

## Meal Periods and Breaks

### 1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

### 1017.2 POLICY

It is the policy of the University of Maryland, Baltimore Police Department to provide meal periods and breaks to members of this department in accordance with applicable memorandums of understanding and collective bargaining agreements and the department's personnel manual.

### 1017.3 MEAL PERIODS

Uniformed patrol officers, security officers, and police communications operators shall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed patrol officers and security officers shall inform the police communications operator when initiating a meal period and upon returning from the meal period. Uniformed patrol officers and security officers shall take their meal periods within their assigned area of responsibility and shall monitor the police radio, unless on assignment outside of the department's geographical area of responsibility. Security officers and police communications operators shall ensure another member relieves them before taking their meal period, unless the member is working a self-relief post.

The time spent for the meal period shall not exceed the authorized time allowed.

### 1017.4 BREAKS

Members, who are entitled to a 15-minute break, shall take it near the midpoint, for each four-hour work period. Only one break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of a member's shift unless approved by a supervisor. Sworn members represented by FOP 141 shall abide by the policy promulgated in the FOP MOU. Security officers and police communications operators shall ensure another member relieves them before going on a break period. When taking a break, members in uniform shall maintain a professional decorum while on duty, being aware and mindful when eating, drinking, smoking, or using an electronic device (e.g., cell phone, iPad, etc.). The behavior of the member shall not bring disrepute or discredit upon the department.