




Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: November 27, 2023	Replaces: Amends: April 1, 2020	Number: 200.45
Subject: Individually Assigned Vehicles		Re-Evaluation: 2025
Distribution: All Members	Related CFA Standards:	
Approving Authority: Chief of Police Mike Coffin		
Approval Date: November 13, 2023		

This standard operating procedure consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definition
5. Authorization
6. Procedures
7. Residency and Operating Requirements
8. Security
9. Compensable Time
10. Duty to Respond
11. Cleanliness, Equipment and Maintenance
12. Crashes

1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for an individually assigned vehicle program.

2. SCOPE

This standard operating procedure shall apply to any member of the Cocoa Beach Police Department that participates in the individually assigned vehicle program.

3. POLICY

It is the policy of the Cocoa Beach Police Department to participate in the individually assigned vehicle program to help ensure asset survivability in the event of man-made or natural disaster and to extend vehicle life.

4. DEFINITION

- A. INDIVIDUALLY ASSIGNED VEHICLE – City-owned vehicle assigned to a member who is authorized by the Chief of Police, or designee, to use the assigned vehicle to travel to and from work related duties and assignments from the member's residence.

5. AUTHORIZATION

- A. Depending on vehicle availability, sworn officers who have successfully completed the Field Training and Evaluation program may be provided individually assigned vehicles to travel to and from work related

duties and assignments from the officer's residence. An individually assigned vehicle is a privilege, not a right.

- B. Seniority shall not be a factor considered in the issuance of an individually assigned vehicle.
- C. Using the individually assigned vehicle for personal purposes is prohibited unless prior approval is granted by the Chief of Police, or designee.
- D. Passengers are not allowed unless prior approval is granted by the Chief of Police, or designee.

6. PROCEDURES

- A. During periods of leave of more than five (5) days, members may be required to store the vehicle at the police department or vehicle storage location.
- B. Members who are light-duty or non-duty status may be permitted to participate in the program at the discretion of the Chief of Police, or designee, and/or provided that such status requires reporting to work on a continuing basis.
- C. The department reserves the right to retrieve an individually assigned vehicle for any purpose or reason without notice.
- D. All City policies regarding the use of city vehicles apply, to include but not limited to:
 - 1. The use of tobacco products is prohibited in individually assigned vehicles.
 - 2. The use of alcohol or illegal drugs while operating individually assigned vehicles is prohibited.
- E. Alcoholic beverages are not to be transported in individually assigned vehicles unless authorized by the Chief of Police, or designee.
- F. Violations of any provisions of this policy may lead to disciplinary actions up to and including termination or revocation of individually assigned vehicle program privileges.

7. RESIDENCY AND OPERATING REQUIREMENTS

- A. Member's residence must be within Brevard County unless authorized by the City Manager, Chief of Police, or designee.
- B. Operators shall conform to all federal, state, county, and city motor vehicle and parking laws. Reconciling citations incurred while operating an individually assigned vehicle is the sole responsibility of the operator.
- C. Operators shall use good judgment in operating their individually assigned vehicles. Vehicles shall not be operated in a manner that would discredit the department.
- D. Operators and passengers are required to wear seatbelts.
- E. Clothing worn by the operator shall reflect a professional, businesslike, well-groomed appearance.

8. SECURITY

- A. Vehicles shall be secured when not in use. The keys shall be removed whenever the operator leaves the vehicle.
- B. No weapons, portable radios or valuables will be left in the vehicle when it is turned in for repair or maintenance.

9. COMPENSABLE TIME

- A. Travel to and from work is not compensable.
- B. If an individually assigned car is not available, a spare vehicle may be assigned. If a spare is not available, the officer will be responsible for providing his/her own transportation to and from work.

10. DUTY TO RESPOND

- A. Officers operating individually assigned cars shall be prepared to assist those in need of assistance.

- B. Officers shall monitor the Department's main radio channel and be available to respond to all radio communications while operating individually assigned vehicles.

11. CLEANLINESS, EQUIPMENT AND MAINTENANCE

- A. Members shall ensure that their individually assigned vehicle is kept clean and well maintained. Negligence in the cleanliness and maintenance of an individually assigned vehicle may result in the suspension of the privilege for a period to be determined by the Chief, or designee.
- B. Members shall arrange to have their individually assigned vehicle periodically inspected by the City Garage with emphasis on maintenance and safety features. The City Garage suggests each vehicle be serviced at 5000-mile intervals. Every effort shall be made to ensure the vehicle does not exceed this suggestion between regular preventive maintenance services, unless authorized by the Chief of Police or designee, or the City Fleet Manager.
- C. Shift supervisors shall conduct "on-the spot" inspections on a periodic basis. Command inspections will be conducted at the discretion of the Chief of Police.
- D. No vanity plates, graphics, stickers, lighting systems, electronics, computer software or other equipment will be installed without the express permission of the Chief of Police, or designee.
- E. No vehicle modifications, maintenance, or repairs will be made by the member without the express permission of the Fleet Manager, Chief of Police, or designee.
- F. City garage personnel have the authority to deadline a vehicle for repair. Under no circumstances will a vehicle be taken from the garage without being cleared by garage staff.
- G. Major mechanical malfunctions will be reported immediately to the on-duty shift supervisor. The on-duty shift supervisor will be responsible for notifying the Fleet Maintenance Supervisor during normal business hours.
- H. If towing is necessary, arrangements will be made by either a police supervisor or fleet maintenance staff.
- I. Fueling shall take place using the gas pumps located at the City garage. City issued gas credit cards can be used when traveling outside Brevard County, or as authorized by the Chief of Police, or designee.

12. CRASHES

- A. All motor vehicle crashes will be investigated in accordance with Standard Operating Procedure [103.10 - Traffic Crash Investigations](#).