



WRITTEN DIRECTIVE	No. FO15-0709	Page: 1 of 2
	Subject: MEAL BREAKS FOR PATROL OFFICERS	Effective 10-12-15
		Date:
		Supersedes/ FO11-0709
	Amends:	
	Reference:	



I. Purpose

The purpose of this directive is to establish uniform guidelines for the regulation of meal breaks for patrol officers.

II. Policy

It shall be the policy of the Field Operations Bureau to allow officers reasonable latitude in selection of locations for meal breaks, while also ensuring officer availability and projection of a positive public image.

III. Procedure

A. LOCATION OF MEAL BREAKS

1. On-duty officers will mark out with LynComm when taking meal breaks.
2. Officers are expected to exercise good judgment and to adhere to the Police Officer Code of Ethics in selection of meal break locations.
3. Officers will not take meal breaks at restaurants outside the city limits without prior supervisory approval.
4. Officers may take their meal break at a private residence located within one mile of the city limits with supervisory approval.
5. Due to public image considerations, officers should avoid congregating at one business for meal or other breaks; generally, no more than two uniformed officers should be on break at one location.

B. TIME ALLOTTED FOR MEAL BREAKS

1. Travel time is included in the 30-minute meal breaks allotted during the normal duty tour.

2. During meal breaks and travel time to and from meal breaks:
 - a. officers may be dispatched to answer calls for service, and
 - b. officers will be expected to take appropriate action for any observed:
 - 1) violation of law, or
 - 2) need for police assistance.
3. Patrol Division Officers will be authorized 2 thirty minute breaks during their 12-hour tour, however, these breaks will typically not be taken consecutively without supervisory approval.

Original Signed

Major K.T. Swisher, Deputy Chief
Field Operations Bureau

October 12, 2015

Date