




Cocoa Beach Police Department

Standard Operating Procedure



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1. PURPOSE

The purpose of this standard operating procedure is to provide guidelines for police officers when conducting preliminary and follow-up investigations into reports of crime.

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 utilize the integrated resources of both the patrol and investigative functions to respond to reports of crimes by the public in an efficient and effective manner which will provide for the identification, arrest, and conviction of suspects. It is also the policy of the Police Department to recover and return stolen property to its rightful owner while seeking to minimize the impact of crime on the victim by conducting both expedient and complete preliminary investigations in response to reported crimes.

4. DEFINITION(S)

- A. ATTENDED DEATH- the discovery of a deceased subject under the care of a physician or Hospice.
- B. BOLO- Be On the Look Out
- C. CAD- Computer Aided Dispatching
- D. CID- Criminal Investigation Division
- E. CFS- Call for Service
- F. CPT- Child Protection Team
- G. DCF- Department of Children and Families
- H. FCIC- Florida Criminal Information Center
- I. FI- Field Interview
- J. F.S.S- Florida State Statutes
- K. Identity Theft and Identity Fraud- the wrongful use of your name, date of birth, social security number or any other identifying data, to include biometric data, by someone not lawfully issued for their use to obtain credit, merchandise, or services i.e. unauthorized use of existing accounts (credit card, banking, telephone), unauthorized use of personal information to obtain new accounts (as described above), unauthorized use of personal information to obtain fraudulent identification (driver's license, passport).
- L. NCIC- National Criminal Information Center
- M. SAO- State Attorney's Office
- N. Unattended Death- the discovery of a deceased subject not under the care of a physician or a physician is unknown

5. PROCEDURES

A. GENERAL CRIMES

1. Preliminary investigations will generally be conducted by the initial responding police officer dispatched to a call for service. The preliminary investigation should be as complete as resources permit, including the identification and arrest of the offender if probable cause exists. The investigation should continue until all relevant investigative duties have been completed. The Department recognizes that each investigation is unique; however, the following investigative steps are established courses of action to be pursued during a preliminary investigation, if applicable:
 - a. Upon arrival at the scene, observe all conditions, events, and any remarks made by witnesses. Ensure that the scene is safe. If the scene is not safe and medical units are required, secure the scene immediately and notify Communications once it is accomplished. Medical units responding to the scene will stage in a secure area nearby until the scene is secure.
 - b. Assess the physical condition of victims and provide appropriate first aid or medical care, if applicable.
 - c. First officer on scene should identify and make contact with the complainant. This is to ensure that any updated information obtained can be provided to responding units.
 - d. Locate and maintain the crime scene so as to ensure it is not lost or contaminated. This includes any secondary crime scenes associated with the investigation. When securing the scene, it is best to secure a large area at first, which can be downsized after a better understanding as to what had occurred. Once the scene is secured, security will then be maintained until cleared by the investigating officer or detective.
 - e. Identify and separate any potential witnesses. A basic interview will be conducted with witnesses to determine what they observed in reference to this incident. A *recorded sworn statement* will be obtained when appropriate and assure their availability by obtaining valid personal identification information to include home address, phone numbers, email address or other contact information. If visiting the area, record their temporary contact information as well as how long they will be staying.
 - f. When appropriate, interview suspect(s). When the investigation involves a homicide, sex crime, crime against a child, or any crime where a detective may be called to assume the investigation, no interrogation will be conducted until such time as the responding detective is conferred with. (CFA 15.10MA)
 - g. Arrest suspect when appropriate and probable cause exists.
 - h. Examine the crime scene for the presence of physical evidence. This includes any tools or items left behind by the suspect(s) or property belonging to the victim. Prior to anything being processed, collected, or moved, the scene will be documented with digital photographs to record where the items were discovered.
 - i. Process the scene. This is the collection of evidence including searching for latent prints or the collection of DNA when applicable. Do not process any evidence without gloves. Property may be able to be processed at a later date or by another agency. A Major, or designee, may request the assistance of other agencies for crime scene processing. All physical evidence collected at a scene will be packaged and submitted in accordance with Department procedure.
 - j. Report the incident accurately and fully by completing case reports, supplements, and other appropriate documentation.
 - k. All evidence or property obtained pursuant to investigations will be packaged, secured, and documented so as to assure that the evidence will be in substantially the same condition as first seized when the evidence is produced in court, submitted to a crime laboratory, or returned to the rightful owner.

