

	POLICY & PROCEDURE	SERIES # 607	PAGE 1 OF 2
	<b>SUBJECT</b>  <b>MEAL BREAKS, COFFEE BREAKS, EATING WHILE ON DUTY</b>		EFFECTIVE DATE <b>07/15/90</b>
			OVERSIGHT <b>CHIEFS OFFICE</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P # 607 dated 01/15/81	

I. PURPOSE:

The Police Division at all times strives to provide effective law enforcement services in a highly professional manner. In achieving this objective, it must be recognized that the manner in which the members of the police agency are perceived by the public, greatly influences the effectiveness of that agency. Individual actions will at all times be observed and consequently will be subject to criticism by the public.

In order that the Division may fulfill its obligations in this regard, the following policy is hereby adopted. This policy supersedes all previous orders, memos, rules, regulations, policies and procedures which pertain to meal and coffee breaks and eating while on duty.

II. POLICY:

It shall be the policy of this Division that:

- On duty police officers will take coffee breaks within their assigned district or duty area.
- On duty police officers may be permitted to take meal breaks anywhere within the City, subject to the following conditions:
  - A. When unusual circumstances exist, the Watch Commander or senior officer on duty may require that officers take meal breaks within their assigned district or duty area. Examples of unusual circumstances are:
    1. Crimes in progress that would require officers remain in a particular area.
    2. Special operations in progress that would require the officer to remain in a particular area.
    3. Adverse weather conditions that may make driving hazardous.
  - B. Except as authorized by the Watch Commander or senior officer on duty.
    1. Meal breaks will not be taken during the first and last hour of the tour of duty.

APPROVED:  
CHIEF OF POLICE



2. Meal breaks will not exceed thirty (30) minutes in length.
- C. It shall be the responsibility of the Watch Commander or senior officer on duty to ensure that proper coverage is maintained and that response time to calls for service is maintained at a reasonable level.
- No more than two (2) marked police units will visit the same place simultaneously for the purpose of eating.
  - This policy does not apply to luncheon meetings, banquets, training sessions and/or other special occasions which have been approved by this office.

