

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 Talbot County Sheriff's Office to provide meal periods and breaks to members of this office in accordance with applicable memorandums of understanding and collective bargaining agreements and the County personnel manual.

1017.3 MEAL PERIODS

Deputies and dispatchers 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 and traffic deputies shall request clearance from the dispatcher prior to taking a meal period. Uniformed deputies shall take their meal periods within the County limits and shall monitor the sheriff's radio, unless on assignment outside of the County.

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

1017.4 BREAKS

Each member is entitled to a 15-minute break, 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.

Members normally assigned to the sheriff's facility shall remain at the sheriff's facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business.

Members assigned to field duties will take their breaks in their assigned areas, subject to call, and shall monitor the sheriff's radio. When such members take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the dispatcher.