
Meal Periods and Breaks

1034.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all City employees that has been established by the City Manager.

1034.1.1 MEAL PERIODS

All uniformed field personnel 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. All uniformed field personnel who are part of patrol deployment and traffic officers shall request clearance from Dispatch prior to taking a meal period. Officers shall also broadcast on the radio they are on their meal break or "Code 7" and provide their location. Uniformed field personnel who are part of the patrol deployment and traffic officers, should take their meal breaks within the City limits unless on assignment outside of the City, but can leave the City limits if the location is within a one mile radius of the City limits. The one mile radius is determined by vehicle travel from the edge of the City limits. Officers who wish to take a meal break outside the City limits shall notify a patrol supervisor of the location they intend to take their meal break and obtain his or her approval prior. The time spent for the meal period shall not exceed the authorized time allowed.

1034.1.2 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. It is preferred that field officers take their 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 the police dispatcher. All Uniformed field personnel who are part of patrol deployment and traffic officers shall request clearance from Dispatch prior to taking a break. They shall broadcast on the radio that they are on break and provide their exact location. Uniformed patrol personnel who are part of the deployment and traffic officers should take their 15 minute breaks within the City limits unless on assignment outside of the City, but can leave the City limits if the location is within a one mile radius of the City limits. The one mile radius is determined by vehicle travel from the edge of the City limits. Officers who wish to take a 15 minute break outside the City limits shall notify a patrol supervisor of the location they intend to take their break and obtain his or her approval prior.