

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: September 23, 2020	Replaces: Amends: March 28,, 2020	Number: 100.10
Subject: Patrol Operations		Re-evaluation Date:
Distribution: ALL PERSONNEL	Related Standards: 2.02, 14.01M, 14.03, 15.07, 15.18M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Procedure
5. Appendix
6. References

1. **PURPOSE**

The purpose of this Standard Operating Procedure is to standardize the Department's Patrol Operations procedures and functions.

2. **SCOPE**

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

3. **POLICY**

The Cocoa Beach Police Department will maintain a highly visible and effective patrol component, which is responsive to the needs of the community. The patrol component is the Department's primary function. It is also the most visible component of the Department. The Department establishes standards, assigns responsibilities, and grants authority necessary to ensure the accomplishment of patrol objectives and the Department's Mission. All sworn employees are expected to follow approved patrol techniques, respond to law enforcement calls for service, and to adhere to procedural guidelines while responding to routine and emergency calls for service. Police operations are provided twenty-four (24) hours per day, seven (7) days per week, year-round coverage. (CFA 14.01M)

4. **PROCEDURE**

A. Functions of Patrol

The Cocoa Beach Police Department Patrol functions include, but are not limited to:

1. Prevention of crimes and traffic crashes
2. Maintaining public peace and order
3. Discovering and acting on public safety hazards
4. Investigate juvenile delinquency
5. Public safety awareness
6. Response to calls for service
7. Investigation of crimes, offenses, and conditions, including arresting offenders
8. Traffic enforcement, direction and control
9. Investigate crashes
10. Providing emergency services
11. Develop, maintain, and improve positive relationships with the public
12. Reporting relevant information to the proper agency component or other agencies
13. Provide services as directed by the Chief of Police, or designees

B. Shift Briefings

Shift briefings are conducted at the beginning of tour of duty, unless circumstances dictate otherwise. Topics of discussion may include, but are not limited to:

1. Brief officers regarding daily patrol activity with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, read Be-On-The-Lookout (BOLO) Board, vacant house check book, review previous shift pass-on and information regarding relevant community-based initiatives.
2. Notify officers of changes in schedules and assignments
3. Notify officers of new directives or changes in directives
4. Inspect/review officers' readiness to assume patrol duties
5. Assign zone assignments
6. Roll Call training
7. Shift briefings should be no longer than fifteen (15) minutes

Officers are to:

1. Report promptly to briefing at the prescribed time of their respective shift
2. Have all equipment and vehicle in-service and ready to respond to calls
3. Take notes and record pass-on information
4. Pay attention, be professional and non-disruptive
5. Refrain from use of cell phones or electronic devices during briefing

C. Shift / Zone Assignments

1. The Chief, or designee, assigns employees to the patrol function and to a specific shift based on the needs of the agency. The Major or designee specifies the shift assignments, and final approval of leave and overtime. The shift supervisor establishes zone assignments, days off and scheduling for their respective shifts.
2. In assigning officers to shifts and zones, the ultimate goal is to provide maximum services with the most efficient use of available employees. The following criteria are considered, but not limited to:
 - a. Agency needs
 - b. As per *Collective Bargaining Agreement*
3. Officers are assigned a specific zone assignment. Officers are to remain in their specific zones during their tour of duty unless specifically dispatched as conditions dictate. Officers will obtain the shift supervisor's permission to leave their zone.
4. Meetings between zone officers in the field should be brief.
5. Officers must obtain permission from the shift supervisor prior to coming on station unless specifically dispatched or requested to do so.

D. Radio Communications

1. Refer SOP 300.05: *Communications*

E. Routine Patrol Techniques

1. Consider the following factors when patrolling assigned zones:
 - a. Focused enforcement in response to citizen complaints
 - b. Areas of known criminal activity
 - c. Areas with greater call volume
 - d. Geographical and demographic composition of the zone (i.e. industrial, residential, business, isolated areas, etc.)
2. Generalized Patrol
 - a. Vary patrol routines
 - b. Give focused patrol areas special attention by proactive enforcement of violations of the law or high visibility to the public
 - c. All patrol zone officers are to engage in community policing as time permits—meeting with merchants, stopping and speaking to residents, etc.

