

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> August 23, 2020	<b>Rescinds:</b> <b>Amends:</b> January 23, 2017	<b>Number:</b> 001.04
<b>Subject:</b> Written Directives	<b>Re-evaluation Date:</b> 2022	
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> 3.01M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Procedures
6. Appendix

### 1. PURPOSE

This Standard Operating Procedure provides for proper preparation, distribution, indexing, storage/archiving, and purging of written orders and operating procedures.

### 2. SCOPE

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

### 3. POLICY

It is the responsibility of the Chief of Police, or designee, to direct the actions of all Departmental personnel and volunteers. Such direction must be precise, thorough, and consistent. It will be the duty of every employee to familiarize himself/herself thoroughly with and follow the provisions of all directives, rules, regulations, and code of conduct relating to the duties of his/her rank or position. For all personnel, written procedures must inspire confidence and provide a clear understanding of all expectations and constraints placed upon them as a condition of their employment. Written procedures must also provide guidance to personnel in the daily performance of their assigned duties. The Chief of Police, or designee, has the authority to issue, modify, and approve all written directives. (CFA 3.01ME)

### 4. DEFINITIONS

- A. CFA – Commission for Florida Law Enforcement Accreditation
- B. CORRESPONDENCE - any written communication processed for mailing intended for members of the general public or an organization.
- C. ELECTRONIC COMMUNICATIONS - a system that permits users to send memoranda/mail and messages electronically to other authorized users on any of the communications systems provided for use by the City of Cocoa Beach.
- D. INTERIM ORDERS - written orders issued by the Chief of Police or designee to revise, add, or delete any portion of an operating procedure until the SOP is re-issued or rescinded.
- E. MEMORANDA - official communications through approved channels that do not create or alter policy of the Cocoa Beach Police Department.
- F. OPERATIONS ORDERS - Operations Orders are issued to announce policy or procedures concerning a specific event or circumstance, which is temporary or self-canceling in nature.
- G. PERSONNEL ORDERS - written orders issued by the Chief of Police or designee announcing any change in classification or status of Departmental personnel (i.e. transfers, promotions, demotions, etc.).
- H. STANDARD OPERATING PROCEDURES (SOP) - a written directive, approved by the Chief of Police or designee, referring to adoption or revision of procedures affecting one or more organizational components of the Department for the indefinite future.

### 5. PROCEDURES

Procedures designate a way of performing or affecting an act composed of steps or a course of action. A procedure may be mandatory in tone by using words such as “shall” or “will,” or may be instructive in tone by using words such as “should”, “must” or “may”. Given the nature of police work, situations will arise that are not addressed by the Standard Operating Procedure. In those instances, employees shall rely on resource

material issued by the Department, training manuals, the City of Cocoa Beach Employee Guide and Standard Operating Procedure 050.20 *Mission, Ethics & Oath*. Further guidance, when necessary, shall be sought from the On-Duty Shift Supervisor.

A. Distribution, Storage and Archiving

1. Department members will receive all existing, new or newly revised written standard operating procedures electronically in PowerDMS. Members will electronically sign for all written SOPs before their effective date. Department members without access to PowerDMS will be issued copies of all existing, new or newly revised standard operating procedures. These members will sign and date a Certificate of Issuance for all SOPs issued before their effective date. All completed Certificate of Issuances will be submitted to the Accreditation Manager. Members will be responsible for reading, knowing and complying with the content of standard operating procedures. (CFA 3.01MF)
2. Written directives, with the exception of correspondence and memoranda, will exist electronically and archived in PowerDMS or on the City's secured network servers. (CFA 3.01MG)

B. Preparation (CFA 3.01MDE)

Written orders, instructions, and memoranda, issued at any level of command, will not conflict with established orders, policies, or procedures directed by a higher authority.

