



# Michael Richter, Chief of Police

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## Chipley Police Department Investigative Cost Recovery Policy

### Purpose

To establish procedures for recovering investigative costs incurred during criminal investigations under Florida Statute 938.27, ensuring compliance with statutory requirements and efficient documentation for reimbursement.

### Scope

This policy applies to all Chipley Police Department (CPD) personnel involved in criminal investigations where costs may be recovered from convicted persons, including arrests, evidence processing, and coordination with the State Attorney's Office.

### Policy

The CPD shall seek reimbursement for investigative costs in criminal cases, as mandated by Florida Statute 938.27, which requires convicted persons to pay costs of investigation. Costs shall be documented thoroughly, primarily through the CPD's Record Management System (RMS) for applicable tasks, and submitted to the State Attorney's Office for inclusion in court judgments.

### Definitions

- **Investigative Costs:** Expenses incurred during criminal investigations, including personnel time (salaries, overtime), equipment, travel, and evidence processing.
- **Convicted Person:** An individual found guilty via plea, trial, or violation of probation/community control, including cases where adjudication is withheld.
- **Minimum Cost Case:** A basic case involving an arrest, investigation, report preparation, evidence submission, body camera footage processing, and delivery to the State Attorney's Office.
- **Record Management System (RMS):** The CPD's electronic system for documenting case-related activities, including officers' time on scene and all case entries by officers, investigators, and the Captain, excluding document transport.

- **Officer/Administrative Pay Basis:** Hourly rates for cost recovery are calculated using average annual salaries divided by 2,080 hours (standard full-time work year). Example: Officer average salary  $\$46,321.60 \div 2,080 = \$22.29/\text{hour}$ ; Administrative Assistant average salary  $\$38,937.60 \div 2,080 = \$18.72/\text{hour}$ .
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## Procedures

### 1. Minimum Cost Case Workflow

For a basic case where an officer makes an arrest, the following steps outline the process and associated cost computations:

- **Investigation, Arrest, Transport, Report Completion, and Evidence Submission:**
  - The officer conducts the investigation, makes the arrest, transports the arrested person to the Washington County Jail, completes the incident report, and submits physical evidence to the CPD evidence room.
  - Time spent (2 hours total) is documented in the RMS.
  - **Cost Computation:** Officer's time (2 hours at officer's hourly rate).
- **Evidence Intake from Officer:**
  - The Evidence Technician intakes and processes the physical evidence submitted by the officer.
  - Time spent (0.333 hours).
  - **Cost Computation:** Evidence Technician's time (0.333 hours at technician's hourly rate).
- **Report Review:**
  - The Captain reviews the report and marks it finalized, with time documented in the RMS.
  - Time spent (0.5 hours).
  - **Cost Computation:** Captain's time (0.5 hours at Captain's hourly rate).
- **Report Preparation for State Attorney's Office:**
  - The Administrative Assistant prepares the finalized report for submission to the State Attorney's Office.
  - Time spent (0.5 hours).
  - **Cost Computation:** Administrative Assistant's time (0.5 hours at assistant's hourly rate).
- **Initial Document Transport:**
  - An officer transports the report to the State Attorney's Office (1.4 miles roundtrip, 20 minutes total). This time is not documented in the RMS.
  - Time spent (0.333 hours) + vehicle mileage (1.4 miles at  $\$0.67/\text{mile}$ , IRS 2025 rate =  $\$0.94$ ).
  - **Cost Computation:** Officer's time (0.333 hours at officer's hourly rate) + vehicle mileage ( $\$0.94$ ).
- **Body Camera Footage Request and Processing:**
  - The State Attorney's Office requests body camera footage.