F. Response to Calls

1. Response to calls for service is classified according to the urgency at which an officer is needed at the scene of the incident. Calls for service coming into the Communications Center are prioritized as set forth in SOP 300.05: *Communications*.
2. Officers are to avoid all unnecessary delays in responding to calls for service and shall respond in the appropriate response priority.
3. The officer responding to the scene determines the need for the use of a specialized unit and notifies the supervisor.
4. Shift supervisors will respond and assume command of incidents, if requested, or that would require a third officer response, the supervisor will be the third to respond and will direct officers as necessary.

Shift supervisors will respond to all major crimes as outlined in SOP 207.00 *Major Crimes* and/or in accordance with SOP 100.50 *Unusual Occurrences*. (CFA 14.03)

5. First responders to a scene are to be able to identify characteristics common to specific disabilities so appropriate action may be taken to render aid and assistance.
 - a. If the person with the disability is unable to communicate, the officer is to look for a medical alert bracelet or similar form of ID and/or seek input from witnesses and others to aid in identifying the nature of the disability.
 - b. Officers can use notes or other means available to communicate with hearing impaired individuals to obtain basic information such as the nature of the incident, location, and extent of injury, name and address, or the name of a family member or other person who can be contacted. (CFA 25.16)
 - c. If services of a qualified interpreter are required, the member contacts the Communications Center and requests the specific language needed. An interpreter service provided by Brevard County E911 Administration provides access to over-the-phone interpretation 24 hours a day. If a member needs the service of an interpreter, the Communication Center should be contacted by phone to be put on a conference call with an interpreter service provided by Brevard County E911 Administration, (CFA 25.12)
 - d. Officers interviewing victims, suspects or defendants with autism or an autism spectrum disorder shall: (CFA 15.18M)
 - 1) Upon the request of an individual diagnosed with autism or an autism spectrum disorder or his or her parent or guardian, make a good faith effort to ensure that a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual.
 - 2) All expenses related to the attendance of the professional at interviews shall be borne by the requesting parent, guardian or individual.
 - 3) If the individual making the request does not have or know of a particular professional to contact, the interviewing officer will contact the Communications Center for assistance in contacting a professional.
 - a. The Communications Center will refer to autism in the rolodex or on-call book.
 - 4) The interviewing officer will document all attempts to obtain a professional for the interview.
 - 5) After a good faith effort has been made to locate a professional and all attempts were unsuccessful, the interview officer may be an interview without a professional present.
 - 6) Failure to have a professional present at the time of the interview is not a basis for suppression of the statement or the contents of the interview or for a cause of action against the law enforcement officer or agency, per F.S.S. 943.0439.
 - 7) The Training Coordinator shall ensure all sworn members receive initial and periodic training on autism awareness and the Department's policies and procedures for interview of victims, suspects and defendants with autism or autism spectrum disorder.

G. Field Interviews

A proactive field interview process performed by officers for the purpose of identifying and documenting persons located at a specific place and time. (CFA 15.07)

1. Suspicious Person(s) / Citizen Contacts
 - a. Prior to initiating contact with a suspicious person, officers are to contact the Communications Center via radio and provide:
 - 1) Appropriate signal for the action taken (e.g., 13P for a suspicious person, etc.);
 - 2) Location of the stop;
 - 3) Race and gender of the individual (if known);
 - 4) Clothing type and color; and
 - 5) Any other identifiable features of the individual being stopped or questioned.
2. Field interviews are to be conducted in accordance with Stop and Frisk Law, F.S.S. 901.151, and current case law. These encounters may include but are not limited to: (CFA 15.07A)
 - a. Person(s) encountered is/are at a location at a given time with circumstances that would lead a reasonable and prudent Officer to believe the person(s) is/are involved in or about to be involved in criminal activity.
 - b. Consensual encounters

3. The *Field Interview Report through TraCs* (Appendix A), and *Field Interview (FI) Card*, (Appendix B) are the primary methods for recording, disseminating and archiving record of the contact. Use the following protocol to submit FI Reports: (CFA 15.07B)
 - a. All *Field Interview Reports* generated by an officer during their shift are to include a Field Interview (FI) Number and are forwarded to the shift supervisor by the end of that shift.
 - b. The shift supervisor reviews and forwards all *Field Interview Reports* to the Records Division. (CFA 15.07C)
 - c. The Records Division reviews and documents the information provided, and subsequently forwards copies of the *FI Reports* to the Criminal Investigations Division for review in compliance with SOP 250.00 *Records Management*. (CFA 15.07C)
- H. Bar Checks
 1. Bar checks should be conducted by two officers and in a timely manner.
 2. Officers conducting bar checks at businesses licensed to sell and serve alcohol on premises:
 - a. Ensure the business is in compliance with local, county and state laws.
 - b. Conduct a visual inspection of patrons for age requirements.
- I. Response to Alarms / Building Check(s)

When responding to a burglary alarm, officers are to conduct a thorough perimeter check of the structure.