- l. When logging property for evidence, document where it was found (i.e., passenger floorboard). This information can be crucial when testifying in court.
 - m. When it is not possible to preserve the evidence for an extended period of time, (i.e., perishable goods) photograph the evidence and, if applicable, return property to the owner.
 - (i) Obtain photo of property
 - (ii) Print photo in COLOR
 - (iii) Stamp printout per [§90.91](#)
 - (iv) Attach to report for case file
 - n. Copies of the photographs will be uploaded in TraCS as attachments.
 2. Follow-up Investigations are generally assigned to the Criminal Investigation Division; however, on occasion, follow-up investigations may be assigned to the original investigating officer. A CID Supervisor will be responsible for tracking all open and assigned cases. The procedures for conducting follow-up investigations are similar to those used during the preliminary investigations. While there is no formal time or duty distinction separating the preliminary investigation from the follow-up investigation, the following duties represent what is generally considered components of the follow-up investigation ([CFA 15.10MD](#))
 - a. Review and analyze previous reports, agency records, laboratory examination results and external sources of information
 - b. Conduct additional interviews and interrogations as necessary
 - c. Review Field Interviews (FI) conducted in the area during the offense time frame
 - d. Solicit additional information from other patrol officers or investigators who work or have worked the area where the offense occurred, from informed persons, neighboring residents, or businesses, or from other persons known to frequent the area.
 - e. Arrange for the dissemination of intelligence information that may assist in the case (BOLO)
 - f. Conduct surveillance, if necessary
 - g. Plan, organize, and conduct searches for additional physical evidence, if necessary
 - h. Identify and apprehend suspects. Arrests of suspects will be based upon probable cause and conform to the laws of arrest. Suspect identification may be based on personal observation, victim/witness statements, forensic examinations, line-ups, documentary evidence, and the total of information obtained during an investigation. Alternatives to arrest such as notice to appear, or capias request will be considered whenever possible provided the safety of the community is not put at risk.
 - i. Determine if the suspect(s) are involved in other criminal activity
 - j. Conduct a thorough check of the suspect's criminal history and for active warrants or capias'
 - k. Effect liaison with the prosecuting attorney at the SAO
 - l. Prepare the case for court presentation and prosecution
 3. Report Preparation
 - a. Being clear and concise is critical to preparing a presentable case to the State's Attorney's Office or for an assigned detective to conduct an effective follow-up.
 - b. 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:
 - (i) When: The sequence of events, including the time of taking the report
 - (ii) Where: Location of the incident, this also includes the location of where the report was made
 - (iii) Who: Names of the victim, witnesses, complainant, or suspect
 - (iv) What: Type of offense, actions, or results
 - (v) How: How the crime was committed and/or how the suspect may have committed the crime
 - (vi) Why: Motive for committing the crime

