

**WINTER HAVEN POLICE DEPARTMENT**

**GENERAL ORDER 42.3**

**INVESTIGATIVE COST AFFIDAVIT**

**ACCREDITATION STANDARDS:**

**EFFECTIVE DATE: October 18, 2001**

**RESCINDS: G.O. 42.3, June 21, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018**

**LAST REVISED: January 5, 2018**

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**CONTENTS**

This general order contains the following numbered sections.

- I. Form
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**POLICY**

It shall be the policy of the Winter Haven Police Department that an Investigative Cost Affidavit (WHPD-76) be completed on all arrested defendants. This form is to be completed by the arresting officer's supervisor.

**PURPOSE**

The purpose of this order is to establish a written policy on the Implementation of the Investigative Cost Affidavit (WHPD-76), which is to be utilized whenever a defendant is arrested for a criminal offense.

**SCOPE**

This order shall apply to all Department members.

**PROCEDURE**

- I. Form
  - A. The Investigative Cost Affidavit is a four-part form. When completed the entire form gets turned in with the original report. All four copies of the affidavit go to the court.
  - B. The following steps will be necessary to complete the form properly.
    1. The last line of each police report and all supplemental reports should read, "This investigation took \_\_\_\_\_hours to complete." Officer to fill in the numbers of hours the investigation took to complete.

2. On the Investigative Cost Affidavit, at the top in the spaces marked, fill in the Agency report numbers (case number), the defendant's complete name, R/S (race/sex) and DOB (date of birth).
3. The number of hours should include the actual time for the investigation of all officers involved in the investigation, plus time for preparing and completing reports. This number should be placed onto the Investigative Cost Affidavit in the section which says "Total Cost of Investigative Hours \_\_\_\_\_Hours @".
4. The rate currently being used is \$24.00. This goes in after the @ sign.
5. Multiply out the number of hours by the hourly rate and place this figure where the =\$\_\_\_\_\_ is located.
6. For any actual expenses incurred as a result of the investigation, i.e. supplies used, vehicles rented, hotel rooms rented etc... Documentation should be retained with the original reports, not turned in with the Investigative Cost Affidavit. This expense will be placed in the section that says "Total of actual Expenses incurred \$\_\_\_\_\_".
7. The total of the above two lines should then be placed in the section that says "Total of overall Costs incurred \$\_\_\_\_\_".
8. At the end of the section that begins with "I certify the hours stated and the expenses" List all names of the officers for which you are claiming, making sure they have completed supplement reports to the incident.
9. Finally, the Investigative Cost Affidavit must be sworn to.

APPROVED



**Charles E. Bird**  
**CHIEF OF POLICE**