 1. Avoid conducting a building search of the interior alone, emergency radio traffic will be requested.
 2. When available, use a K-9 team to conduct building searches.
 3. Business owners/representatives, alarm company personnel, security guards, etc. are to remain outside during the initial search of the premises. In situations when no owner or representative can respond and the interior has been entered by officers the TCO will notate this in CAD and an information report will be completed.
- J. Robbery Alarm Responses
 1. The first unit to arrive takes a position of cover/concealment and requests Communications Center employees to telephone the business to determine the situation inside. If false alarm, have an employee step outside to verify.
 2. Back-up officers shall take positions of cover/concealment where all exterior sides of the building can be observed. A perimeter shall be maintained until the scene is secured and rendered safe.
 3. Officers should be observant of parked cars in the area that are occupied or otherwise could be involved in a possible robbery.
 4. If a business employee or alarm company employee calls back indicating a false alarm, a patrol unit continues to respond for verification. The officer requests that Communications Center employees contact the business by phone and have a described employee step outside to verify the false alarm.
- K. Loud Noise/ Loud Party Complaint
 1. The preferred method to handle any noise complaint is to make the offending party aware of the complaint and request compliance with a verbal warning. In the event of non-compliance, the Officer will attempt to obtain two (2) separate Noise Complaint Affidavits prior to taking enforcement action.
 - a. Enforcement of noise complaints will be in compliance with the City of Cocoa Beach Code of Ordinances, as well as any requirements by the State Attorney's Office.
 - b. Procedures for the handling of noise complaints are as follows:
 - 1) If contact is made with a violator, the Officer will provide the violator's name to the Communications Center for documentation. If the violator complies, the Officer shall clear the call "Code I" to document a verbal warning.
 - 2) If the Officer responds to the same location on the same day/night, a Code B will be completed.
 - 3) If there is a third response to the same location on the same day/night, a shift supervisor will also respond. A supplemental report will be completed.
 - 4) The Officer may take enforcement action as described at any step of this procedure.
 2. Open house party investigations are to be guided by F.S.S. 856.015: Open House Parties.
- L. Alternatives to Arrest and Physical Arrest

Officers will comply with all current Florida State Statutes, Rules, Criminal Procedures and Department SOP. Officers will evaluate options unless directed otherwise by the on-duty shift supervisor.

 1. Alternatives to Arrest:
 - a. Warning Citation – Officer discretion, use for traffic, marine, and parking violations.
 - b. Uniform Traffic Citation – Officer discretion, use for traffic, pedestrian and bicycle violations

- c. Uniform Boating Citation – Officer discretion, use for marine violations
 - d. Civil Citation – Officer discretion, use for city code violations in lieu of criminal arrest
 - e. Animal Enforcement Civil Citation – Officer discretion, use for animal violations
 - f. Juvenile Civil Citation – In lieu of arrest, if juvenile meets criteria, per Florida Statute 985.12 and Juvenile Assessment Center Guidelines
 - g. Juvenile Referral – Referral to Juvenile Assessment Center
 - h. Marchman Act – Use for involuntary admission for substance abused impairment of persons in need of assessment/treatment when no criminal offense has occurred. Refer to Florida Statute 397.675, 397.677, 397.6771 or 397.6772.
 - i. Baker Act – Use for involuntary admission for persons with mental illness who pose a threat to themselves or others. Refer to Florida Statute 394.463.
 - j. Request for Capias – Officer discretion, use in lieu of arrest
 - k. Notice to Appear (NTA) – Officer discretion, use in lieu of physical arrest for persons charged with misdemeanor offenses and have been positively identified
2. Physical Arrest
- a. Arrest with Release on own Recognizance (ROR) – Officer discretion, physical arrest in lieu of issuing an NTA for adults who committed certain misdemeanors and have been positively identified.
 - b. Adult arrest with transport to the Brevard County Detention Center – Use for all for the following:
 - 1) Felony arrests
 - 2) Offenders of Domestic violence as per SOP 198.01 *Domestic and Dating Violence*
 - 3) Other misdemeanor arrest at the officer's discretion
 - 4) The likelihood of the continued commission of offenses if not incarcerated
 - 5) No positive ID
 - 6) Persons under the influence of drugs and/or alcohol
 - c. All juvenile arrests will be in accordance with SOP 106.00 *Juvenile Operations*
5. **APPENDIX**
- A. Field Interview Report
 - B. Field Interview Card
6. **REFERENCES**
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- Florida Senate (2019). Florida Statute 397- Substance Abuse Services, Involuntary Admissions Procedures. Retrieved May 10, 2019 from: https://www.flsenate.gov/Laws/Statutes/2016/Chapter397/PART_V/
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- Florida Senate (2020). Florida Statute 943.1727 – Continued employment training relating to autism spectrum Disorder. Retrieved April 14, 2020 from: <https://www.flsenate.gov/Laws/Statutes/2018/943.1727>