- The Captain locates, downloads the footage to a disk or thumb drive, places a copy into the CPD evidence room, and logs it, with time documented in the RMS.
  - Time spent (0.5 hours) + media cost (\$5 for disk/thumb drive).
  - **Cost Computation:** Captain's time (0.5 hours at Captain's hourly rate) + media cost (\$5.00).
- **Evidence Intake from Captain:**
  - The Evidence Technician intakes and processes the body camera footage submitted by the Captain.
  - Time spent (0.333 hours).
  - **Cost Computation:** Evidence Technician's time (0.333 hours at technician's hourly rate).
- **Final Document and Footage Preparation:**
  - The Administrative Assistant prepares the body camera footage and any additional documents for submission to the State Attorney's Office.
  - Time spent (0.5 hours).
  - **Cost Computation:** Administrative Assistant's time (0.5 hours at assistant's hourly rate).
- **Final Transport to State Attorney's Office:**
  - An officer transports the footage and documents to the State Attorney's Office (1.4 miles roundtrip, 20 minutes total). This time is not documented in the RMS.
  - Time spent (0.333 hours) + vehicle mileage (1.4 miles at \$0.67/mile = \$0.94).
  - **Cost Computation:** Officer's time (0.333 hours at officer's hourly rate) + vehicle mileage (\$0.94).
- **Total Minimum Cost:** \$130.38 per case.

## 2. Additional Cost Considerations

- **Complex Cases:** For investigations involving additional resources (e.g., forensic analysis, surveillance equipment, or overtime), officers shall document in the RMS and on approved forms:
  - Equipment costs (e.g., forensic kits, surveillance tools).
  - Additional personnel time (e.g., overtime at 1.5x regular rate).
  - Specialized services (e.g., lab fees, if applicable).
- **Multi-Officer Investigations:** Include time for all officers and investigators involved, calculated at their respective rates and documented in the RMS and forms.
- **Arson Investigations:** Coordinate with the Chipley Fire Department for cost documentation, as permitted by 938.27.

## 3. Documentation Requirements

- **Record Management System (RMS):**
  - The RMS shall be used to document officers' time on scene and all case entries by officers, investigators, and the Captain for investigation, report completion, evidence submission, and body camera footage processing.
  - Document transport (initial and final) is not recorded in the RMS.

- For minimum cost cases, RMS time documentation is sufficient, and officers are not required to document additional expenses unless complex case considerations apply.
- **Additional Cost Documentation:**
  - For complex cases, officers shall use department-approved forms (e.g., Investigative Cost Recovery Form) to detail additional expenses (e.g., equipment, overtime) beyond RMS time entries.
- **Body Camera Footage:**
  - Footage shall be tagged with case numbers and stored securely.
  - Downloads for the State Attorney's Office shall be logged in the RMS, with copies retained in evidence.
- **Evidence Processing:**
  - The Evidence Technician shall document receipt and processing of evidence from officers and the Captain, ensuring proper logging and storage.
- **Supervisory Review:**
  - The Captain shall verify cost documentation in the RMS and any additional forms for accuracy and completeness before submission.

#### **4. Submission to State Attorney's Office**

- **Coordination:**
  - The Administrative Assistant shall compile all cost documentation from the RMS and any additional forms for submission to the State Attorney's Office (14th Judicial Circuit).
  - Submissions shall occur promptly after case finalization or upon request for body camera footage.
- **Court Requests:**
  - The CPD shall coordinate with the State Attorney's Office to ensure costs are presented during sentencing or plea agreements.

#### **5. Fund Allocation**

- Recovered costs shall be deposited into the CPD's operational budget to support equipment, training, and personnel expenses.

#### **6. Compliance**

- All cost recovery requests shall comply with Florida Statute 938.27, requiring sufficient documentation and court approval.
- The CPD shall maintain transparency in cost reporting, ensuring all expenses are justifiable and supported by RMS entries and additional forms as needed.

## Responsibilities

- **Officers:** Document time on scene and case activities in the RMS; document additional expenses on approved forms only for complex cases.
- **Evidence Technician:** Intake, process, and log evidence from officers and the Captain.
- **Captain:** Review reports, finalize cost documentation in the RMS, and manage body camera footage requests and evidence processing.
- **Administrative Assistant:** Prepare and compile documents and footage for submission to the State Attorney's Office; track recovered funds.
- **Chief of Police:** Oversee policy implementation and ensure compliance with statutory requirements.

## Effective Date

This policy is effective as of December 10, 2025, and applies to all applicable cases thereafter.