B. ADDITIONAL PROCEDURES FOR SPECIFIC CRIMES

1. Annoying/Obscene/Harassing/Threatening Phone Call Investigations
 - a. Determine the nature of the telephone calls/complaint a. If the calls are merely unwanted calls and do not fall under the criteria of [F.S.S. 365.16](#), advise the person to contact the phone company's security department and have Communications so note in CFS notes.
 - b. When the calls fit the criteria for [F.S.S. 365.16](#), then prepare a written report, advise the complainant to keep a log of the calls and assist the complainant in calling the telephone security department, when practical. Provide victims' rights information and [Marsy's Law forms](#) to the complainant. Give the case number to the complainant, and when necessary, conduct a follow-up investigation.
2. Arson Investigations
 - a. Whenever there is a report of a fire, the officer's first responsibility is for the safety of the public. The officer will assist the fire department by warning potential victims, to include assisting with the evacuation of the area and controlling traffic/spectators to facilitate the laying of hoses and moving of fire equipment required to fight the fire. The officer will set up a perimeter to keep vehicles and pedestrians at a safe distance.
 - b. At the earliest convenience the officer will ascertain from the ranking fire official at the scene if they are declaring the fire as suspicious in nature. In the case of a suspicious fire, the officer will notify the On-Duty Shift Supervisor. The State Fire Marshal will be notified by the Cocoa Beach Fire Department.
 - c. The On-Duty Shift Supervisor will notify a Major, or designee, and the Public Information Officer when appropriate.
 - d. In the case of a suspicious fire, the officer will, at the discretion of the fire department, surround the scene with crime scene tape and secure the scene until the investigation is complete.
 - e. The officer will prepare a written case report and describe the property that was burned as accurately as can be determined as follows:
 - (i) Grassland, woods, structure: size in square feet or acres
 - (ii) Vehicle: year, make, model, style, color, etc.
 - (iii) Business: height of building (number of floors), material the building was made of, name of business, type of business, amount of damage to the structure, and an estimate of the value of the loss.
 - (iv) Residence: describe the height (number of floors), the material it was made of, and estimate the percentage of damage to the structure, and the monetary loss.
 - f. The officer will attempt to identify the owner or occupant of the object burned. The officer will confer with a detective prior to notifying the owner in arson cases.
 - g. The officer will provide victims' rights information and [Marsy's Law forms](#) to the owner.
 - h. The incident report will be forwarded to CID, unless otherwise directed to another unit. The assigned follow-up detective will conduct a joint investigation or otherwise assist the Cocoa Beach Fire Marshal and the State Fire Marshal's Office.
3. Assault/Battery Investigations
 - a. Officer on the scene of an assault or battery investigation will:
 - (i) Ensure the scene is safe
 - (ii) Contact medical units if needed
 - (iii) Take photographs of the injuries
 - (iv) Get statements sworn to and recorded
 - (v) Provide victims' rights information and [Marsy's Law forms](#)
 - (vi) Consider running criminal history for prior related convictions for possible charge enhancement

- (vii) Make arrest if appropriate or request a capias after investigation has been completed
 - (viii) Complete a written report
 - (ix) If it is a domestic/dating violence dispute (Refer to [SOP 198.01 Domestic and Dating Violence](#))
 - (x) If repeat violence, advise victim to seek injunction, and if necessary, explain the process
4. Auto Theft Investigations
- a. The officer will first establish if the complainant is the registered owner or otherwise authorized to report the vehicle stolen.
 - b. The officer will ascertain from the Communications Center if the vehicle was reported repossessed by a tow company, towed for any other reasons, previously reported stolen, or recovered by this or another department by checking the tow log.
 - c. The officer shall, or direct assisting units to canvass the area where the vehicle was last reported seen in an attempt to locate it before continuing any further in the investigation.
 - d. If the vehicle is unable to be accounted for, the officer will have the victim/custodian complete a recorded, sworn statement. The officer will advise the victim to notify their insurance company and supply the victim with the case number.
 - e. The officer will provide the Communications Center the vehicle owner's name, address, and telephone number, and the description of the vehicle, including the VIN and tag number.
 - f. The officer will provide the owner with victims' rights information and [Marsy's Law forms](#).
 - g. Communications personnel will enter the information into FCIC/NCIC.
 - h. If a vehicle is broken into and the steering column and/or ignition are broken, but the vehicle has not been taken, then the officer will prepare an incident report for burglary and refer the case to CID.
 - i. When there is a failure to return a rental vehicle, a case report will be written. If the suspect is identified and prosecution is desired, request a capias and close the case as referred to the State's Attorney's Office with a notation of the capias request. If the suspect's identity is in doubt, refer the case to CID.
5. Burglary Investigations
- a. The officer will respond to the incident location. If the incident is in progress, the responding officer will handle the call as any other incident in progress. The officer will contact the complainant, victim, witnesses and/or suspect, and conduct a field interview. A recorded sworn statement will be obtained.
 - b. The officer will determine the degree of burglary that has been committed and it will be reflected in the written report and arrest paperwork ([FSS 923.01](#)).
 - c. The officer will photograph and then process the scene for latent fingerprints, and/or advise the On-duty Shift Supervisor of the need for additional crime scene processing assistance and/or the need for CID personnel to respond to the scene. If CID is needed due to a large amount of items or currency being reported as stolen, then the scene will not be processed until the detective arrives on-scene.
 - d. Specific considerations to be addressed during the burglary investigation are:
 - (i) Search of the interior and exterior of the scene
 - (ii) Method of potential approach and departure
 - (iii) Method and location of the point of entry and exit
 - (iv) Interviews of neighbors or neighboring businesses
 - (v) Suspected persons or suspicious persons or vehicles in the vicinity prior to the crime
 - (vi) Complete listing of property stolen and potential sources for disposal of the property by the suspect such as pawn shops, flea markets, etc.
 - (vii) Entry of all serialized property into FCIC/NCIC

