




Cocoa Beach Police Department

Standard Operating Procedure



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Distribution: All Members	Related CFA Standards: 2.01M, 21.01M, 21.02M, 21.03M, 21.04M, 21.05M, 21.06M, 21.07M, 21.08M, 22.01M, 22.03M, 22.04M, 22.05M, 22.06M, 22.07M, 22.08M, 22.10M, 22.11M, 22.12M, 22.13M, 22.14M, 22.15M, 22.16M, 22.17M, 31.02M	
Approving Authority: Chief of Police Kris Kuehn		
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1. PURPOSE

The purpose of this standard operating procedure is to assist Departmental personnel in the day to day operation of the Cocoa Beach Police Department Holding Facility.

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 provide adequate and secure processing and transportation of prisoners/detainees by department personnel, which will not endanger personnel, prisoners or the public.

4. DEFINITION(S)

- A. DETAINEE – A person who, having been detained, is held in a holding facility for not more than six (6) hours. Such persons are held in the holding facility pending release, or transfer to another facility.
- B. DETENTION FACILITY – Brevard County Detention Facility or Juvenile Detention Center
- C. ESSENTIAL PERSONS – Designated staff and detainees are essential persons. All other persons are to be considered non-essential persons.
- D. HOLDING AREA – The locked and secured area that houses the individual jail cells for holding prisoners/detainees.
- E. INTERVIEW ROOM – A room specifically designed for either conducting evidentiary breath testing or audio/video recorded interviews between an officer/detective and a subject.
- F. SALLY PORT – Secure, access-controlled garage adjacent to the holding area secured vestibule that provides for safe prisoner/detainee escort into the holding area and mitigates prisoner/detainee escape.
- G. SECURED VESTIBULE – Access-controlled room at the point of entry/exit to/from the holding area.

5. MANAGEMENT

The holding area and interview rooms shall be under the command of the On-duty Shift Supervisor. Interview rooms are located in the holding area (intoxilyzer/interview room) and on the access controlled second floor of the police department. The facilities shall be managed in accordance with the provisions of this Standard Operating Procedure and authorized for use by any sworn law enforcement officer of this Department. All other City employees or visitors must be escorted by a sworn member. (CFA 31.02MB)

6. TRAINING

A Major, or designee, will be responsible for ensuring that all sworn personnel receive training on the operation of the holding area and interview room. Training will include fire suppression techniques and use of fire suppression and safety equipment. (CFA 22.12M)

7. INSPECTIONS

- A. A semi-annual inspection of the holding area and interview rooms, as required by the local fire ordinances, shall be conducted to ensure that all fire detection and suppression equipment are operational. The following items will be inspected:
1. Fire alarm and heat and smoke detection system;
 2. Documented inspections and testing of fire and smoke alarms as required by local fire code;
 3. Documented maintenance of fire suppression equipment pursuant to manufacturer recommendations, industry standards, or as required by the applicable fire code;
 4. A posted evacuation map with marked emergency exits and marked direction to exits.
 5. Documentation of the tests will be forwarded to a Major, or designee.
- B. On-duty Shift Supervisors will conduct daily inspections of the holding area and interview rooms as soon as practical after the beginning of each shift. These inspections will be documented in the Computer Aided Dispatch (CAD) system. The following will be part of those inspections:
1. Security check for weapons, contraband, and damaged equipment prior to each use of the holding area or interview room. (CFA 22.03MD) (CFA 31.02MI)
 2. Fire detection devices and alarm systems for damage or tampering
 3. Ensure Automated External Defibrillator (AED) is operational as indicative of its green light
 4. Ensure area is clean and sanitary.
 5. On-duty Shift Supervisor will document unacceptable conditions and forward to a Major or designee.
- C. The On-duty Shift Supervisor will account for the holding cell keys that are maintained in the secured vestibule in a designated gun locker.
- D. A written plan and evacuation map is posted in the holding area and interview rooms with emergency exits and directions to a hazard free area are clearly indicated. (CFA 31.02MG)
- E. The On-duty Shift Supervisor will ensure that the holding area and interview rooms are operational and that:
1. Each area is adequately lit (CFA 22.01MA)
 2. Air-conditioner is functioning (CFA 22.01MB)
 3. Detainees have access to a toilet, sink and drinking water
 4. Controls are in place to reduce the possibility of invading a prisoner/detainees' privacy
 5. First Aid kits containing current supplies are available in the holding area. The contents of the kit shall be inspected at least once per calendar month and documented on the [Holding Facility Inspection Sheet](#) with supplies being replenished as necessary. Current supplies refer to items with expiration dates that have not expired. (CFA 22.13M)

