



PAWNEE COUNTY SHERIFF'S OFFICE
 SHERIFF DARRIN VARNELL

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| Meal Periods and Breaks | Related Policies: |
| <i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by The Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.</i> | |
| Applicable Oklahoma Statutes: | |
| CALEA Standard: | |
| Date Implemented: 09/12/2022 | Review Date:09/12/2022 |

PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy of the Pawnee County Sheriff's Office

MEAL PERIODS

Sworn employees, Jailers, and Dispatchers shall remain on duty, subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Deputies shall request clearance prior to taking a meal period. Deputies shall take their breaks within the allowed distance or area permitted by the Sheriff, Provided the county is still protected. Meal periods may not exceed the following.

- a. 8 hours shift - 30 minutes
- b. 10 hours shift -45 minutes
- c. 12 hours shift –1 hour

MINUTE BREAKS

Each employee is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Deputies, Dispatchers, and Jail staff will take their breaks subject to call and shall monitor their radios.