

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: November 27, 2018	Rescinds Amends: October 07, 2005	Number: 053
Subject: Investigative Cost Recovery		Re-evaluation Date:
Distribution: ALL PERSONNEL	Related Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Discussion
4. Procedures
5. Attachments
6. Reference

1. **PURPOSE**

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**

The provisions set forth herein apply to all sworn and non-sworn employees of the Cocoa Beach Police Department.

3. **DISCUSSION**

Florida State Statute 938.27 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 or narrative section of the arrest paperwork (923.01), the cost (s) incurred in the course of the investigation of the crime to which the subject was arrested. The cost(s) amount corresponding to the offense charged is noted as indicated above. The cost information is taken from the Investigative Fees Form. In the event of multiple charges, the highest cost fee shall be entered.
2. If there any additional investigative costs incurred after the arrest has been made, these costs will be documented and forwarded to the Records Division. 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 or of the arrest paperwork (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 and forwarded to the Records Division. 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 of the arrest paperwork (923.01).

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 paperwork 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 of the arrest/capias paperwork (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. 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 paperwork (923.01), the investigator will also complete the Letter of Investigative Cost Itemization 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 paperwork (923.01).
 5. A letter of investigative cost itemization will be completed for criminal traffic citations where the violator is released on their own recognizance (ROR) using the fee table attached.
- 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 described in detail in the probable cause or narrative section of the arrest/capias paperwork (923.01). The supervisor shall make certain that a Letter of Investigative Costs Itemization 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. **ATTACHMENTS**
 1. Investigative Fees Forms
 2. Letter of Investigative Costs Itemization Form
 3. Extended Investigative Expenditure Computation Forms
 6. **REFERENCE**

Florida State Statute 938.27



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 11/13/18

**COCOA BEACH POLICE DEPARTMENT
PATROL DIVISION INVESTIGATIVE FEES**

Non-Violent Crimes:

Initial Investigation	\$40.00
Investigation w/Evidence	\$60.00
Investigation w/Evidence Transmitted to Lab	\$90.00
Investigation & Arrest R.O.R.	\$75.00
Investigation & Arrest T.O.T	\$130.00
Investigation & Arrest R.O.R w/Evidence	\$90.00
Investigation & Arrest T.O.T. w/Evidence	\$150.00
Investigation & Arrest R.O.R w/Evidence Transmitted To the Lab	\$160.00
Investigation & Arrest T.O.T. w/Evidence Transmitted To the Lab	\$200.00

Violent Crimes:

Initial Investigation	\$55.00
Investigation w/Evidence	\$75.00
Investigation w/Evidence Transmitted to Lab	\$115.00
Investigation & Arrest R.O.R	\$95.00
Investigation & Arrest T.O.T.	\$150.00
Investigation & Arrest R.O.R. w/Evidence	\$110.00
Investigation & Arrest T.O.T w/Evidence	\$170.00
Investigation & Arrest R.O.R. w/Evidence Transmitted To the Lab	\$180.00
Investigation & Arrest T.O.T. w/Evidence Transmitted To the Lab	\$220.00

Criminal Traffic:

Roadside ROR	\$35.00
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Materials:

Compact Disk	\$1.00
Video Tape	\$3.00
Intoxilyzer(Use)	\$25.00
AOA DUI Intoxilyzer	\$45.00
Taser Cartridge	\$20.00

**COCOA BEACH POLICE DEPARTMENT
LETTER OF INVESTIGATIVE COST ITEMIZATION**

RE: STATE OF FL v. _____

CASE/UTC # _____

CHARGE: _____

Pursuant to Florida State Statute 938.27, the Cocoa Beach Police Department's _____ Division/Unit respectfully requests restitution in the amount of \$_____ to be paid to the Cocoa Beach Police Department by the defendant _____ in reference to the cost of the investigation relative to the above case. Excerpts from State Statute 938.27 read as follows:

938.27 (1) In all criminal cases the costs of prosecution including investigative costs incurred by law enforcement agencies and by fire departments for arson investigations, shall be included and entered in the judgment rendered against the convicted person.

938.27 (9) Investigative costs which are recovered shall be returned to the appropriate investigative agency which incurred the expense. Costs shall include actual expenses incurred in conducting the investigation and prosecution of the criminal case; however, costs may also include the salaries of permanent employees.

Officer/Investigator _____ (case officer/investigator) requests restitution for the expense (s) incurred on this case to be sent to and recorded by the Clerk of the Court prior to being forwarded to the Cocoa Beach Police Department.

Sworn and subscribed before me, _____
this _____ day of _____, 20____
Officer/Investigator Signature

Date
Notary Public or Law Enforcement
Officer Conducting Official
Investigation (FSS 943.10)

**EXTENDED INVESTIGATIVE EXPENDITURE
COMPUTATION FORM**

CASE/UTC NUMBER: _____

STAFFING: _____ (RATE)

_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____
_____	@ _____ HOURS	X _____	= \$ _____

VEHICLES: (Gas and Mileage at an average cost of \$.20 a mile)

_____	@ _____ HOURS	\$ _____
_____	@ _____ HOURS	\$ _____
_____	@ _____ HOURS	\$ _____

MISCELLANEOUS EXPENSES:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

CONFIDENTIAL FUNDS: \$ _____

CONFIDENTIAL INFORMANT PAYMENT: \$ _____

TOTAL \$ _____

Officer/Investigator

Date