8. SECURITY AND CONTROL PROCEDURES

- A. All firearms will be secured in the lockers provided for that purpose in the secured vestibule before entering the holding area. Exceptions: O.C. Spray, Taser and expandable baton. (CFA 22.03MA)
- B. Officers using the holding area interview room with subjects not under arrest are required to secure their weapons. Officers using the interview rooms on the access controlled second floor of the police department with subjects not under arrest are not required to secure their weapons. (CFA 31.02MC)
- C. Sworn personnel are equipped with a portable radio and will notify the Unified Communications Center (UCC) that they are entering the holding area and/or interview rooms with a prisoner, detainees, suspect or

- witness. Should an emergency arise, the officer will have access to the UCC via his/her portable radio. (CFA 22.03ME) (CFA 31.02MH)
- D. Officers are authorized to enter an occupied holding area and/or interview rooms for the purposes of assessing the need for medical treatment, administering aid or performing other law enforcement or prisoner detention tasks. (CFA22.03MB)
 - E. All outer access and storage room doors shall be closed and locked when not in use. Cell doors shall be secured shut when a prisoner/detainee is present unless occupied by an officer. (CFA22.03MC)
 - F. Only essential persons will be allowed into the holding area. All other nonessential members must be escorted and show a valid need to enter. (i.e. maintenance, paramedic, fire marshal, etc.)
 - G. A sworn officer will be on station and available to supervise prisoners/detainees during any detainment.
 - H. No prisoner/detainee will be secured to an immovable object unless it is designed and intended for such use. (CFA 22.15M)
 - I. A visual observation of each prisoner/detainee in a holding cell will be made every 30 minutes at a minimum. The half-hour visual checks of the detainee(s) will be documented in the Computer Aided Dispatch System (CAD). Visual observation may be conducted via audio-visual device or in person. (CFA 22.05M) (CFA 22.16M) (CFA 22.17M)
 - J. Audio-visual devices may be utilized to comply with Section (8)(I) however; the devices shall not be utilized in a manner which would invade the detainee's privacy. (CFA 22.01M) (CFA 22.06MA) Devices will be activated during periods of detainment, if operational. In the event of a prisoner/detainee emergency, the officer monitoring the prisoner via audio-visual device shall ensure immediate intervention action is taken. (CFA 22.06MB)
 - K. Prisoners or detainees identified as being suicidal or a danger to themselves shall be delivered directly to the detention facility, or a medical facility for a mental health evaluation. In the event an adult prisoner/detainee identified as being suicidal or a danger to him/herself is secured in a holding cell, a physical observation will be made at least every **15 minutes and** documented in CAD. (CFA 22.05M)
 - L. All juvenile detainees will be held under continuous supervision until released to a custodian or custody is transferred to a holding facility. Juveniles should be brought into the processing area out of sight and sound of adult prisoners. (CFA 22.07M) At no time shall a juvenile be placed into a holding cell. (CFA 22.16M)
 - M. Subjects placed in the interview rooms will not be left unattended unless a member maintains continuous supervision. (CFA 31.01M)
 - N. Due to short detention stays, the only visitors that will be allowed personal access to a prisoner/detainee in the holding cell area will be the detainee's attorney. If the attorney insists on a private consultation, he/she will have to submit to a pat down search. The attorney will be further advised that the facility is not constructed to provide for both safety and privacy. Prisoner/detainee and attorney will be taken to an interview room and allowed to meet for a reasonable time. An officer will remain outside in the hall. All other visitors will not be allowed access absent exigent circumstances. Time and date will be noted on the visitor log located in the holding area. (CFA 31.02MB)
 - O. In the event that construction/maintenance of the holding area is required, or food is provided for a prisoner, the following procedure shall be implemented:
 - 1. In the event of maintenance, the On-duty Shift Supervisor in charge of the shift during which time the maintenance is being conducted shall inspect the cell area at the conclusion of work and document the inspection on the *Holding Facility Inspection Sheet*. Agency members are not authorized to conduct maintenance requiring the use of tools in the cell area.
 - 2. In the event that a prisoner is provided food during their detention, the arresting officer shall provide only meals that do not require the use of utensils.

