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|  | PATROL ADMINISTRATION | Operations Order 7.1.00 |
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1. This policy applies to all employees assigned to first-line uniformed police duty.
2. **REPORTING FOR DUTY**
 - A. Uniformed employees will report for duty in full uniform at times established by their assignment or as determined by their supervisor.
 - B. If work demands permit, employees may return to their workstations 10 minutes before their scheduled end of shift.
3. **ASSIGNMENTS** - Squad supervisors will assign employees on their squad to a beat assignment prior to the start of shift.
 - A. Supervisors will assign two officers per beat whenever possible.
 - B. Each officer assigned to a beat has equal responsibility for calls for service within the beat.
 - C. Due to minimum staffing and/or at the discretion of a supervisor, officers may be responsible for calls for service anywhere within their precinct.
4. **BRIEFING**
 - A. Supervisors will inform employees of the following information during daily briefing periods:
 - Patrol activity, with particular attention given to unusual situations, wanted persons, stolen vehicles, major investigations, etc.
 - Changes in schedules and assignments
 - Any new or changed policies and procedures
 - B. Employees may be periodically provided with in-service training during briefing; operational needs may dictate briefings be shortened or extended for this purpose with the prior approval of the on-duty lieutenant.
 - D. The **maximum** time allowed for precinct/squad briefings will be 20 minutes.
 - Officers and supervisors **will be** available for radio traffic within 10 minutes of the conclusion of briefing.
 - E. Supervisors will monitor all employees working supplemental overtime to ensure overtime rules are adhered to
 - Employees are required to have at least one period of 24 consecutive hours free from scheduled on-duty work per week, taken on a normal N-day.
 - See [Operations Order 4.2.01 Work Hours/Overtime](#) for additional details.
5. **PREPAREDNESS** - Supervisors will inspect and evaluate employee readiness to assume patrol duties daily.
6. **MEALS AND BREAKS**
 - A. Patrol officers are subject to calls at all times while on duty, including during times of meals (Code 7) and breaks (10-40).
 - B. When a meal (Code 7) or break (10-40) is required, officers will:
 - Request the meal or break via the radio.
 - Enter their Code 7 location on the Mobile Data Computer (MDC).
 - Continue to monitor radio traffic.



6. C. Number of Officers Allowed at a Code 7 Location - No more than two marked patrol units and four uniformed personnel will be allowed at any one eating establishment, exceptions must have prior approval of a supervisor.

D. Location of Code 7

(1) Patrol officers will not leave their squad area for a Code 7 or a 10-40, unless adequate eating facilities are unavailable, without the authorization of their supervisor.

- Supervisors may authorize officers to cross adjacent squad or precinct boundaries if adequate eating facilities are not available, however, consideration should be given to the adjacent squad/precinct officers when allowing officers to cross boundaries.

(2) A meal period may be taken at a private residence with supervisor approval provided the residence is in the officer's squad area.

(3) Supervisors should ensure there is adequate coverage of the squad area when units are out of service for a meal period.

E. General Guidelines

(1) Each 8- or 10-hour shift worked will include a meal period of 30 minutes.

(2) Work hours also include two 15-minute breaks (10-40), when work demands allow; one during the first half of the shift and one during the second half of the shift.

(3) When work demands permit, and with a supervisor's approval, officers may combine the 30-minute meal period with one of their 15-minute breaks to achieve a 45 minute meal period.

(4) Break time is calculated as the total time the officer is away from work, not just the time spent at the specific place where food or beverage is consumed.

(5) Police assistants, police aides, and commercial vehicle inspectors will adhere to the same policy as officers.

F. Missed Meal Breaks

(1) Meal breaks will be taken as follows:


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| 4/10 | • Within the first eight hours of the work day |
| 5/8 | • Within the first six hours of the work day |

(2) If the guidelines listed in the table above are not possible, officers will notify their supervisor.

- Supervisors will make every effort to ensure the officer receives a meal break.

(4) Increased calls for service during shift change make it necessary that Code 7s are not granted during the employee's last work hour without a supervisor's approval.

(5) When officers are on an assignment that requires constant manning, such as traffic control or securing a crime scene, they will notify their supervisor, who will make every effort to ensure they receive a meal break when operationally possible.

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6. F. (6) Meal Breaks During Overtime

- (a) After four consecutive hours of overtime, an officer is entitled to a paid meal break of one half-hour.
- (b) Officers are entitled to one meal break for every eight consecutive hours of overtime.

G. Work Out During Code 7

- (1) Employees may utilize their Code 7 time to exercise in an authorized Department exercise facility.
- (2) The rules and regulations for this benefit are outlined in [Operations Orders 4.2.04 Physical Fitness Program](#).

7. **UNIT REMOTE LOG**

- A. The Unit Remote Log (URL) maintained in the software of the MDC is an official Department record.
- B. Employees will enter accurate information into the URL.
- C. The URL is necessary for placing an employee at a certain location at a certain time as an official record of the duties performed and actions taken by each employee each day.
- D. Employees will log all activities into the URL.
 - (1) Occasions when employees are dispatched or otherwise assigned to investigate calls for service will be automatically included in the URL.
 - (2) All traffic and subject stops will be entered as radio calls.
 - (3) Subjects and vehicles related to a radio call will be added as "Entities" to the radio call, or noted in "Add Remarks" prior to sending disposition for the call.
 - (4) "Busy" codes will be used to accurately reflect status for administrative details such as meal breaks or report writing.
 - (5) Locations will be listed as a street address whenever possible rather than general locations such as "fairgrounds at Central Ave./McDowell Rd."
 - (6) Contacts not related to radio calls will include the following information in the URL:
 - Name
 - Date of birth
 - Gender
 - Race
 - License plate number (if applicable)
 - Reason for the contact

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| Last Organizational Review: |
| 04/14/26 |