

Meal Periods and Breaks

916.1 PURPOSE AND SCOPE

This order is necessary to address the public's concern related to work ethics of public employees. It is generally assumed by the public that law enforcement personnel in uniform are on duty. Employee meal periods and breaks are governed by the employees Memorandum of Understanding. Unrepresented employees are to follow policies as set forth by City Policy regarding their meal periods and breaks.

916.1.1 MEAL PERIOD

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 notify SHASCOM by MDC, phone, or radio prior to taking a meal break. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City or with prior supervisor approval.

This order does not apply to uniformed personnel who are attending a meeting, training, or other official function and have prior supervisor approval.

The time spent for the meal period shall not exceed 30 minutes for sworn employees, unless prior approval by a supervisor.

916.1.2 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 every four hours of duty.

Field officers on breaks and during meals are subject to call and shall monitor their radios.

916.2 GRATUITIES

Redding Police Department personnel shall not accept a gratuity in any form that is not available to the general public. A gratuity is defined as "something given in return for a favor." Employees will often encounter gratuities in the form of free, discounted, or specially reduced prices on services, merchandise, beverages, meals, or entertainment.

Any employee who accepts a gratuity in any form that is not available to the general public will be subject to disciplinary action.