9. PRISONER/DETAINEE PROCESSING

- A. Security of a prisoner/detainee shall be the responsibility of the arresting/transporting officer(s) until the prisoner/detainee is accepted into the custody of the Detention Facility personnel or released on their own recognizance.
- B. Holding facility entry is located on the southeast side of the police department.
- C. To enter the holding facility with prisoner/detainee (s):
 - 1. Drive transport vehicle into the sally port, and prior to removing prisoner/detainee, close mechanical gate.
 - 2. Prisoner/detainee is removed from transport vehicle and brought inside the secured vestibule from the sally port. As soon as reasonably practical, the transport vehicle should be removed from the sally port and parked in the secured parking lot.
 - 3. In the event the sally port is occupied, prisoner/detainee may be brought inside the secured vestibule through the access controlled doorway off the secured parking lot. Ensure the parking lot entry/exit gate is closed prior to removing arrestee from transport vehicle.
 - 4. Officers will secure their weapons before entering the holding area in the lockers provided for that purpose in the secured vestibule. (CFA 21.08MA)
 - 5. Officer will obtain holding cell keys from the designated gun locker.
 - 6. Once inside holding facility, and only after it is safe to do so, remove restraining devices from prisoner/detainee. (CFA 21.08MB)
- D. Subjects will be searched for weapons and contraband before being taken into the holding area or interview rooms. If the subject is an arrestee, a search is conducted after the arrest and before transport to the Cocoa Beach Police Department or other holding facility. (CFA 21.02M) (CFA 22.04MA) (CFA 31.02ME)
- E. In situations in which the prisoner/detainee is of the opposite sex of the officer, two officers will be present when interacting with the prisoner/detainee. (CFA 22.17M)
- F. An itemized inventory of all property and money taken from prisoner/detainee placed in a holding cell or the interview rooms will be documented on a prisoner property receipt and placed into a secure storage locker in the holding area designated for that purpose. Transfer of any personal property to another officer (such as a transport officer) shall require both officers to verify the contents of the property. (CFA 22.04MBC) (CFA 31.02ME)
- G. Only adults arrested for misdemeanors may be released on their own recognizance with an assigned court date as prescribed by Florida Statute.
- H. Only prisoners/detainees whose identification has been confirmed shall be provided the opportunity to be released on their own recognizance or with a notice to appear in court. Prisoner/detainees whose identification cannot be confirmed shall be delivered to the Detention Facility
- I. Prisoners/detainees who have been released on their own recognizance from the Cocoa Beach Police Department shall have their property, not of evidentiary value, released to them upon departure.
- J. If a prisoner/detainee is held in custody for more than four hours without having eaten, the investigative/arresting officer shall offer the detainee a meal consisting of an MRE and water or other meal approved by the On-duty Shift Supervisor.
- K. Male and female prisoner/detainees shall not be detained in the same cells as one another. When adult prisoners/detainees are detained in the holding area, juvenile prisoner/detainees present on station shall be separated to not permit regular sight and sound contact between the juvenile and adult prisoner/detainee. (CFA 22.07M)
- L. Prisoner/detainee will be transferred to the Detention Facility as soon as practical to allow them the opportunity to post bond and/or appear in court. Combative and/or uncooperative prisoner/detainee will be transferred without delay.