1. Standard Operating Procedures

- a. Department members at any level may propose recommendations, suggestions, and ideas for new or revised SOPs. It is the staff member's responsibility to contact the Accreditation Manager and request any CFA standards that might be related. Drafts should be submitted via their chain of command to the Accreditation Manager.
- b. The Standard Operating Procedure format shall follow existing format and include the Effective Date and Policy Number on the first line of the header, the Subject and Re-evaluation Date on the second line of the header, and the Distribution and Related Standards on the third line of the header. The body of the policy shall first outline the numbered sections which may include the Purpose, Scope, Policy Intent, Definitions and Procedures. The conclusion of the policy shall contain an Appendix and list of References (if used) and a signature line and date for the Chief of Police. See (Appendix A) *Standard Operating Procedure*. (CFA 3.01MA)
- c. A review of the draft will be conducted to ensure compliance with applicable accreditation standards.
- d. The draft will be sent to the appropriate subject matter expert(s) for review, comment and recommendations.
- e. The Accreditation Manager will review for compliance with accreditation standards and proper formatting.
- f. The Chief of Police will receive the final draft for review and consideration of approval prior to issuance.

2. Interim Orders

- a. Interim orders will be issued by the Chief of Police or designee as necessary and appropriate until incorporated into SOP.
- b. Interim orders will be distributed, stored and archived electronically in PowerDMS. Members will electronically sign for all interim orders.
- c. The interim order shall be placed on letter head and formatted such that the words "INTERIM ORDER" are centered just under the letter head at the top of the page. The lines "To: From: Subject: and Date:" shall be listed next and left justified. The text of the Order shall be left justified, written in paragraph format and separated from the subject information with a solid page break line. A signature and date line shall be placed left justified at the bottom of the page. See (Appendix B) *Interim Order*. (CFA 3.01MA).

3. Personnel Orders

- a. The Chief of Police or designee will initiate all Personnel Orders.
- b. Assigning Personnel Order numbers and maintaining the number system will be the responsibility of the Chief's office.
- c. Distribution of Personnel Orders will be the responsibility of the Chief's office.
- d. The Chief's office will maintain all original Personnel Orders in accordance with Florida Public Records Retention Schedule.
- e. The Personnel Order shall be formatted in the same manner as an Interim Order. The words, "PERSONNEL ORDER" along with its corresponding order number will be centered under the letter head at the top of the page. As the Personnel Order does not amend current policy, no signature line exists for the Chief of Police. The Chief's initials beside his name in the subject

information section will be sufficient for order issuance. See (Appendix C) *Personnel Order*. (CFA 3.01MA).

4. Memorandum
  - a. Interoffice memoranda may be prepared by any member of the Department.
  - b. Numbering and cross-indexing of interoffice memoranda will not be necessary.
  - c. All interoffice memoranda will be forwarded through the chain of command to the person to whom it is addressed. Supervisors should ensure that memoranda are properly directed.
  - d. Memoranda shall be formatted with the word "MEMORANDUM" centered at the top of the page. The lines "To: Thru: (if applicable), From: Subject: and Date:" shall be listed next and left justified. The text of the Memorandum shall be left justified, written in paragraph format and separated from the subject information with a solid page break line. The issuer of the Memorandum, as well as members of the chain of command it was issued through, shall initial their name in the subject information section as the memorandum progresses through the chain. See (Appendix D) *Memorandum*.
5. Correspondence
  - a. Correspondence with members of the general public or other organizations is vital to the effective and efficient operation of the organization. Since written correspondence creates an image of the Department, it must be prepared with professional accuracy, clarity and grammar.
  - b. Written correspondence processed for mailing must be prepared using the approved business format and on approved letterhead.
  - c. Employees will not submit external correspondence reflecting policy position, or explaining an operation, service, or policy, without the explicit prior approval of the Chief of Police or designee. Department letterhead must be used for official business only and with prior approval of the Chief of Police or designee. Any doubt about what constitutes official business will be directed to the Chief's Office.
6. Electronic Communications - All personnel will comply with the provisions of the City of Cocoa Beach Employee Guide-Computer and E-mail Usage and Department Standard Operating Procedures.
  - a. The Department has an absolute right to access, intercept, or monitor any communications, message or data thereon, and the employee's use of the system constitutes unconditional consent to the same.
  - b. Distribution or transmission of any sensitive Departmental communications and related e-mail documents will be limited to authorized personnel.
  - c. The Department is authorized to reproduce, disseminate any message at any time, for any reason, to any person or persons, and to retrieve any message from archives.
  - d. Monitoring will occur to assess customer service, productivity, and to ensure that the system is used for proper business, and in a legal manner.
7. Operations Orders - Operation Orders are issued under the authority of the Chief of Police or designee.
8. Indexing and Format (CFA 3.01MAB)
  - a. Authority and responsibility for numbering all SOPs will reside with the Chief of Police or designee. SOPs issued or revised before October 1, 2002 will be filed sequentially and those issued or revised on or after October 1, 2002 will also continue to be numbered and filed sequentially; however, the numbering sequence will indicate whether they are primarily administrative, operational, or supportive in nature. The grouping sequence is as follows:

(1) <b>Administration</b>	001-99.99
(2) <b>Operations</b>	100-199.99
(3) <b>Support</b>	200-399.99
  - b. Format - The writer shall use the following descending order of alphanumeric to differentiate and establish topic relationships:
    - A.
      1.
        - a.
          - 1)
          - a)
          - (1)
          - (a)
  - c. All written procedures will conform to the approved format as closely as possible and will indicate an effective date.
- C. Review/Cancellations - All Standard Operating Procedures will have a re-evaluation date listed on the first page of the policy. Upon this date, the Accreditation Manager shall confer with the Chief of Police or

designee to determine which members of the Department shall be responsible for reviewing and/or revising the policy. Upon completion of the review, the reviewing member(s) shall recommend to the Accreditation Manager whether the policy should be: (CFA 3.01MCD)

1. Cancelled
2. Incorporated into another procedure (provide draft for review)
3. Revised (provide draft for review)
4. Continued as written

D. Authority

1. Written operating procedures will not be construed to abridge or expand the rights of any person under federal, state, or local law.
2. The Chief of Police expressly reserves exclusive right to revise or cancel operating procedures in accordance with applicable labor agreements. (CFA 3.01M)
3. The last page of the directive will contain authentication information. A space will be provided for the Chief's signature or electronic signature approving and authenticating the directive.

E. Annual Reporting

The Department will electronically submit an annual accreditation report to the CFA to report compliance efforts by January 31 each year. (CFA 3.02M)

F. Public Notification of Assessment

The Department will notify the public at least 30 days prior to a CFA accreditation assessment. (CFA 3.03M)

6. APPENDIX

- A. Standard Operating Procedure
- B. Interim Order
- C. Personnel Order
- D. Memorandum



**Scott Rosenfeld**  
**Chief of Police**  
**City of Cocoa Beach**

Date: 08/09/20

# ***Cocoa Beach Police Department***

## ***Standard Operating Procedure***



<b>Effective Date:</b>	<b>Replaces:</b>	<b>Number:</b>
<b>Subject:</b>		<b>Re-evaluation Date:</b>
<b>Distribution:</b>	<b>Related Standards:</b>	

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7. References

\_\_\_\_\_  
Scott Rosenfeld  
Chief of Police  
City of Cocoa Beach

Date \_\_\_\_\_



# POLICE DEPARTMENT

## City of Cocoa Beach, FL


P.O. Box 322430  
20 S. Orlando Avenue  
COCOA BEACH, FL 32932-2430



(321)868-3271  
FAX (321)868-3205  
[www.cityofcocoa beach.com](http://www.cityofcocoa beach.com)

### INTERIM ORDER

To: All Members of the Cocoa Beach Police Department

From: Scott Rosenfeld, Chief of Police 

Subject: CID Operations  
Reference a non-specific Major where applicable

Date: March 6, 2020

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Effective immediately, and until further notice:

- Deputy Chief Mullins will oversee the operations of the Criminal Investigations Division.
- Any written directive that references the Staff and Administrative Services Major or Patrol Major is amended and replaced with “a Major” where applicable.



# POLICE DEPARTMENT

## City of Cocoa Beach, FL

P.O. Box 322430  
20 S. Orlando Avenue  
COCOA BEACH, FL 32932-2430



FAX (321)868-3205  
[www.cityofcocoa-beach.com](http://www.cityofcocoa-beach.com)

### PERSONNEL ORDER 19-007

To: All Members of the Cocoa Beach Police Department

From: Scott Rosenfeld, Chief of Police 

Subject: Personnel Assignments

Date: December 11, 2019

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Effective January 1, 2020:

**Darren Dooley, Jennifer Abreu, and Steven Macko** are assigned as Communication Shift Leads (CSL). They will continue to report to Mgr. Petri. All other Communications Center personnel will report to the on-duty CSL, or in the absence of a CSL, Mgr. Petri.

cc: Post  
Personnel Department



## MEMORANDUM

TO:

THRU:

FROM:

SUBJECT:

DATE:

