

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: March 15, 2022	Replaces: Amends: October 7, 2020	Number: 200.44
Subject: Special Purpose Vehicles		Re-evaluation Date: 2023
Distribution: ALL PERSONNEL	Related Standards: 14.02, 14.13M	

This order consist of the following numbered sections:

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

1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the safe and effective operation of all types of special purpose vehicles utilized by the Cocoa Beach Police Department.

2. SCOPE

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

3. POLICY

All special purpose vehicles are used to support law enforcement operations. Special purpose vehicles must be used and maintained in a safe, effective, efficient and professional manner at all times. Employees authorized to operate any special purpose vehicle will be properly licensed, trained, equipped and proficient in the safe use and care of the vehicle. Supervisors having authority over personnel utilizing special purpose vehicles will ensure operators have been properly trained and certified prior to using the vehicle assigned. Special purpose vehicles may be used in law enforcement displays.

4. DEFINITIONS

A. SPECIAL PURPOSE VEHICLE - any vehicle or vessel that requires special licensing or endorsement to operate, specialized training, or authorization for use and deployment.

5. PROCEDURES

A. ALL-TERRAIN VEHICLE (ATV)

- a. The ATV is used for incidents that require special maneuverability and to provide a more effective response to calls for service primarily on the beach and underdeveloped areas within the City of Cocoa Beach. These vehicles may also be used for special details including but not limited to missing persons incidents, and special events. The ATV is designed to be used 24 hours a day on an as needed basis. (CFA 14.02A)
- b. Operators will complete an ATV Familiarization Training course or other Department approved training course and receive certification before receiving authorization to operate the ATV. (CFA 14.02B)
- c. Usage instructions, conditions, and limitations: (CFA 14.02A)
 - a. Operators must have a valid Florida driver's license.
 - b. Operate ATV in a safe, prudent manner while obeying all applicable traffic laws. Consideration for pedestrian and vehicle traffic, weather conditions, are but a few of the concerns an operator must consider.
 - c. Operators will be responsible to monitor the primary police radio channel and respond to calls for service as directed by the Communications Center unless otherwise directed by the On-Duty Shift Supervisor.
 - d. Eye protection and closed-toed shoes shall be worn by ATV operators.
- d. The On-Duty Shift Supervisor authorizes the use of ATV by certified operators. (CFA 14.02A)

- e. Responsibility for condition and maintenance: (CFA 14.02C)
 - a. Prior to operating an ATV, a vehicle inspection will be conducted by the operator to ensure the ATV is safe to operate.
 - b. Assigned operators are responsible for cleaning and refueling upon completion of use. Operators are to report any damage or malfunctions to the On-Duty Shift Supervisor immediately.
- f. Authorized equipment: (CFA 14.02D)
 - a. Department approved water rescue device
 - b. First aid kit
 - c. Eye protection

B. JOHN DEERE UTILITY VEHICLE (GATOR)

- 1. The Gator is used for incidents that require special maneuverability and to provide a more effective response to calls for service primarily on the beach and underdeveloped areas within the City of Cocoa Beach. These vehicles may also be used for special details including but not limited to missing persons incidents, and special events. The Gator is designed to be used 24 hours a day on an as needed basis. (CFA 14.02A)
- 2. Operators must complete a Gator Familiarization Training course or other Department approved training course and receive certification before receiving authorization to operate the Gator. (CFA 14.02B)
- 3. Usage instructions, conditions, and limitations: (CFA 14.02A)
 - a. Operators must have a valid Florida driver's license.
 - b. Operators will be responsible to monitor the appropriate radio channel and respond to calls for service as directed by the Communications Center unless otherwise directed by the On-Duty Shift Supervisor.
 - c. Operators will operate the Gator in a safe, prudent manner while obeying all applicable traffic laws. Consideration for pedestrian and vehicle traffic, weather conditions, are but a few of the concerns an operator must consider.
- 4. The On-Duty Shift Supervisor authorizes the use of Gator by certified operators. (CFA 14.02A)
- 5. Responsibility for condition and maintenance: (CFA 14.02C)
 - a. Prior to operating the Gator, a vehicle inspection will be conducted by the operator to ensure the Gator is safe to operate.
 - b. Assigned operators are responsible for cleaning and refueling upon completion of use and report and damage or malfunctions to the On-Duty Shift Supervisor.
- 6. Authorized equipment: (CFA 14.02D)
 - a. Department approved water rescue device
 - b. Fire extinguisher
 - c. First aid kit
 - d. 100 feet of spare line

C. KUBOTA UTILITY VEHICLE (SIDE KICK)

- 1. The Side Kick is used for incidents that require special maneuverability and to provide a more effective response to calls for service primarily on the beach and underdeveloped areas within the City of Cocoa Beach. These vehicles may also be used for special details including but not limited to missing persons incidents, and special events. The Side Kick is designed to be used 24 hours a day on an as needed basis. (CFA 14.02A)
- 2. Operators must complete a Side Kick Familiarization Training course or other Department approved training course and receive certification before receiving authorization to operate the Side Kick. (CFA 14.02B)
- 3. Usage instructions, conditions, and limitations: (CFA 14.02A)
 - a. Operators must have a valid Florida driver's license.
 - b. Operators will be responsible to monitor the appropriate radio channel and respond to calls for service as directed by the Communications Center unless otherwise directed by the On-Duty Shift Supervisor.
 - c. Operators will operate the Side Kick in a safe, prudent manner while obeying all applicable traffic laws. Consideration for pedestrian and vehicle traffic, weather conditions, are but a few of the concerns an operator must consider.
 - d. As a designated emergency vehicle, operators will follow all procedures set forth in the Police Vehicle Operations policy (200.46).
- 4. The On-Duty Shift Supervisor authorizes the use of Side Kick by certified operators. (CFA 14.02A)
- 5. Responsibility for condition and maintenance: (CFA 14.02C)

- a. Prior to operating the Side Kick, a vehicle inspection will be conducted by the operator to ensure the Side Kick is safe to operate.
- b. Assigned operators are responsible for cleaning and refueling upon completion of use and to report any damage or malfunctions to the On-Duty Shift Supervisor.
6. Authorized equipment: (CFA 14.02D)
 - a. Department approved water rescue device
 - b. Fire extinguisher
 - c. First aid kit
 - d. 100 feet of spare line

D. PATROL BICYCLE

1. The patrol bicycle may be used by qualified officers to patrol assigned areas during their tour of duty. The patrol bicycle can also be used for special details and be operated 24 hours a day as needed. (CFA 14.02A)
2. Operators will complete a Patrol Bicycle familiarization course or other Department approved training course and receive certification before receiving authorization to operate the patrol bicycle. (CFA 14.02B)
3. Usage instructions, conditions, and limitations: (CFA 14.02A)
 - a. Operators may respond to calls for service that may arise within their zone whenever practical.
 - b. Operators will be familiar with Florida State Statutes pertaining to bicycle operation and comply with such regulations.
 - c. Operators shall wear an approved bicycle helmet at all times when the bicycle is in operation.
 - d. The patrol bicycle may be operated in either daylight or nighttime conditions.
 - e. Operation of the patrol bicycle is recommended for fair weather conditions only.
4. The On-Duty Shift Supervisor authorizes the use of the bicycle by certified operators. (CFA 14.02A)
5. Responsibility for condition and maintenance: (CFA 14.02C)
 - a. Bicycle Officers shall keep their assigned bicycles in a clean and serviceable condition.
 - b. Prior to each tour of duty, the bicycle shall be inspected for mechanical defects. Any defects that are hazardous to safe operation shall be reported to the On-Duty Shift Supervisor. The bicycle shall be taken out of service until the defect is repaired.
6. Authorized Equipment: (CFA 14.02D)
 - a. Cargo type rear-mounted bag (if equipped)
 - b. Forward mounted headlight
 - c. Rear mounted red rear tail light

E. POLICE MOTORCYCLE

1. The motorcycle is primarily used for traffic enforcement and is also used for escorts, parades and public demonstrations. (CFA 14.02A)
2. Qualifications and training for authorized operators: (CFA 14.02B)
 - a. Operators must have a valid Florida driver's license with a motorcycle endorsement.
 - b. Operators must successfully complete a Police Motorcycle Riding course approved by the Department.
 - c. Operators will attend a minimum of 96 hours annually of motorcycle in-service training.
3. Usage instructions, conditions, and limitations: (CFA 14.02A)
 - a. The motorcycle is operated on a routine basis as a traffic enforcement vehicle primarily during daytime hours.
 - b. Operation of the police motorcycle is recommended for fair weather conditions only.
4. The Chief of Police or designee authorizes use of the Department motorcycle. (CFA 14.02A)
5. Responsibility for condition and maintenance: (CFA 14.02C)
 - a. Operators maintain the motorcycle in a clean, polished and waxed condition at all times, weather conditions permitting.
 - b. The operator is to report any mechanical defects or if the motorcycle is determined to be unsafe to operate to the On-Duty Shift Supervisor.
6. Authorized equipment: (CFA 14.02D)
 - a. First aid kit
 - b. Gloves (optional), rain gear, traffic vest
 - c. Ticket books and other paperwork needed to perform duties
 - d. Radar/Laser unit
 - e. Personal bag to carry IDs, gas card, cell phone, etc.
 - f. Protective eyewear

F. MOTO EV ELECTRO NEIGHBORHOOD BUDDY GOLF CART

1. The golf cart may be utilized in daytime or nighttime hours for the following non-exhaustive functions: (CFA 14.02A)
 - a. Routine patrols of school campus(es) by the School Resource Officer
 - b. Special events
 - c. Routine patrols of designated areas as authorized by the Chief of Police or designee
 - d. Parking Enforcement (if applicable)
2. Operators must complete a Golf Cart Familiarization Training course or other Department approved training course and receive certification before receiving authorization to operate the golf cart. (CFA 14.02B)
3. Usage instructions, conditions, and limitations: (CFA 14.02B)
 - a. The golf cart will be operated in a safe and prudent manner at all times in compliance with training received by a Department approved training course.
 - b. All traffic laws are to be followed while the golf cart is in operation.
4. Responsibility for condition and maintenance: (CFA 14.02C)
 - a. Prior to operating the golf cart, a vehicle inspection will be conducted by the operator to ensure the golf cart is safe to operate.
 - b. Assigned operators are responsible for proper maintenance and cleanliness, and are to report any damage or malfunctions to the On-Duty Shift Supervisor.
5. On-Duty Shift Supervisors authorize the use of the golf cart by qualified operators. (CFA 14.02A)
6. Authorized equipment: (CFA 14.02D)
 - a. Fire extinguisher
 - b. First aid kit

G. VESSEL

1. It is the intent of the Cocoa Beach Police Department to provide the services of a Marine Unit to the citizens of the City of Cocoa Beach to ensure safe waterways. Not all circumstances and events can be outlined. Therefore, this procedure should be viewed only as a guide for the operation of the Marine Unit. The officers(s) assigned to marine duties should exercise discretion and sound judgement.
2. Department members must attend agency approved boating operations training prior to operating a City vessel.
3. Vessel Inspection and Care
 - a. The Marine Officer will inspect the vessel for damage at the beginning and end of each tour of duty. Should damage be found, the officer will immediately notify the On-duty Shift Supervisor and inform the fleet supervisor/garage personnel by email detailing the damage or repair needed to the vessel.
 - b. The Marine Officer will be responsible for the general appearance of the patrol vessel. The interior and compartments will be kept clutter free and clear of litter. After each use, the Marine Officer and crew member will make sure that the vessel is washed, engine flushed, fueled, properly docked on the boat lift and operationally ready in the event an emergency arises.
4. Non-Emergency Operation
 - a. The Marine Officer and crew member will obey all local and state laws, including no wake/idle zones when operating the patrol vessel in the normal course of duty.
 - b. The patrol vessel will be operated in compliance with international, federal, state and local authority where appropriate.
 - c. The patrol vessel will be operated at reasonable engine speeds consistent with intercostal water conditions
 - d. Excessive pounding on the hull should be avoided
 - e. Personal flotation devices shall be worn at all times by personnel on board the vessel
5. Emergency Response
 - a. If it becomes necessary for an officer to operate a patrol vessel under emergency conditions, including during rough intercostal water conditions, the vessel will be operated in a manner using due care for the safety of persons and property.
 - b. The Marine Officer will immediately activate the vessel's emergency lights and siren and shall maintain radio contact with Communications Center.
 - c. During an emergency response, the ignition kill switch/lanyard shall be attached to the vessel operator.