- M. In cases of group arrest that exceeds the maximum capacity of the holding area, overload may be transferred immediately to the detention facility for booking. At the On-duty Shift Supervisor's discretion, neighboring agencies may be called upon for assistance. (CFA 22.14M)
- N. Prisoner/detainee may be allowed two completed phone calls.
- O. Under no circumstances will body cavity searches be authorized. (CFA 2.01M)
- P. No person arrested for a traffic offense, regulatory, or misdemeanor offense, except in a case which is violent in nature, which involves a weapon, or which involves a controlled substance, shall be strip searched unless there is probable cause to believe that the individual is concealing a weapon, a controlled substance, or stolen property. Each strip search shall be performed by a person of the same gender as the arrested person and on premises where the search cannot be observed by persons not physically conducting or observing the search pursuant to this section. Any observer shall be of the same gender as the arrested person.
No law enforcement officer shall order a strip search within the Department or facility without obtaining the written authorization of the On-duty Shift Supervisor. This authorization may be obtained in either email or memo format and signed by the approving supervisor. The signed document shall then be placed with the case file. (CFA 2.01M)
- Q. Prisoners/detainees who are self-destructive or violent may need to be delivered directly to the Detention Facility without first having been processed at the Cocoa Beach Police Department holding facility. If this is not possible, the arresting officer may employ the use of restraint devices as described in SOP [240.20-Response to Resistance](#) to control the detainee. Prisoner/detainees who are violent with one another within the same holding cell shall be segregated by placing one of them in another holding cell. (CFA 22.10M)
- R. Officers will not dispense any pharmaceutical, other than NARCAN® Nasal Spray (if properly trained), under any circumstances. If an emergency arises or the prisoner/detainee requests medical assistance due to illness, injury or other condition due to the influence of alcohol or drugs, the officer shall notify fire/rescue through the UCC and the On-duty Shift Supervisor. (CFA 22.10M) In the event the prisoner/detainee requires transport to a medical facility for treatment, an officer shall accompany the prisoner/detainee in the ambulance and shall remain with the prisoner for the duration of the treatment unless relieved by another officer. (CFA 21.07M) (CFA 22.08M) (CFA 31.02M)
- S. On-duty Shift Supervisors will be responsible for verifying the prisoner/detainee booking package that includes the following:
 1. Arrest information
 2. Apparent physical condition to include current health, medication taken if any, medical conditions if any, unusual, strange, or violent behavior if any, body deformities, scars, and/or trauma.
- T. Arrest documentation will be completed prior to prisoner/detainee transport to the Detention Facility, unless the On-Duty Shift Supervisor authorizes prisoner/detainee transport directly to the Detention Facility, in which case the arrest documentation will be completed at the Detention Facility. Copies of the arrest documentation will be submitted prior to the end of shift. At the On-duty Shift Supervisor's discretion, the case report may be held out pending completion provided that the arrest documentation is left in the respective shift pass-on box for review. This exception only applies when the officer returns to work their next shift without having taken time off. The On-duty Shift Supervisor will ensure that the completed case reports are submitted to the Records Division within 48 hours from the time the report was initiated.

10. ARRESTEE TRANSPORTATION

Police vehicles assigned or unassigned will be searched for weapons, evidence, and contraband at the beginning of each tour of duty. Similar vehicle search will be conducted immediately following the removal of any transported prisoner/detainee. (CFA 21.03M)

- A. Drive transport vehicle into sally port, if vacant, and close mechanical gate.
- B. Handcuff the prisoner/detainee with arms behind the back and place arrestee in a caged unit. (CFA 21.04M)
- C. Prisoner/detainee will always be transported in a caged unit for both prisoner/detainee and officer safety.
- D. Back doors and windows to the caged unit shall remain disabled to prisoner/detainee to prevent escape.
- E. The transportation of more than two prisoner/detainees, in one vehicle, requires the On-duty Shift Supervisor approval.
- F. Female adults may be transported with male adults if they are co-defendants. (CFA 21.01MA)
- G. Whenever a prisoner/detainee is of the opposite sex from the transporting officer, the following will be recorded by the officer into the CAD: (CFA 21.01MA).
 - 1. Time of arrival/departure
 - 2. Starting/ending mileage
- H. Juveniles shall not be transported in same vehicle as adults, unless the adult was involved in the same offense or investigation as the juvenile. (CFA 21.01MC).
- I. Place the prisoner(s)/detainee(s) in the caged area of the transport vehicle in such a position that they can be observed by the transporting officer. If only one prisoner/detainee is to be transported, the arrestee will be placed in the right rear of the vehicle.
- J. At no time will the transporting officer grant any request from the prisoner/detainee to stop at any location for any reason, once enroute.
- K. The transporting officer will stop to render aid and assistance only in life threatening situations. If such an incident occurs, the transporting officer will notify the UCC of their location, the nature of the situation and request assistance from the agency in whose jurisdiction the situation is occurring. (CFA 21.05M)
- L. When transporting prisoners/detainees, who are self-destructive, violent, ill, injured disabled or under the influence of alcohol or drugs, the following procedures shall be employed:
 - 1. A prisoner/detainee who is injured, seriously ill, or experiencing significant effects of alcohol and/or drug influence will not be accepted by the Detention Facility without prior medical clearance. Prisoner/detainees in need of medical attention must be treated and released from a local area hospital before transport to the Detention Facility. Proof of medical attention will be required before these arrestees are booked into the Detention Facility. If an ambulance is required, an officer will be assigned to accompany the prisoner/detainee during transport and remain with the prisoner/detainee through the duration of treatment unless relieved by another officer. Restraints will be used unless the restraints interfere with the treatment/examination. If any doubt exists concerning the use of restraints, the On-duty Shift Supervisor will be consulted. (CFA 21.01MB) (CFA 22.08M)
 - 2. When sick or injured prisoners/detainees are transported and admitted to the hospital:
 - a. The On-duty Shift Supervisor will immediately notify a Lieutenant, or designee, and an officer will be assigned to the prisoner/detainee at the hospital. The attending officer will maintain constant visual contact with the prisoner and permit only other law enforcement officers or medical staff access. Visitors are prohibited. (CFA 21.07M)
 - b. Misdemeanants may be released on their own recognizance with an assigned court date. Felons may not be released without prior documented consultation with the State Attorney's Office. In the event of an extended stay (more than 24 hours) the State Attorney will be notified and consulted for legal and logistical considerations of the arrest and documentation.
 - 3. If a prisoner/detainee becomes violent or is in danger of escaping, demonstrates a threat to the officer, or intends to cause serious injury to his/herself, or the vehicle, the transporting officer shall notify the UCC and request a unit to assist. Use of the Ripp-hobble, spit guard or padded helmet may be used at the officer's discretion. (CFA 21.01MD) (CFA 21.04M)
- M. When transporting prisoner/detainee to receiving facility, the following transportation procedures will apply:

1. Prior to transport/release, positive identification will be verified by the transporting officer.
2. Transporting officers shall not assume that a search by another officer is sufficient for safe transport of a prisoner/detainee. (CFA 21.02M)
 - a. All prisoner/detainees being transported in agency vehicles will be searched by the transport officer prior to them being placed in the agency vehicle.
 - b. Prisoner/detainees transferred from another officer or agency shall be searched by the transporting officer prior to them being placed in the vehicle.
3. Prisoner/detainees will be restrained, handcuffed with arms behind the back and placed in a caged unit during transport (CFA 21.04M)
4. When prisoners/detainees require special attention to accommodate physical disabilities during the transport process, the transport officer or On-duty Shift Supervisor will: (CFA 21.04M)
 - a. Determine what type of special equipment is required to affect transport.
 - b. Assign a second officer to assist in handling and transport, if applicable.
5. Prisoner/detainees shall be treated with dignity and respect during transportation.
6. All pertinent arrest documentation along with all personal property will be transferred to and checked by the transporting officer. Once the items are verified and complete, they will be delivered to receiving facility personnel by the transporting officer. (CFA 21.08MC) (CFA 22.04MC)
7. Officers arriving at a receiving facility with a detained subject will either lock their weapon and ammunition in their vehicle or be required to secure their weapon and ammunition in gun lockers provided by the facility prior to entry. (CFA 21.08MA)
8. Once inside the facility, the restraints will be removed by the transporting officer. Removal will take place only after consulting the receiving officer. (CFA 21.08B)
9. The receiving officer shall be advised of any potential medical or security hazards pertaining to the prisoner/detainee. (CFA 21.08ME)
10. Upon exiting the facility, officers will retrieve their weapon and ammunition from the locker or their vehicle before returning to duty.
11. The officer shall document the prisoner/detainee transfer in the case report (CFA 21.08MD)

