



DEPARTMENTAL
GENERAL
ORDER

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HOURS OF DUTY AND MEAL PERIODS

The purpose of this order is to state policy and procedures regarding members' and employees' duty hours and meal periods.

I. DUTY HOURS: FIVE CONSECUTIVE 8-HOUR DAYS PER WEEK OR FOUR CONSECUTIVE 10-HOUR DAYS PER WEEK

A. Members

1. All non-patrol members shall work a daily 8-hour tour of duty. When authorized by the appropriate bureau Deputy Chief, non-patrol members may work a four-day 10-hour shift.
2. Patrol Division members assigned to 1st and 2nd Watches shall work a four-day, 10-hour shift. Patrol Division members assigned to the 3rd Watch shall work a four-day, 10 ½-hour shift. Compensation for the extra ½ hour shall be based on the member's hourly base pay.

B. Employees

1. With certain exceptions, employees in Units A, D, H, M, and W shall work a daily 7 ½-hour tour of duty, and those in Units B and C shall work a daily 8-hour tour of duty.
2. Police Communications Supervisors, Dispatchers, Complaint Operators, Senior Animal Control Officers, and Store Keepers shall work an 8-hour tour of duty.

II. LENGTH OF MEAL PERIODS

A. Members

Members may take a daily meal period not to exceed ½ hour when the demands for police service permit.

B. Employees

Employees shall take a meal period of no longer than one hour, nor less than ½ hour at or about the midpoint of each tour of duty.

III. REGULATIONS REGARDING MEMBERS' MEAL PERIOD

A. Calls for immediate police service shall take precedence over requests for meal periods. Since compensation is provided for the entire tour of duty, no additional compensation will be provided for missed meal periods.

B. Unit commanders and their subordinate supervisors shall take all reasonable measures to allow members to eat a meal during their tour of duty.

C. Members who are not normally subject to radio assignment may suspend their duties for a daily ½-hour meal break as directed by their commanding officers.

D. While in the field, members normally subject to radio assignment, including those in the Patrol, Traffic, Criminal Investigation, and Youth Services Divisions, shall request permission from the Communications Division to take meal periods. Members shall request permission by radio before leaving their vehicles.

1. Meal periods shall not be taken during the first or last hour of the tour of duty or during other hours specified by the unit commander, except as permitted by a supervisory or command officer.

2. Members shall take their meal periods within their assigned district unless otherwise authorized by a superior officer for

good reason.

3. Under no circumstances shall members subject to radio assignment take their meal periods outside the City limits.
4. No more than two units per district may take meal periods at the same time, except as permitted by a supervisory or command officer.
5. No more than two uniformed officers may eat at the same establishment at the same time. Exceptions may be authorized by the district supervisor when appropriate.
6. Meals taken in public places shall be consumed in public view.
7. Field officers shall notify the Communications Division of the address where they take their meal periods or, if the meal is consumed in the vehicle, the location of the vehicle.

By order of

Richard L. Word
Chief of Police

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