




Cocoa Beach Police Department

Standard Operating Procedure



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Distribution: All Members	Related CFA Standards: 26.09M	
Approving Authority: Chief of Police Wes Mullins		
Approval Date: October 24, 2024		

1. PURPOSE

The purpose of this standard operating procedure is to assist and regulate department personnel in completing quality written police reports. It is incumbent upon all personnel to ensure that a complete written record is prepared for incidents reported and investigated by the Cocoa Beach Police Department. It is the responsibility of every department member completing any written report to follow the procedures as outlined in this policy. Supervisors are to review reports prepared by subordinates to ensure accuracy, completeness, and appropriateness of each report within this policy's procedural guidelines.

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 complete an Offense Report on all crimes regardless of whether the offense is going to be prosecuted. (CFA 26.09MA) Incident Information will be added to the comments section of the Call For Service (CFS) area of MACH for non-criminal related incidents, such as found property, civil matters, etc. CFS Reporting is acceptable for "information only" situations, as approved by On-duty Shift Supervisor.

4. PROCEDURES

A. REPORTING REQUIREMENTS

1. All Offense Reports, Information Reports and Supplement Reports will be computer generated using the TraCS Reporting software. Exceptions are permissible with approval of the Chief of Police, or designee, for exigent circumstances.
2. All preliminary Offense Reports, and Information Reports will include completion of the following modules: (CFA 26.09MB)
 - a. Incident Module: All information in its entirety.
 - b. Offense Module: If applicable, offenses that apply to include violations of city ordinances.
 - c. Persons Module: As necessary to document victims, witnesses, suspects or other persons.
 - d. Property Module: As necessary to document all property related to a case, whether the property is stolen, recovered, seized, confiscated, lost or found.
 - e. Vehicle Module: As necessary to document any vehicles involved in a case.
 - f. Narrative Module: Narratives will be completed utilizing the Four-Part Narrative Structure as outlined in both the [Four-Part Narrative Structure Guide](#) and below in section 3(G) [Reporting Guidelines](#).

3. Supplemental Reports will only require modules B-F if adding new information not mentioned in the original report.
 4. The On-duty Shift Supervisor will determine if a subject's involvement with the incident warrants the addition of their information to the report.
- B. REPORT PREPARATION, FORMAT AND CONTENT (CFA 26.09MCD)
1. The suggested method is to answer the following questions in a systematic manner, although the information may not be provided in the order prescribed for report writing:
 - a. When: The sequence of events, including the time of taking the report.
 - b. Where: Location of the incident; to include the location of where the report was made.
 - c. Who: Names of the victim, witnesses, complainant, or suspect.
 - d. What: Type of offense, actions, or results.
 - e. How: How the crime was committed and/or how the suspect may have committed the crime.
 - f. Why: Motive for committing the crime.
 2. Reports will be written in the first-person, using "I" instead of reporting officer, R/O, this officer, etc.
 3. Reports will include the names of officers who assisted in the incident. This will include a detailed description of each officer's involvement. In addition, each officer involved will complete a Supplement Report detailing their involvement and actions in the incident.
 4. Reports will include detailed information of all others involved to include victims, witnesses, suspects or other persons. This will include all fields of the Person Module being completed. Detailed information will be documented to include complete names of businesses and or persons, dates of birth, addresses, and phone numbers including home, work, cellular phones, or any other number where they can be reached, and e-mail addresses. For non-resident persons, local contact information will be documented, including the location, address, phone numbers and time period they are expected to be at that location. Should any of this information not be obtained, the officer shall document the reasons why in the report.
 5. Officers will ensure that all supporting documents such as affidavits, property receipts, etc. are completed accurately in their entirety and submitted with the report. All handwritten documentation will be completed using a ballpoint pen with blue or black ink.
- C. ARREST REPORTING (CFA 26.09MD)
1. Arrest Affidavits ([923.01](#)), will be completed using the computer-generated template provided in TraCS.
 2. Arrest Narratives will contain the necessary probable cause for the offenses being charged, not just the elements of the crime. In cases of DUI, narratives shall be more detailed to support the charge. The Offense Report will contain the complete details of the case.
 3. The only exception to this reporting requirement will be for the issuance of a Notice to Appear (NTA) that is completed in the field or under the discretion of the On-duty Shift Supervisor. Cases that may not be feasible to complete the arrest form by this standard would be if the defendant was transported directly to the jail for booking. The officer may then have the form notarized by a member of the detention center's staff. It shall be the arresting officers' responsibility to contact the On-duty Shift Supervisor to discuss the contents of the arrest report and to obtain photocopies of all completed arrest documents, to include jail booking documentation, for submission with the Offense Report.
- D. CRASH REPORTING (CFA 26.09MD)
- Crash reports will be completed in accordance with [SOP 103.10 Traffic Crash Investigations](#).
- E. COMPLETED REPORTS (CFA 26.09ME)
1. Once a report is completed it will be transmitted through TraCS for the appropriate supervisory review. Should the report need corrections, further details or does not meet the requirements of this policy, the reviewing supervisor will reject the report and transmit it back to the officer for corrections. The officer will then make the appropriate corrections and resubmit the report for review. This process may be repeated as necessary until the report meets all requirements. When completed, the reviewing supervisor

will mark the report as “Reviewed” in the TraCS RMS program. A copy will be printed, signed, and submitted to Records Division along with all associated attachments.