6. Counterfeit Currency Investigations

- a. If reasonable suspicion exists that the currency is counterfeit the officer will take it into possession as evidence, prepare a property receipt and issue a copy to the victim. The currency will be placed in a plastic bag and marked appropriately. The officer will then notify the U.S. Secret Service to report the quantity and whether or not a suspect exists.
- b. If the person who passed the counterfeit currency is present, the officer will record the person's identification and conduct a preliminary investigation. If it is apparent that the person did not know the currency was counterfeit, the person will receive a copy of the property receipt and is free to leave.
- c. In all cases of counterfeit currency, the officer will prepare a written incident report referred to CID. The officer or detective will contact the United States Secret Service and cooperate with their investigation. If the Secret Service advises they will assume the investigation, this shall be noted in the report reflecting this disposition and clear the case as closed.
- d. If no leads exist in the case the counterfeit currency, the case will be closed and turned over to the U.S. Secret Service.

7. Homicide / Death Investigations

Homicides and death investigations require extensive investigation. There are five classifications of death that law enforcement will investigate. They are Homicide, Suicide, Accidental, Natural and Undetermined.

a. Homicide / Attempted Homicide

- (i) If the incident is in progress, arrive at the incident location safely and defuse any on-going dangerous situations.
- (ii) If the scene is not safe and medical units are required, the responding police officers need to secure the scene as soon as practical and notify Communications once it is accomplished. Medical units responding to the scene will stage in a secure area nearby until the scene is secure. If death is obvious, protect the body from disturbance or tampering.
- (iii) Apprehend and detain any suspect(s) in the area
- (iv) Immediately secure the scene. If a weapon is located at the scene and it presents a threat to officers or others, the officer shall don gloves and secure the weapon on scene and record the area from which it was taken. In all situations, the safety of the officers, victims and others who may be present are paramount over all other interests.
- (v) Locate any witnesses or additional victims. Ensure that all parties are separated.
- (vi) If the suspect has fled the area, the officer will obtain information regarding the suspect description, type of weapon used, mode and direction of travel, vehicle descriptors, and other unique information. This information will be provided as a "BOLO" to the Communications Center and other responding officers as soon as possible.
- (vii) The On-Duty Shift Supervisor will immediately respond to the scene and obtain the facts about the incident and notify a Major, or designee, and the Public Information Officer immediately.
- (viii) Initiate a [*Major Crimes Packet*](#). Refer to [*SOP 207.00: Major Crimes*](#)
- (ix) The scene will be maintained until CID arrives and assumes control of the investigation

b. Suicide / Accidental

- (i) Respond to the scene and locate the victim. If obvious signs of death are present, cancel responding medical units to preserve the scene and body. If signs of life are still present or there is chance for resuscitation, begin CPR and turn over medical care to responding medical units.
- (ii) Secure the scene

- (iii) Locate any witnesses
 - (iv) The On-duty Shift Supervisor will notify a Major or designee
 - (v) The scene will be maintained until CID arrives and assumes control of the investigation
 - c. Unattended Death / Suspicious Death
 - (i) Respond to the scene and locate the victim. If obvious signs of death are present, cancel responding medical units to preserve the scene and body. If signs of life are still present or there is chance for resuscitation, begin CPR and turn over medical care to responding medical units.
 - (ii) Secure the scene.
 - (iii) Attempt to locate individuals who may have last seen the victim alive.
 - (iv) The On-duty Shift Supervisor will notify a Major, or designee, and may request a detective to respond if necessary.
 - d. Attended Death
 - (i) Respond to the scene and locate the victim. If the victim is under Hospice care, confirm the paperwork and notify the Communications Center to have same documented in CFS. No other action is required.
 - (ii) If not under Hospice care, locate physician contact information
 - (iii) Attempt to locate individuals who may have last seen the victim alive
 - (iv) Contact the physician and determine if a death certificate will be signed. If the physician will sign the death certificate, contact the Medical Examiner's Office and report on the circumstances. Upon receiving clearance from the Medical Examiner's Office, the deceased may be released to the family and/or funeral home.
 - (v) If a death certificate will not be signed by the physician, then the incident will be handled like an unattended death.
8. Drug Investigations
- a. When an officer comes in contact with drugs/paraphernalia and there is no evidence of possession, the officer will confiscate the drugs/paraphernalia, prepare a property receipt and make a written report.
 - b. Items of this nature will be documented and logged in as indicated in [*SOP 206.00: Property and Evidence Management*](#).
 - c. Whenever an arrest for drugs/paraphernalia is made, the officer will charge the suspect with the appropriate violation of law. The drugs/paraphernalia will be documented on a property receipt and a request for analysis also prepared. There are exceptions for marijuana less than 20g, when the officer will field test the drugs and submit the drugs to the Property/Evidence Division. A suspect in a case involving 20g or less of marijuana may be released on their own recognizance if they fit the criteria of Florida State Procedural Laws.
 - d. A copy of the property receipt and lab request will be an enclosure to the written report.
9. Fraudulent Prescription Investigations
- a. Due to the nature of fraudulent prescription violations, officers are periodically dispatched to investigate and attempt to apprehend the violators. Communications will attempt to provide the responding officer with a physical/clothing description of the suspect. Upon arrival, the officer will:
 - (i) Check the parking lot and surrounding area, noting any suspicious vehicles or persons
 - (ii) When entering the store, be alert for suspicious persons in areas away from the pharmacy area who may be suspects
 - b. If the pharmacist has definitely established the prescription to be fraudulent, the officer will:
 - (i) Detain the suspect, paying special attention to the presence of drugs and/or other prescriptions.

- (ii) Contact the doctor whose name appears on the prescription for further verification of the prescription's authenticity.
 - (iii) If the prescription is determined to be fraudulent, the suspect will be arrested. After arrest the suspect will be searched, and any evidence of the crime seized. The prescription will be submitted as evidence.
 - (iv) Record the names and addresses of pharmacy personnel who processed the prescription on the incident report.
 - (v) Forward a copy of the report to CID.
 - (vi) Obtain sworn statements from the pharmacist and doctor when practical.
 - c. If the pharmacist has not established the authenticity of the prescription, the officer will:
 - (i) Detain the suspect.
 - (ii) Contact the doctor and verify the prescription. If the prescription is fraudulent, the arrest procedure previously outlined will be followed.
 - (iii) If the doctor cannot be contacted and probable cause cannot be established, an incident report will be completed and forwarded to CID.
 - (iv) Filling the prescription should be left to the discretion of the pharmacist.
 - d. Evidence and chain of custody procedures will be as follows:
 - (i) To preserve latent prints, the fraudulent prescription should be handled carefully and as little as possible.
 - (ii) A copy will be made of both sides of the prescription and attached to the report. The prescription will be placed into a clear plastic envelope or plain envelope and placed into evidence using a property receipt, which should be signed by the person who gave the prescription to the officer.
 - (iii) If the prescription was filled prior to the arrest, the medication will be collected as evidence and a property receipt issued to the pharmacist.
 - (iv) The prescription and other evidence will be properly processed and placed in the evidence locker to preserve the chain of custody.
 - (v) The names of pharmacist, clerk, doctor, and other witnesses will be written in the appropriate report
10. Forgery Investigations
- a. When an officer has determined that a check or instrument has been forged, the officer must determine where the instrument was uttered, as this determines jurisdiction. If the jurisdiction is in the City, the officer will prepare a written incident report. The forged instrument and a forgery affidavit will be obtained whenever possible.
 - b. To preserve latent prints, the forged instrument should be handled carefully and as little as possible.
 - c. A copy will be made of both sides of the instrument and attached to the report. The forged instrument will be placed in a clear plastic bag or plain envelope and placed into evidence with a property receipt.
 - d. A sworn statement will be included with the case file.
 - e. The officer will check to see if a photograph or video was taken of the person uttering the forged instrument. If a photograph or video was taken, the officer will request a copy be ordered immediately. The copy will be uploaded to TraCS as an attachment.
 - f. A sworn statement will be taken from the teller or clerk who accepted the forged instrument. If the person can identify the suspect, this will be noted in the statement.
 - g. If the suspect was not observed writing the forged signature, the charge would be [FSS 831.02- Uttering Forged Instruments](#). Forgery may be proven by further investigation at a later time. The

