

Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks shall generally conform to the policy governing all City employees as established by the City Manager.

1017.1.1 MEAL PERIODS

Sworn employees and dispatchers shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from Communications Division prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside the City.

The time spent for the meal period shall not exceed the authorized time allowed.

1017.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This does not prohibit members from taking a break outside the facility for official business.

Field officers will take breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Communications Division.