
PATROL LUNCH PERIODS

4004.1 INTRODUCTION

This procedure provides guidelines to assist field officers and supervisors of the Field Operations Bureau in administering the lunch assignments and to apprise the personnel subject to these policies of their rights and responsibilities thereunder.

The lunch period is the time provided during the normal tour of duty so that an employee may rest, relax, eat, or use in some other way. Because of the special demands of police work and to properly serve the public safety, certain restrictions on that period and certain scheduling procedures during that period must be observed.

4004.2 VISIBILITY TO THE PUBLIC

Because employees in uniform and/or in marked police vehicles are highly visible to the public,

- (a) No more than two marked police vehicles or four motorcycles will take their lunch period at any one location at the same time.
- (b) No more than four uniformed officers will take their lunch period at any one location at the same time.
- (c) Employees in uniform shall remain in full uniform and shall not conduct purely personal business during the lunch period while so attired.
 - 1. Except as described below in Section 4004.4, employees may change out of uniform and utilize their personal car during the lunch period and then conduct personal business.
 - 2. The general rule stated above may be waived with the consent of the employee's supervisor, and employees may conduct purely personal business while in partial uniform, so long as the portions of the uniform signifying their employment by the Santa Ana Police Department are not visible to the public.

4004.3 SECURING PUBLIC SAFETY DURING LUNCH PERIODS

The securing of public safety requires that uniformed employees of the Police Department:

- (a) Refrain from consuming any alcoholic beverages during the lunch period.
- (b) Apprise the appropriate department personnel of his or her location during the lunch period so that the employee may be recalled to active duty when that is required.
- (c) May be subject to travel restrictions based upon the time required to return to active duty upon recall to active duty from the proposed lunch period destination.
- (d) May not leave the city without supervisory approval.

4004.4 USE OF DEPARTMENTAL EQUIPMENT

The use of departmental equipment by employees, whether during lunch period or otherwise, shall be subject to the direction and approval of supervisory personnel.

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4004.5 SCHEDULING OF LUNCH PERIODS

Public safety concerns require the scheduling of lunch periods for Patrol Division personnel to ensure adequate staffing is available at all times during the shift. However, in consideration of the inconvenience this requirement may impose on employees, the following rules shall apply to the scheduling of lunch periods:

- (a) Except when exigent circumstances exist beyond the Department's control, each patrol officer/sergeant shall be provided a 30 minute paid meal period, which shall commence until two hours after the beginning of his/her shift or during the last two hours of the shift. An example would be an officer who reports for duty at 5:30 a.m. would not commence his lunch period prior until 7:30 a.m., not after 4:00 p.m.
- (b) A patrol officer/sergeant may request to eat at hours other than described in Section 4004.5 (a). Such authorization will be made only with the approval of a supervisor. These requests shall only be granted in unusual circumstances and only when no other practical solution exists.
- (c) If a patrol officer/sergeant finds that he/she is involved in a work assignment that will carry him/her through his/her lunchtime, or if his/her lunch period is interrupted, he/she should immediately notify his/her supervisor. His/her supervisor shall make every effort to allow the affected employee to reschedule or resume his/her meal period for the remaining unused time, not to exceed the 30 minute meal period.
- (d) Patrol officers/sergeants must not engage in any activity during their meal period which would make them unable to respond to assist with exigent, unforeseen circumstances in a reasonable amount of time.

4004.6 EXCEPTIONS

Exceptions to the above regulations may be granted by a Commander or higher authority when doing so is in the best interests of the Department.