victim in an uttering case is the bank/establishment that received the forged instrument and disbursed the cash goods or service.

- h. If the suspect was observed writing a fictitious signature, a statement to that effect will be obtained from the witness(s). If the suspect is still present, suspect may be arrested for forgery.
- i. Forgery and/or uttering cases should not be written as a supplement to the original theft of the checks. Each time a document is uttered, a new offense occurs, and a new case report number will be obtained but listed as a related report to the original theft.

11. Identity Theft and Identity Fraud

- a. The officer shall take a report from a person who knows or reasonably suspects that their personal information has been unlawfully used by another (Identity Theft).
- b. Under [E.S.S. 817.568](#), the victim of identity theft has the right to file a report in the location in which the offense occurred or the city or county in which the victim resides.
- c. Officers taking a report shall provide the victim with a [Florida Identity Theft Victim Kit](#) and obtain a recorded sworn statement.
- d. Officers taking a report are required to provide the victim with the case report number and instructions on how to obtain a copy of the report. Additionally, the victim shall be provided victims' rights information and [Marsy's Law forms](#).
- e. The Criminal Investigations Division shall conduct a follow-up and coordinate the investigation with other applicable agencies. This shall be documented via a supplementary report.

12. Product Tampering Investigations

- a. In a product tampering threat case, the company or store will be notified immediately. A preliminary investigation will be made to determine if there is evidence of tampering. If tampering/contamination is found, the product will be handled as any other piece of evidence in a criminal investigation. If no evidence of tampering is found, the store or product representative will be informed that it is their decision to remove or not remove the product from the shelf.
- b. If evidence of tampering is discovered, the product will be seized as evidence and a property receipt will be issued to the person from whom the product was seized. The store where the product was purchased will be notified immediately. If it is determined that the tampering could create a life-threatening situation or hazard to the public, the on-call detective and the appropriate state and federal agencies will be notified.
- c. In the event of an actual product-tampering incident, the On-duty Shift Supervisor will notify a Major or designee.

13. Robbery Investigations

- a. Prior to arrival, the first responding officer will ascertain from the Communications Center whether the suspect is still present or has departed the scene.
- b. If the robbery is in progress, the officer will make an attempt to remain out of sight to avoid a potential hostage situation. The officer will maintain surveillance and keep the Communications Center and other responding officers advised of the current situation. The officer will also coordinate a perimeter around the scene with responding officers until relieved by the On-duty Shift Supervisor.
- c. The officer should not attempt to apprehend the suspect while the robbery is occurring unless there is an imminent threat to life.
- d. Attempts to apprehend the suspect should be made while the suspect is leaving the scene and when the suspect is in a position that would not constitute an immediate threat to innocent people.
- e. If the suspect has departed the scene, an officer will make contact with the victim as soon as possible to obtain pertinent suspect information.

