

## Meal Periods and Breaks

### 1014.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all State employees and with applicable collective bargaining agreements.

#### 1014.1.1 MEAL PERIODS

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

Uniformed patrol officers shall advise Dispatch prior to taking a meal period. Uniformed officers shall take their breaks within the State limits unless on other special assignment.

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

#### 1014.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the mid point, 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.

Field officers will take their breaks within this jurisdiction, subject to calls, 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 Dispatch.