



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 17, 2006	REVISED DATE:	NO. PAGES: 1 of 2	NUMBER: 1.3.23
SUBJECT: OFFICER LUNCH BREAKS			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

PURPOSE: To establish guidelines for officers taking their lunch breaks.

POLICY: Officers shall take assigned lunch breaks at a time that coincides with operational needs and at a location that shall not diminish the esteem of members of the Cleveland Division of Police.

PROCEDURES:

I. Requesting Lunch

- A. Uniformed personnel shall request lunch from their supervisor via a radio broadcast.
- B. Supervisors shall grant lunch breaks, taking into consideration any priority assignments and the availability of other personnel.
- C. Officers shall not request lunch during the first 60 minutes of their assigned shift. Lunches must be completed before the last hour of an officer's tour. To ensure compliance, officers are prohibited from requesting lunch during the last 90 minutes of their assigned shift.
- D. When requesting lunch, officers shall broadcast the location and name of the establishment where applicable.
- E. If personnel request lunch at a time that is not conducive to operations, they shall be instructed to hold up on the request until a later time. A lunch denial time will not be given until all opportunities to take lunch have passed.
- F. Only a supervisor may approve or deny a lunch request. Denial requires proper documentation (duty report/OT card).
- G. Personnel pulled away from their lunch break shall be allowed to return to lunch if operational needs allow.

II. Prohibited Lunch Break Locations

- A. Officers shall not take their lunch break at a location that may diminish the esteem of the Division of Police.
- B. No more than two officers shall take their lunch break at the same location at the same time. Supervisors may make an exception to this provision under extenuating circumstances.
- C. Officers may dine at a restaurant that has a liquor license only if the dining facilities are clearly separate.

III. Supervisor Responsibilities

- A. Supervisors shall monitor radio for assignments broadcasted, the status of their personnel and the locations they request for their lunch breaks.
- B. Supervisors shall ensure that pending high priority assignments are handled prior to granting lunch requests.
- C. Supervisors may schedule lunch breaks for members under their command.
- D. Supervisors shall ensure that duty reports and OT cards contain the denial information (denial time/name of supervisor).
- E. Supervisors shall monitor their personnel for compliance with this order.