- f. When a robbery has occurred to an establishment or a person and a weapon is used or there is a serious injury, the first officer on the scene will establish a crime scene. The officer will notify the On-duty Shift Supervisor who will notify CID.
 - g. The first officer on the scene will determine if anyone requires medical attention and notify the Communications Center to have medical personnel respond to the scene.
 - h. The officer will obtain information regarding the suspect description, type of weapon used, mode and direction of travel, vehicle descriptors, and other unique information. This information will be provided as a “BOLO” to the Communications Center and other responding officers as soon as possible.
 - i. Additional responding officers should refrain from converging on the scene; the On-duty Shift Supervisor will assign responding officers to locations which create a perimeter based on mode and direction of travel as well as elapsed time since occurrence.
 - j. If no detective is called out, the officer will process the crime scene, locate, and interview victim(s), witness(s), etc., and arrest the suspect if possible. If an arrest is made for the robbery, the officer making the arrest will notify the On-duty Shift Supervisor.
 - k. The officer will obtain sworn victim and witness statements and prepare an incident report. Additionally, the officer shall provide victims’ rights information and [Marsy’s Law forms](#). If the case is pending the incident report will be referred to CID.
14. Sexual Battery Investigations
- Sex offenses will be broken into two different categories for this policy, Adult Victim and Juvenile Victim. A Juvenile Victim is anyone under the age of 12. A child over 12 years of age can be interviewed by CPT if the detective requests it. Due to the seriousness of this offense, the utmost compassion and care will be used to handle these types of investigations.
- a. Adult Victim
 - (i) Upon arrival at the scene, the responding officer will locate and make contact with the victim. Determine if the victim needs immediate medical attention. If the victim needs to be transported to Cape Canaveral Hospital, the responding officer will respond to Cape Canaveral Hospital to continue the investigation. Prior to departing the area, if the location of this incident is where the victim was located, another officer will respond to the scene and secure the location prior to the initial officer departing. (CFA 15.10MAB)
 - (ii) The responding officer will obtain information from the victim regarding the suspect description, if the suspect is known, mode and direction of travel, vehicle descriptors, and other unique information. This information will be provided as a “BOLO” to the Communications Center and other responding officers as soon as possible. (CFA 15.10MA)
 - (iii) If the location where contact was made with the victim is not the area where the incident occurred, determine the location where the incident had occurred. (CFA 15.10MA)
 - (iv) The On-duty Shift Supervisor will notify a Major, or designee, and request a detective to respond.
 - (v) If the victim needs minor medical attention, the patient should be medically cleared within two (2) hours of the medical screening exam and the clothing does not have to be removed. The officer/detective will take the victim to the Sexual Assault Exam Center unless the patient requests that the forensic examination be completed at the hospital emergency department. (CFA 15.10MBC)
 - (vi) If the victim is expected to be in the emergency department for more than two (2) hours or it is necessary to remove the victim’s clothing, the evidence collection will be performed in the emergency department unless otherwise requested by the victim. (CFA 15.10MBC)

- (vii) All hospitals will endeavor to have trained nursing staff to complete the examination for evidence collection.
- (viii) The sexual assault examination will be used in collecting evidence for all victims of sexual assault which occurred up to 120 hours prior to agency notification. After 120 hours, medical care will be provided by the emergency physician and staff, and no evidence will be collected unless otherwise requested by law enforcement.
- (ix) The examination will be conducted by the hospital's authorized staff member or physician.
- (x) If any questions or issues arise in the emergency department regarding where the exam should occur or who should perform the exam, the emergency department Charge Nurse/Supervisor, Manager, or Director should be contacted to assist in clarifying who should conduct the exam and where the exam should take place based upon the above protocol.
- (xi) To avoid further trauma to the victim, repeated detailed interviews will be avoided. The initial officer will obtain the basic facts and information necessary to facilitate the identification and apprehension of the suspect. (CFA 15.10MA)
- (xii) The Rape Crisis Center will be contacted and advised of the situation. A response will be requested, and the detective will request a Victim Advocate respond. After the Rape Crisis Center has been notified, the victim can be transported to the SAVS Center for an examination. (CFA 15.10MB)
- (xiii) After the sexual assault kit is completed, it will be transported back to Cocoa Beach Police Department. The officer or detective will submit the sex assault kit following the guidelines in [SOP 206.00 – Property and Evidence Management](#). (CFA 15.10MC)
- (xiv) A detailed interview conducted during the follow-up investigation will be completed by a detective and the information obtained will be documented in supplemental reports. (CFA 15.10MD)

