

INSTRUCTIONAL ORDER

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Immediately

V.5:33

Distribution: All Employees

Subject: **INVESTIGATIVE COST RECOVERY**

Index as: Cost Recovery, Investigations
Costs

Investigative Hours
Salary

Accreditation Standards:

Cross Reference: §938.27, F.S.S.

Replaces: I.O. V.5:33 Investigative Cost Recovery (November 26, 2007)

This Order establishes procedures to initiate a request for the recovery of investigative costs from those convicted of criminal offenses. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Requesting Cost Recovery

I. POLICY

As permitted by §938.27, F.S.S., the Department will attempt to recover salaries and other costs incurred for criminal investigations resulting in convictions.

II. DEFINITIONS

A. Costs – Actual expenses incurred in conducting the investigation that are supported by documentation.

1. Included are investigative hours and other activities supported by receipts, “chits” or other documentation including, but not limited to, payments to informants, per diem costs, lodging and rental vehicles.

2. Expenses for fuel and other expenses for the operation of Department vehicles will not be included as investigative costs.

B. Investigative Hours – Time spent by personnel conducting criminal investigations, starting from the initial response to the scene, and concluding when the investigation is complete. This includes time spent preparing reports and post investigative work, but excludes time spent attending depositions and trials.

C. Salary – Personnel costs associated with a criminal investigation. All sworn ranks will be calculated at the hourly rate of \$25.00. Civilian Investigators will be calculated at the hourly rate of \$20.00.

III. REQUESTING COST RECOVERY

A. Whenever an Officer prepares a *Complaint/Arrest Affidavit* or an *Officer’s Worksheet* (Criminal Traffic Only), the section titled “Request for Investigative Cost Recovery” will be completed.

- 1. The primary Officer assigned to handle the call is responsible for ensuring all costs are reported.

2. Only investigative hours expended and projected report writing time will be included on the form(s).
 - a. The number of investigative hours reported will be the minimum number that can be supported with documentation (*i.e.*, CAD records, overtime reports, case management records, etc.) should there be a challenge.
 - 1) Whenever an arrest is made or a report is being sent to the State Attorney's Office as a *paper investigation or non-arrest case*, all original criminal offense reports and supplements will end with the following statement in the narrative:
 - a) "(Fill in # of hours) ____ Investigative hours and cost \$_____. (Fill in dollar amount: total hours x current hourly cost) were related to this report or supplement", **or**
 - b) The writer will properly complete the block(s) on the report designated for this purpose.
 - 2) Identify each Officer/Investigator by name and number of investigative hours committed to the case, unless that Officer/Investigator will be completing an independent report or supplement.
 - b. Investigative hours will be rounded down to the nearest one half ($\frac{1}{2}$) hour (*e.g.*, if 1 hour and 40 minutes were spent on an investigation and for the typing of the report, this would round down to 1.5 hours).
 - c. Multiply the number of hours (1.5) by the current salary rate (\$25/hr) to arrive at the investigative hours total cost (\$37.50).
 - d. If the investigative task requires more than one Officer, Detective or Investigator, the investigative hours of all personnel will be reported. The calculation and entry described above must be made for each individual involved in the investigation to arrive at a total figure for the *Affidavit* or an *Investigative Cost Continuation Worksheet*.
 - e. The investigative hours of Probationary Officers under the supervision of a Field Training Officer will not be reported.

B. Other costs incurred as a result of a more complicated investigation usually, but not always, conducted by Detectives require there be an exact accounting of all investigative costs supported by receipts or other documentation.

1. These additional investigative hours and costs will be reported on the *Investigative Cost Continuation Worksheet*.
 - a. Unless specific arrangements have been made in advance, all original *Investigative Cost Continuation Worksheet* forms will be addressed to the appropriate Assistant State Attorney and sent to the State Attorney's Office via the Court Liaison Officer or the County Courier.
 - b. A copy will be retained in the case file and a copy will be sent to the Records and Identification Division to be included with the original report.

2. Supporting documentation will not be submitted with the *Affidavit; the Officer's Worksheet* for criminal traffic offenses or the *Investigative Cost Continuation Worksheet* but will be retained by the Officer/Investigator in charge of the case until adjudication of the case is complete.

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