collection specialists in an attempt to identify the maker of the device or in the gathering of physical evidence.
- 3. If Bomb Detonates (CFA 17.07MI)
 - a. Coordinate in rendering aid with the fire department and Emergency Medical Services (EMS) as necessary being mindful of evidence and potential for secondary devices. (CFA 17.07MG)
 - b. Secure the area of detonation as a crime scene and adhere to crime scene handling protocols. (CFA 17.07MI)
 - c. Coordinate with other responding agencies for additional assistance, searches, investigations and debris collection. (CFA 17.07 MJ)
- E. DIGNITARY PROTECTION
 - 1. The Chief of Police or designee will determine, from the primary agency that is responsible for the dignitary's security, what responsibilities the Department will assume in the event.

6. APPENDIX

- A. [Cocoa Beach Police Field Operations Order](#)

7. REFERENCES

- A. [City of Cocoa Beach Ordinance Chapter 14 – Special Events](#)
- B. [Cocoa Beach Police Communications Officer Call Taker Guidelines](#)