

University of Chicago Police Department

PROCEDURAL ORDER

		Effective Date: August 21, 2014	Number: PO 1014-01
Subject: Field Services Bureau Meal Breaks			
References:			
Reevaluation Date Annually			No. Pages: 2
Amends:		Rescinds:	
Approved By: Marlon C. Lynch, Associate Vice President & Chief of Police		Signature: Official Signed document on file in Accreditation Office	

I. PURPOSE

The purpose of this order is to provide procedures for meal breaks for Field Services Bureau employees.

II. PROCEDURES FOR MEAL BREAKS

- A. Personnel assigned to a 10 or 12 hour shift will be granted one 45 minute paid meal break per shift.
- B. Personnel assigned to an 8 hour shift will be granted one 30 minute paid meal break per shift.
- C. These meal break periods include travel time to and from the meal location. Personnel are not provided travel time prior to their meal to reach their meal location.
- D. Meal breaks are to be taken within the UCPD patrol jurisdiction.
- E. Meal breaks cannot be combined with personal breaks to extend the meal period.
- F. Personnel are not permitted to take meal breaks within the first or last hour of their scheduled shift and meal breaks must be completed prior to the start of the last hour of the scheduled shift.
- G. Field personnel are required to monitor the radio during their meal break, and are subject to call. Field personnel will notify the Emergency Communications Center (ECC) prior to beginning their meal break and will notify the ECC upon completion of their meal break.

- H. Meal break times are subject to operational needs at the discretion of the Shift Supervisor or Captain.
- I. Field personnel who are unable to take their meal break during their prescribed time will notify their supervisor of this no later than two hours prior to the end of their shift.