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 09/16/20

FIELD INTERVIEW REPORT

F.I.R. INFORMATION												
DATE 04/07/2020		TIME 11:40 AM		CASE NUMBER			OFFENSE NUMBER			MODE OF TRAVEL		
AGENCY NAME COCOA BEACH POLICE DEPARTMENT				AGENCY ADDRESS 20 SOUTH ORLANDO AVENUE				AGENCY CITY COCOA BEACH				
AGENCY COUNTY		AGENCY STATE FL		AGENCY ZIP CODE 32931		AGENCY PHONE (321) 868-3251		OTHER AGENCY DETAILS				
LOCATION												
LOCATION DESCRIPTION				ADDRESS #		OCCURRED ON STREET, ROAD, HIGHWAY						
AT FEET		OR MILES		DIRECTION		AT/FROM INTERSECTION WITH STREET, ROAD, HIGHWAY						
PERSON INFORMATION												
FIRST NAME		MIDDLE NAME		LAST NAME		SUFFIX	CURRENT ADDRESS (Number and Street)					
DRIVER LICENSE NUMBER			DL STATE	DL CLASS	DL EXPIRES	CITY				STATE	ZIP CODE	
DOB	RACE	SEX	HEIGHT	PHONE NUMBER		WEIGHT	BUILD	EYES	HAIR	STYLE		FACIAL
SS#		SCARS, TATTOOS, MARKINGS, OR OTHER IDENTIFYING CHARACTERISTICS						GANG MEMBER?		GANG AFFILIATION		
NARRATIVE AND ADDITIONAL INFORMATION												
PICTURE				NARRATIVE					REASON FOR F.I.R.			
									THUMB PRINT			
VEHICLE INFORMATION												
VEH. YR.	VEHICLE MAKE		VEHICLE MODEL		VEHICLE COLOR		VEHICLE TAG #		STATE		COMMENTS	

ADMINISTRATIVE								
OFFICER'S FIRST NAME		MIDDLE NAME	LAST NAME		SUFFIX	BADGE NO	OFFICER'S SIGNATURE X	
ROUTED TO		REFERRED TO		ASSIGNED TO		ASSIGNED BY		DATE REVIEWED
4/7/2020		11:40 AM		CASE NUMBER		PAGE 1 OF 1		

Appendix A

FIELD INTERVIEW CARD

CR #				DATE AND TIME				OFFICER ID				SHIFT					
REASON FOR INTERVIEW				LOCATION OF INTERVIEW								RA					
NAME						NICKNAME				DATE OF BIRTH							
RESIDENCE ADDRESS								CITY, STATE, ZIP CODE				RESIDENCE PHONE #					
EMPLOYER NAME						EMPLOYER ADDRESS								CITY, STATE, ZIP CODE			
EMPLOYER PHONE #				OCCUPATION				SSN				DRIVER LICENSE #					
SEX		RACE		HEIGHT		WEIGHT		HAIR		EYES		COMPLEXION		BUILD			
CLOTHING WORN								MARKS, SCARS, TATTOOS, ETC.									
YEAR & MAKE OF CAR						BODY TYPE		COLORS		LICENSE # YEAR STATE							