2. Approved reports are submitted to the Records division; all reports and associated documentation become a part of the Department’s official records.
3. Removal of reports from the Records division without authorization of the Records Manager and/or Command Staff will constitute a violation of Department policy and possibly a criminal offense.
4. A report once completed and submitted will not be changed or altered without the direction of the Chief of Police or designee. Omissions, errors and additional information shall be achieved only by the completion of an approved Supplemental Report unless otherwise approved.

F. OTHER REPORTS AND DOCUMENTS (CFA 26.09MB)

1. All other reports and documents, when not available electronically, such as warnings, citations, affidavits, property receipts, vehicle tow sheets, crashes, major crimes packages, administrative forms and/or other forms of documentation will be completed in blue or black ink and in accordance with the associated policy governing those reporting requirements. The On-duty Shift Supervisor shall be responsible for reviewing and ensuring that all these documents are accurately completed, signed, and submitted to the Records Division.

G. REPORTING GUIDELINES

All narratives shall be completed using the [Four-Part Narrative Structure](#). Section-1 Narrative, Section-2 Crime Scene, Section-3 Disposition and Section-4 Enclosures. Information shall be documented as indicated below. (CFA 26.09MC)

1. Accuracy: Each police report shall accurately state the facts of the incident, the results of the employee's investigation, and the nature of the action taken. Ask for the proper spelling of names and/or request some form of positive identification when interacting with involved persons. If you are unsure of the spelling of a word, consult the dictionary or use a word with a similar meaning that can be correctly spelled. Before beginning the narrative portion of the report, outline and organize the involved persons, points, elements, facts, and circumstances with emphasis on linking the items to one another in a logical manner so that an accurate picture in words emerges regarding the incident.
2. Thoroughness: Reporting addresses will include actual street addresses and not Post-Office Box numbers. Both employment and home/cell phone numbers will be obtained. The names, addresses, and phone numbers of all involved persons or witnesses will be obtained and listed in the appropriate sections. Reports will list the complete identities of all people involved in an incident. Assisting police personnel will complete supplemental reports. The reporting officer will obtain all necessary supplemental documentation to include affidavits needed for prosecution. Affidavits will be obtained and reviewed prior to any arrests whenever practical.

H. REPORTING RESPONSIBILITIES (CFA 26.09MD)

1. At the completion of every police-related assignment that requires a report, it is the officer’s primary responsibility to see that the facts and circumstances relevant to that incident are properly documented. Personnel will not persuade the victim and/or complainant into not requesting an official report. If the victim/complainant/reporting person requests a report, the responding personnel will make every effort to accommodate the request even if the report requested is non-criminal in nature. Any doubts will be resolved by the On-duty Shift Supervisor.
2. The On-duty Shift Supervisor will be notified if there is any doubt about whether or not a report is to be taken. This is especially true if there is juvenile involvement. The parents and/or legal guardians will be notified of the extent of juvenile involvement. Notification and attempts will be carefully noted in all reports including crash investigations.

3. All reporting documentation (i.e., reports, affidavits, citations) will be turned in prior to the end of the officer's tour of duty unless circumstances exist that would prevent completion, only with the approval of the On-duty Shift Supervisor.
 4. Any official correspondence relating to official documentation (i.e. - SAO dispositions) received by police personnel directly will be forwarded to Records Division for inclusion in the official case file.
 5. Certain minor reported incidents do not require on-scene investigation by an officer. Examples of reports that may be handled by telephone or CFS Reporting include:
 - a. Lost property.
 - b. Civil complaints.
 - c. Referrals to other agencies.
 - d. Other minor calls that may be effectively handled by telephone.
 - e. Callers from out-of-town or out-of-state.
 - f. Reports of crimes by persons not present may require mailing affidavits for the specific offense and/or request assistance from another agency.
 6. Regardless of the nature of a call, a physical response is required if specifically requested.
 7. Telephone reports that require a follow-up investigation or other action are assigned to the appropriate zone officer or other appropriate agency component in accordance with [SOP 100.60 Preliminary and Follow-up Investigations](#).
- I. SUPERVISORY RESPONSIBILITIES (CFA 26.09MF)
1. The On-duty Shift Supervisor will be held strictly responsible for the accuracy and thoroughness of all investigations conducted and documentation submitted by personnel subordinate to them.
 2. The On-duty Shift Supervisor will review all completed reports and associated documentation during their tour of duty. All documentation generated will be reviewed for accuracy, completeness, and conformity to law as well as Department Policy. This will include accident reporting. Unacceptable work will be returned.
 3. The On-duty Shift Supervisor will ensure that all paperwork, documentation, reports, and citations are turned in by subordinates prior to the end of a tour of duty. Any exceptions will be cleared through the On-duty Shift Supervisor. In the event a report is held out, the On-duty Shift Supervisor will note "held out" on the shift pass-on or e-mail the Records Manager so advising the report number, type of case, reporting officer, and the reason why the report was held out and when it will be turned in. That authorizing Supervisor will remain responsible for ensuring that held out documentation is submitted within 48 hours.
- J. RECORDS DIVISION RESPONSIBILITIES
- Refer to [SOP 250.00: Records Management](#).