- d. Upon the request of the Marine Officer or the On-Duty Shift Supervisor, the Communications Center will immediately notify outside agencies (e.g., Brevard County Sheriff's Office, Florida Fish and Wildlife Conservation Commission, or US Coast Guard) for assistance.
6. Marine Patrol Duties (CFA 14.13M)
 - a. The Marine Officer will use the following guidelines to ensure safe waterways and pursue compliance of applicable boating regulations:
 - 1) Provide routine boat patrol of the public waterways within the City of Cocoa Beach;
 - 2) Provide high visibility patrol for deterring violations of state laws and city ordinances;
 - 3) Enforce state boating laws and city ordinances;
 - 4) Promote boating safety through direct contact with boaters
 - 5) Provide public education of boating safety through personal contacts and vessel safety inspections;
 - 6) Assist disabled or distressed boats;
 - 7) Seek out and remove, or report to appropriate authority, any obstructions and hazards which interfere with safe boating;
 - 8) Assist other governmental agencies in marine matters, when requested through a supervisor, if time and conditions permit;
 - 9) Render special assistance after damaging storms where marine-related disaster may have occurred;
 - 10) Provide environmental protection where necessary for endangered plants and wildlife.
7. Vessel Towing
 - a. If the Marine Officer comes upon a disabled vessel, the Marine Officer may take the following action:
 - 1) Assist the operator of the disabled vessel to establish contact with a commercial towing company (preferred). The Marine Officer will not make recommendation on which towing company to utilize.
 - 2) Assist the operator of the disabled vessel by making a short tow to the nearest public dock. This should be limited to those instances in which the Marine Officer determines that persons or property are in peril and other towing resources are not available. The Marine Officer will make the decision to extend this courtesy based on the following factors:
 - a) Unavailability of a professional tow company
 - b) Impending severe weather conditions
 - c) Time of day
 - d) Relative size of the vessel to be towed, distance, and other circumstances must be taken into consideration
 - b. Under no circumstances will the Marine Vessel be utilized to free grounded vessels
8. Inclement Weather
The Marine Officer shall exercise his/her discretion when determining whether to launch the patrol vessel during inclement weather.
9. Authorized equipment:
 - a. 800 MHz radio and VHF radio
 - b. Four personal flotation devices for vessel operators and occupants
 - c. Fire extinguisher
 - d. 100' of spare line
 - e. Blue light
 - f. Siren/PA system
 - g. Fenders
 - h. Search lights
 - i. Oar and pike poles
 - j. Flare gun and flares
 - k. Anchor and Anchor Line
 - l. First aid kit
 - m. Department approved water rescue devices

H. INSPECTIONS

A Major, or designee, is responsible for the condition and maintenance of all vehicles/vessels and their associated equipment described in this policy and shall inspect them for operational readiness at least once annually. This inspection shall be documented on the Special Purpose Vehicle Inspection form (Appendix).

6. **APPENDIX**

[Special Purpose Vehicle Inspection Form](#)

7. **REFERENCES**

[The Florida Senate. F.S.S. 327 – Florida Vessel Safety Law](#)

[The Florida Senate. F.S.S. 328 – Vessels: Title Certificates; Liens; Registration](#)



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

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