



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1240
TOPIC: MEAL AND REST BREAKS
ISSUED BY: JAMES PESCHONG, CHIEF OF POLICE
DATE: 1-1-2016
SUPERSEDES: M1204, 1995
REFERENCE:

I. POLICY

Employees will be permitted meal and rest breaks in accordance with labor agreements and the following guidelines. These guidelines are not applicable to exempt employees.

II. PROCEDURE

A. Meal Breaks

1. Officers represented by the Lincoln Police Union do not receive a meal break.
2. For other employees, meal periods will be either 30 or 60 minutes, including any travel time.
3. Meal breaks will be taken within the middle four hours of the employee's shift.
4. Supervisors may establish schedules for meal breaks, if needed.
5. Employees whose duty shift includes a meal break may be permitted to waive the meal period and work a continuous shift. This requires approval from the immediate supervisor, and is contingent on the needs of the department. Any request to waive or resume a meal period shall be made in writing to the supervisor at least seven days in advance.

B. Rest Breaks

1. Employees are authorized two rest breaks of 15 minutes each.
2. Rest breaks cannot be combined.
3. No breaks may be taken at any personal residence.
4. Rest breaks will be taken at the nearest suitable location to the employee's duty station.
5. Rest breaks will not be taken within the first hour after starting time, within one hour of a meal break or within one hour of the end of the employee's duty shift.
6. Supervisors may establish schedules for rest breaks, if needed.

C. Other Guidelines for Meal and Rest Breaks

1. Ordinarily, no more than two uniformed employees shall take meal or rest breaks together at any restaurant or public or private facility. The following exceptions are allowed:
 - a. A single uniformed supervisor may take a break with two uniformed employees;
 - b. A single probationary officer assigned with an FTO need not be counted;
 - c. Supervisors may approve deviations on specific occasions where this rule is impractical. An example of this would be breaks during training sessions.
2. Breaks may not be extended due to slow service.