

	<u>SUBJECT</u> MEAL AND BREAK TIME PROCEDURES		<u>NUMBER</u> 402/30
	EFFECTIVE DATE: 08-25-09	AMENDS: 08-14-08	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA / IACLEA / TPCFA	

- .10 Members working 8-hour shifts will have the option to take one continuous 60-minute period during each shift to eat.
 - A. Members opting to take the 60 minute period during each 8 – hour shift to eat will ensure that their time sheet reflects that time taken and will have their shifts extended one hour.

- .20 Members working 10 + hour shifts will have the option to take a 60-minute period during each shift to eat. Officers shall also have one 10-minute break for coffee. etc., during each shift.

- .30 All Officers, regardless of shift hours, when eating or on a break will be subject to call, and shall respond in the prescribed manner. No more than two Officers at a time shall check out to eat or take a break, unless authorized by a Supervisor.

- .40 Officers shall not check out of service or take any break or eating period until he has been on duty at least one hour, without specific approval by his immediate Supervisor.

- .50 Officers shall not check out of service or take any break or eating period during his last hour of tour of duty, without specific approval by his immediate Supervisor.

- .60 Officers assigned to San Antonio College and Northeast Lakeview College are authorized to travel within a half-mile radius of the campus to take a meal or coffee break. Officers assigned to all other Campuses and District facilities are authorized to travel within a one mile radius to take a meal or coffee break.