
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>105.00 EMPLOYEE LUNCH AND REFRESHMENT BREAKS</b>
	<b>Effective Date: April, 2014</b>
	Approved: _____  Chief of Police

**I. Lunch Breaks**

A. One thirty-minute lunch break is authorized for any assignment of six hours or more for personnel whose position is authorized to receive compensation for their lunch break. Employees who are compensated for their lunch break are subject to immediate recall if needed during that break. Positions that are authorized for a compensated lunch break are:

1. Patrol Officer or Patrol Sergeant
2. Traffic Officer or Traffic Sergeant
3. Watch Commander
4. School Resource Officer
5. Dispatcher or Dispatch Supervisor
6. Detentions Officer or Detentions Sergeant

B. One sixty-minute uncompensated lunch break is authorized for personnel assigned to administrative or investigative positions. Positions that are authorized for an uncompensated lunch break are:

1. Clerical workers, Secretaries, and Office Managers
2. Supervisors not listed above
3. Investigators
4. Public Safety Officers

**II. Refreshment Breaks**

A. One fifteen-minute refreshment break is allowed for an assignment of four hours or more. Two fifteen-minute refreshment breaks are authorized during an assignment of eight hours or more, one during the first half and one during the last half of a tour of duty.

B. Refreshment breaks shall be taken in the employee's assigned work area or district or in close proximity to that work area or district.

**III. General**

- A. At the option of the employee, one of the authorized refreshment breaks may be combined with the lunch break to allow a forty-five minute compensated lunch period.
- B. Travel time is not authorized for non-field personnel. Travel time for field personnel shall not exceed ten minutes.
- C. Lunch breaks and refreshment breaks are intended to provide a temporary relief from the work setting, in order to allow the employee to complete his tour of duty in an efficient and effective manner. They are not intended to allow an employee to leave work before the end of the regular tour of duty.
- D. Neither lunch nor refreshment breaks will be allowed as a matter of routine in the last hour of the employee's tour of duty.

**Quick Reference Guide**

4 hour shift = one refreshment break

6 hour shift = one refreshment break and one lunch break

8+ hour shift = two refreshment breaks and one lunch break

EFFECTIVE: April, 1986; REVISED: September, 1990; FORMERLY: B/86-32; REVISED: January, 1996; REVISED: March, 1997; REVISED: March, 2001; REVISED: April, 2014

