



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 19, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 3	NUMBER: 4.04.04
SUBJECT: OFFICER LUNCH BREAKS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish procedures for taking lunch breaks.

POLICY: *It is the policy of the Cleveland Division of Police* for officers to take lunch breaks at a time that coincides with operational needs and at a location that does not diminish the esteem of the Division of Police.

PROCEDURES:

I. General Guidelines

- A. Lunch breaks shall be taken at a time consistent with the operational needs of the Division; *per the current collective bargaining agreement:*
 - 1. *Each officer shall be entitled to one 30 minute break for lunch during each eight-hour shift.*
 - 2. *Each officer shall be entitled to one 45 minute break for lunch during each ten-hour shift.*
- B. *Lunch breaks shall not exceed the allotted time.*

II. Officer Responsibilities

- A. Officers working patrol section duties requesting a lunch break shall:
 - 1. Request the lunch break from their superior officer via a radio broadcast; only a superior officer may approve or deny a lunch request.
 - 2. Broadcast the location and name of the establishment, when applicable, when granted approval.
 - 3. Complete a lunch break before the last hour of the scheduled tour.
 - 4. Ensure denials of lunch requests are correctly documented via dispatch personnel, and the *denial time, reason for denial, and name of the superior officer are written on the overtime card.*
- B. Officers working patrol section duties requesting a lunch break shall not:
 - 1. Request a lunch break during the first 60 minutes of their assigned shift.

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2. Request a lunch break during the last 90 minutes of their assigned shift.
 3. Take their lunch break *or pick-up carry-out meals* at a location that may diminish the esteem of the Division of Police.
 4. Be at the same location and time where more than two officers are taking their lunch break; superior officers may make an exception to this provision under extenuating circumstances.
 5. Take their lunch break at a restaurant with a liquor license unless the dining facilities are unmistakably separate.
- C. *All other officers not working patrol section duties shall notify a superior officer when requesting their lunch break.*

III. Supervisor Responsibilities

A. Superior officers shall:

1. Monitor their radio channel *and/or the Mobile Computer Aided Dispatch* system for assignments, the status of their personnel, and the locations requested for lunch breaks.
2. Grant or deny lunch breaks based on priority assignments and the availability of other personnel.
3. Ensure pending priority assignments are handled before granting lunch requests.
4. *Ensure all denials of lunch requests are documented in their Daily Report.*
5. If personnel request lunch at a time that is not conducive to operations, they shall be instructed to wait on the request until a later time.
 - a. *Superior officers are responsible for rescheduling lunch breaks.*
 - b. A lunch denial time will not be given until all opportunities to take a lunch break have passed.
6. When officers are required to leave their lunch break to handle a priority assignment, permit them to return to lunch if operational needs allow.
7. Track the number of officers currently on a lunch break to limit the number of denials.
8. Ensure overtime cards submitted for a "no lunch" contain the proper denial information *per section II. A. 4. before endorsing the card.*

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- B. Superior officers may schedule lunch breaks for members under their command.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.