b. Juvenile Victim

- (i) Upon arrival at the scene, locate and make contact with the victim. Determine if the victim needs immediate medical attention. If the victim needs to be transported to Cape Canaveral Hospital, the responding officer will respond to Cape Canaveral Hospital to continue the investigation. Prior to departing the area, if the location of this incident is where the victim was located, another officer will respond to the scene and secure the location prior to the initial officer departing.
- (ii) Determine if the suspect is a family member or if the suspect is known by the victim or family. If known by the victim, obtain all information about the suspect.
- (iii) A cursory interview will be conducted with the victim to obtain the basic facts of the incident. A detailed interview will not be conducted by law enforcement.
- (iv) The On-duty Shift Supervisor will notify a Major, or designee, and request a detective to respond.
- (v) Upon CID arrival, DCF and CPT will be contacted for an interview and examination. Juvenile victim will be transported to CPT for the exam and interview.
- (vi) After the interview and sexual assault kit is completed, it will be transported back to the Cocoa Beach Police Department. The officer or detective will submit the sex assault kit following the guidelines in [SOP 206.00 – Property and Evidence Management](#).
- (vii) The Juvenile victim interview will be logged into evidence.
- (viii) If a Juvenile victim is admitted into the hospital for injury, the Brevard County and Law Enforcement Sexual Assault Protocol will be followed.

- (ix) After a detailed interview is conducted by CPT, a follow-up investigation will be completed by a detective and the information obtained will be documented in a supplemental report.
(CFA 15.10MD)

15. Theft Investigations

- a. An officer will respond to calls for service at the scene of thefts and may follow the procedures for burglary in the initial investigation.
- b. All thefts related to safes, strong boxes, vaults, etc., the officer will notify the On-duty Shift Supervisor for permission to call out CID personnel for crime scene processing.

16. Multiple Offenses

- a. When multiple offenses occur in one incident and there are multiple victims and or crime scenes, each offense must receive a separate case number. The following are examples of this:
 - (i) In a parking lot, on a street, or at a garage, more than one vehicle has been broken into, damaged, or a theft occurred to each vehicle. Each property owner receives a different case number, and each case is a separate written case report. The exception is if the object(s) of the crime is owned by one person, such as a new car dealer, or owner of two or more vehicles in a driveway, then one case number is assigned, listing each vehicle within one report.
 - (ii) When several newspapers stand boxes, parking meters, vending machines, not in the same location, or not owned by the same victim, have been broken into, damaged, or a theft occurred then each incident receives a separate case number and separate written case report.
 - (iii) When multiple burglaries to rented motel/hotel rooms or storage sheds, each victim receives a separate case number and a separate written report. If the rooms or sheds are not leased, or one victim owns more than one room or shed at the same location, that victim receives one case report number, and the individual locations are listed on the same report.
 - (iv) The above rules also apply to other types of crimes such as criminal mischief in a neighborhood. Each victim of criminal mischief receives a separate case report number and written report. Each case report should be cross-referenced in the written reports to other related acts by time and location.
 - (v) Crimes against multiple victims at a single location will be evaluated by the On-Duty Shift Supervisor for the most practical method of reporting on a case-by-case basis.

6. APPENDIX

- A. [General Affidavit](#)
- B. [Affidavit of Return Property Stamp, F.S.S 90.91](#)

7. REFERENCES

- A. [Brevard County Hospitals and Law Enforcement Sexual Assault Protocol](#)

**Affidavit of Return Property
FSS. 90.91**

Written description: _____
Name of property owner: _____
Location where property taken: _____
Name of investigating LEO: _____
Date of photo taken: _____
Name of the photographer: _____
Signature of photographer: _____

Sworn to and subscribed before me, the Undersigned Authority, this
_____ day of _____, 20_____.

Law Enforcement Officer, Sec. 943.10 F.S.,
In performance of Official Duties or Notary Public

Appendix B