11. EMERGENCY PROCEDURES

Personnel will activate the emergency button on their portable radio in the event of one of the following:

- A. Fire
 1. A minimum of two fire extinguishers shall be maintained in close proximity to the holding area in locations as directed by the Fire Department for use by members.
 2. In the event of fire, notify the Fire Department via the UCC
 3. Members are authorized to utilize fire extinguishers to extinguish a fire.
 4. Officers on duty will arrange for immediate evacuation of prisoner/detainee from the holding area or interview rooms. (CFA 22.06MB) (CFA 31.02MG)
- B. Escape (CFA 21.06M) (CFA 22.11MAB)
 1. In the event of an escape from the holding area or in transport within or outside of city limits, the discovering/transporting officer shall immediately sound the alarm by notifying the UCC to BOLO information to all surrounding agencies including:
 - a. Escapee's name
 - b. Physical description
 - c. Pending charges
 - d. Direction of flight
 - e. Whether a weapon was involved
 2. Secure any remaining prisoner(s)/detainee(s).

3. If there are remaining prisoner(s)/detainee(s), the officer shall remain with his/her vehicle to ensure their security and safety.
 4. If only one prisoner/detainee is being transported at the time of the escape, the officer shall attempt to recapture the escapee.
 5. The custodial officer shall establish a perimeter and request appropriate assistance such as K-9, Aviation, etc. (CFA 22.11MD)
 6. The custodial officer is responsible for ensuring the immediate notification of the On-duty Shift Supervisor following an escape. (CFA 21.06MA) (CFA 22.11MC)
 7. The On-duty Shift Supervisor will respond and take command of the incident and organize an immediate search for the escapee(s) with other available officers. (CFA 22.11MC)
 8. The On-duty Shift Supervisor will notify a Lieutenant, or designee, who will notify a member of Command Staff. (CFA 21.06MA) (CFA 22.11MB)
 9. Should an escape occur outside of City limits, the On-duty Shift Supervisor shall ensure the agency of jurisdiction is immediately notified.
 10. Upon conclusion of the search effort, the On-duty Shift Supervisor shall notify the UCC to end the BOLO and notify all responders involved to include a Lieutenant, or designee. (CFA 21.06MA) (CFA 22.11MBE)
 11. At the conclusion of the search effort, the custodial officer shall complete an after-action report detailing the escape. Any other officer involved in the escape or search shall complete a supplement to the initial report. (CFA 21.06MB) (CFA 22.11MF)
 12. If the prisoner/detainee is not recaptured, the custodial officer shall file for an arrest warrant. (CFA 21.06MC) (CFA 22.11MF)
 13. If the prisoner/detainee is recaptured, the custodial officer shall be responsible for applying the appropriate charge. (CFA 21.06MC) (CFA 22.11MF)
 14. Officers who place prisoners/detainees in the interview room may lock the door but will ensure prisoners/detainees are under continuous supervision by another officer to prevent escape. (CFA 31.02MD)
- C. In the event of a natural disaster or any condition that would affect the health of a prisoner/detainee in a holding cell or the interview room, the On-duty Shift Supervisor will take measures to ensure their safety. (CFA 31.02MF)
- D. Any incident or condition within the holding area that poses a safety hazard to the prisoner/detainee or officers shall be brought to the immediate attention of the On-duty Shift Supervisor. The On-duty Shift Supervisor will notify a Lieutenant, or designee, and document the incident, in memo form, to the Chief of Police through the chain of command.

12. APPENDIX

- A. [Holding Facility Inspection Sheet](#)