
Purpose

This policy sets forth guidelines governing the location, time and circumstances when members of the Bemidji Police Department take breaks and meals.

Policy

It is the policy of the Bemidji Police Department to provide breaks in accordance with the State of Minnesota and City of Bemidji employment guidelines.

Scope

This policy governs the use of breaks by all employees of the Bemidji Police Department.

Definitions

The following phrases have special meanings as used in this policy:

- A. **Officer** means; an employee licensed by the State of Minnesota as Professional Peace Officer.
- B. **Civilian employee** means; an employee of the Bemidji Police Department that is not licensed as a Professional Peace Officer.

Procedure

I. Officer breaks and meals

- A. Officers are entitled to one (1) thirty minute meal break and two (2) fifteen minute breaks during a standard work shift.
- B. Officers held over beyond their normally scheduled shift are entitled to one (1) additional break for every four (4) hours they are held over.
 - 1. An officer held beyond four hours is entitled to one (1) 30 minute meal break.
- C. All breaks are considered on duty time and the officer will respond to calls promptly.
- D. Breaks may not be taken within the first or last hour of an assigned shift or accumulated except as authorized by City Policy 201.309(E).
- E. Breaks should not be taken during routinely busy times such as; rush hours, end of school, conclusion of large events or bar close.
- F. Officers will notify supervisors prior to taking a break to ensure adequate coverage.
- G. Officers will check out on break via the mobile RMS system.
- H. No more than two officers may take a meal break at a public establishment without supervisor approval.
- I. When meal breaks are taken at establishments that service alcohol, officers should refrain from sitting in the bar area.

- J. Officers may not take breaks outside the city limits without supervisor approval.
 - 1. This exemption may not become routine and is limited to no more than five (5) miles outside the city limits while traveling on roadways.
 - 2. Section (J) does not apply to officers during approved training.

II. Civilian employee breaks and meals

- A. All breaks and meals are governed under the City of Bemidji Personnel Policy #201.309.

Reference or Revision Date(s):

- A. REFERENCE;
 - a. Minnesota State Patrol Policy – 12-20-008
 - b. Bemidji City Personnel Policy – 201.309
- B. REVISION DATE(S):