

**Procedure**  
**10.9**

**EFFECTIVE  
DATE  
12-24-99**

**Eugene  
Police Department**



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## **On Duty Break Periods**

### **10.9.1 PURPOSE AND SCOPE**

PART I - Responsibilities and Procedures for All Personnel

- A. Generally
- B. Uniformed personnel
- C. City-provided meals during police operations

### **10.9.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL**

A. Generally

Breaks should be taken in accordance with city policy (refer APPM) and applicable labor agreements. If you are scheduled to work for more than 14 hours, you will be eligible for a second meal break.

B. Uniformed personnel

1. All uniformed police officers (except command officers) and CSOs who are responsible to answer calls must receive permission to have a meal break [Code 7] or a break [Code 7-15].
2. You must check out upon arrival at the break location and monitor your radio during your break, as you may be dispatched for emergencies.
3. No more than two units may be at the same location for a break at the same time. Only a supervisor may be the third unit present.
4. You may use a drive-up restaurant facility (or stop quickly at a place not having a drive-up facility) to purchase food "to go." Your stop must be as brief as possible, and you must remain ready to immediately respond to calls.
5. Meal Period
  - a. Code 7 may be taken at any location within the city limits.

- b. Your travel time must be reasonable, and should be minimized.
  - c. If you are cleared “on the air”, you must remain close to your assigned beat and monitor the radio, as you may be dispatched to a call if needed. If you do not wish to have these restrictions, you may disregard the approval and be put back on the waiting list.
6. 15 Minute Break
- a. Code 7-15 must be taken, if possible, within your assigned beat.
  - b. When you request a Code 7-15, you should be able to check out immediately if the request is approved.

C. City-provided meals during police operations

- 1. When reporting for overtime which has been anticipated (e.g., reporting time known in advance, or as a result of stand-by) you are expected to report to work having previously eaten so that another meal will not be necessary for several hours.
- 2. In cases where you have no advance notice of call-in from off-duty, or are held over, and there is not adequate time to eat before reporting for duty, it is appropriate for supervisors to provide a meal at city expense.
- 3. After three and one-half hours of continuous assignment, it is appropriate for supervisors to provide a meal at city expense, if it is not reasonable to release you to obtain a meal on your own within the following hour.
- 4. In circumstances where, because of duty requirements, you cannot either be provided a meal or excused to procure one, and you are at the end of the duty assignment, it is not appropriate to provide a meal at city expense.