

A. PURPOSE. To outline procedures for meal and rest breaks for sworn personnel assigned to patrol units, including the Special Response Team and community officers.

B. GENERAL PROCEDURES

1. Rest breaks shall be paid and are limited to 15 minutes, twice per shift.
2. Meal breaks shall be paid and are limited to 45 minutes, once per shift, for officers assigned to 12 hours shifts and are limited to 30 minutes, once per shift, for officers assigned to 10 hour shifts.
3. There shall be no rest or meal breaks from 0730 to 0900 hours or from 1630 to 1800 hours, Monday through Friday. Otherwise, rest or meal breaks may be taken at any time during a patrol shift subject to needs of the service.
4. No more than 2 officers (supervisors not included) per team may be on a rest or meal break at the same time. A 3rd officer may be permitted with *supervisory* approval on a case by case basis, primarily dependent on call volume and staffing.
5. No more than 2 police vehicles may be stopped and parked while on a rest or meal break at the same location at the same time without supervisor approval. Exceptions include the Motor Equipment Garage (“Island”) and Police Headquarters.
6. Rest and meal breaks shall be subject to unit availability and call volume. Every effort will be made to allow a break, but breaks are not guaranteed.
7. Each supervisor has the ability to restrict their officers’ rest and meal breaks to their assigned service area.
8. Officers shall be permitted a reasonable amount of time to arrive at their rest or meal break location, but shall notify the Emergency Communications Operator via radio upon arrival at their destination.
9. Officers shall notify the Emergency Communications Operator via radio upon returning to service from a rest or meal break.

10. Officers may utilize the GRPD Fitness Center during their meal break. Officers may also combine one 15 minute rest break with the meal break to utilize the Fitness Center.

C. SPECIFIC RESPONSIBILITIES

1. Emergency Communication Operators, along with patrol supervisors and ECO Supervisors, shall have the responsibility for monitoring rest and meal breaks so that sufficient patrol units are available to ensure officer safety and community service.
2. Patrol supervisors shall make the final determination regarding taking a rest or meal break at a desired time should unit availability or call volume indicate a needs of service reason that the break should be taken at an alternative time, canceled, or not permitted.
3. Unit / Area / Watch Commanders may approve deviations from this procedure on a case by case basis or as necessary for special circumstances such as team meetings or special assignments.