

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

Sworn employees 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.

Uniformed patrol and traffic officers shall request clearance from the Dispatch Center prior to taking a meal period (code seven). Code Seven will not be approved in the first (2) hours or the last (1) hour of the officer's shift, unless approved by the on-duty watch commander. Officer will be afforded 15 minutes to reach their code seven destination and 30 minutes for their code seven meal period.

Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

Employees working within the Communications Unit will work a regular workday consisting of 12 hours, which includes a 30-minute meal break. Additionally, dispatchers are allowed two (2) fifteen (15) minute breaks each shift which are combined to their 30 minute meal break for a total of one hour.

Dispatchers may modify their workday as follows:

- (a) Dispatchers can work 12 hour days (30 minutes of overtime) if they elect, at shift selection, to attend briefing. End of watch code requires supervisor approval.

For all employees, sworn and non-sworn, 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 (2) hours or last (1) hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility are encouraged to remain in or near the police facility for their breaks.

Field officers will 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 Dispatch Center.

1034.1.3 NUMBER OF UNIFORM PERSONNEL OUT (CODE 7)

Providing there is sufficient available personnel to handle "called for" services, one third (1/3) of the on-duty uniform personnel (including corporals, officers, special teams, CSO's, and traffic)

Fontana Police Department

Fontana PD Policy Manual

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may take 10-48 or Code-7 at any given time. Sergeants are exempt from the above guidelines and may take 10-48's or Code-7 at their discretion.

No more than **three** uniformed personnel or **two** units may be out Code 7 or at 10-48 in the same location unless authorized by a supervisor. (S0-12-01)