



# CRYSTAL POLICE DEPARTMENT

## Department Policy Manual

TITLE: Breaks  
NUMBER: 2.4  
DATE: 09/08/2014  
NO. PAGES: 1

---

### PURPOSE

Police department employees are entitled to breaks during their work day. Below is a guide to follow for break times and schedules.

### SCOPE

All police department employees

### POLICY

Employees shall request or make arrangements for break time through their supervisor, or in the case of the patrol unit, the shift commander.

Breaks will not be taken within the first hour of the workday. Breaks may only be taken in the last hour of the workday following approval by a supervisor.

Supervisors may choose not to allow a requested break time based on pending calls for service or other times when service delivery would be adversely affected by approval of a requested break. Police officers and community service officers shall remain available to respond to calls during breaks.

### DISTRIBUTION OF BREAK TIME

Employee break time is determined by employees work hours each day. Break time is calculated at 10 minutes of break time for each hour worked. Distribution of break time shall be as follows:

- 8-hour shift – two twenty-minute breaks and one 40-minute lunch
- 9-hour shift – two twenty-minute breaks and one 45-minute lunch
- 10-hour shift – two twenty-five-minute breaks and one 50-minute lunch
- 12-hour shift – two thirty-minute breaks and one 60-minute lunch