




Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: February 26, 2026	Replaces: Amends: November 27, 2018	Number: 053.00
Subject: Investigative Cost Recovery		Re-Evaluation: 2028
Distribution: All Members	Related CFA Standards:	
Approving Authority: Chief of Police Kris Kuehn		
Approval Date: February 12, 2026		

1. PURPOSE

The purpose of this standard operating procedure is to establish written guidelines to provide a method of documenting investigative costs and seeking reimbursement for those costs.

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 abide by § [938.27](#), Florida Statutes, which provides for the recovery of investigative and prosecution costs incurred by law enforcement agencies. If requested and documented by such agency, these costs shall be included and entered in the judgment against the convicted person.

4. PROCEDURES

A. Patrol Division

1. The arresting officer, upon completion of the booking package will include in the probable cause section of the arrest affidavit (923.01), the cost(s) incurred in the course of the investigation of the crime to which the subject was arrested. The statement, **“Pursuant to Florida State Statute 938.27, the investigative cost incurred by this agency is \$ _____”**, will be written in the probable cause section of the 923.01. The cost information is taken from the [Investigative Expenditure Computation Form](#).
2. If any additional investigative costs are incurred after the arrest has been made, these costs will be documented in a supplemental report and forwarded to the Records Division. An additional [Investigative Expenditure Computation Form](#) will also be completed and included with the supplemental report. The Records Division will ensure that the information is forwarded to the State Attorney’s Office for inclusion in the paperwork and judgment.
3. Officers investigating traffic homicides will document all the costs incurred from their investigation (to include overtime, straight time, travel, supplies, etc.) and shall include these costs in the probable cause section of the arrest affidavit (923.01). If an arrest has already been made prior to the completion of the traffic homicide investigation, then the costs incurred will be documented in a supplemental report and forwarded to the Records Division. An additional [Investigative Expenditure Computation Form](#) will also be completed and included with the supplemental report. The Records Division will in turn forward the documentation to the State Attorney’s Office as a supplement for inclusion in the judgment.

4. The arresting officer's supervisor shall verify that the officer has included the correct investigative cost amount in the probable cause section of the arrest affidavit (923.01).
 5. The minimum hours to be indicated on the [Investigative Expenditure Computation Form](#) is one hour.
 6. For each arrest case submitted by Patrol, there shall be an additional line item of ½ hour of Records/Evidence time added to the expenditure sheet and total cost recovery statement.
- B. Criminal Investigation Division
1. In those cases where the Patrol Division conducted an initial or preliminary investigation that did not lead to an arrest and the case was turned over to C.I.D. for follow-up, all follow-up investigative costs will be documented. The investigating officer completing the booking package (arrest affidavit or capias request) will specify the costs of both the initial investigation (taken from the [Investigative Fees Form](#)) and his/her follow-up investigation in the probable cause section of the arrest/capias affidavit (923.01).
 2. In those instances where the Patrol Division has made an arrest and C.I.D. conducts a follow-up investigation, the cost of that follow-up investigation will be documented and forwarded to the Records Division. An additional [Investigative Expenditure Computation Form](#) will also be completed and included with the supplemental report. The Records Division will in turn forward the paperwork to the State Attorney's Office as a supplement for inclusion in the judgment.
 3. In addition to documenting the investigative costs in the probable cause section of the arrest/capias affidavit (923.01), the investigator will also complete the [Investigative Expenditure Computation Form](#) for inclusion in the case report package.
 4. The investigating officer's supervisor shall verify that the investigating officer has documented both the initial and supplemental investigative fees in the probable cause section of the arrest/capias affidavit (923.01).
 5. The cost incurred will be added to the Court Information narrative for criminal traffic citations where the violator is released on their own recognizance (ROR) using the [Investigative Expenditure Computation Form](#).
 6. For each arrest case submitted by the Criminal Investigations Division there shall be an additional line item of ½ hour of Records/Evidence time added to the expenditure sheet and total cost recovery statement.
- C. Supplemental Costs
- In certain special cases which involve extensive and prolonged investigations and/or require considerable expenditures, the appropriate supervisor shall maintain an accurate file on such incidents. Upon conclusion of such investigation (s) and subsequent arrest (s) or request for capias (s), the supervisor shall provide the officer/investigator with the total amount of itemized expenses. These expenses will be documented in the probable cause section of the arrest/capias affidavit (923.01). If the case results in a warrant, as opposed to an arrest affidavit or a capias, the cost (s) incurred will be documented in a supplemental report. The supervisor shall make certain that an [Investigative Expenditure Computation Form](#) is prepared and forwarded to the Records Division, which will in turn forward the documentation to the State Attorney's Office for inclusion in the case file and judgment.

5. APPENDIX

- A. [Investigative Fees Form](#)
- B. [Investigative Expenditure Computation Form](#)