

**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued:** January 15, 1997

**Revision Date:** December 1, 1999

**Subject:** Tour of Duty

**Reference:**

**TO:** ALL OFFICERS

**I. POLICY**

Members of the department are required to report for duty at specified times indicated on the monthly schedule, or as notified. Depending on the job assignment, times and requirements may vary as outlined below, or in the City of Craig Personnel Policy Manual.

**II. PROCEDURE**

**A. Reporting times**

1. All personnel are required to report for duty at the specified time, and place as indicated on the monthly schedule.
2. Officers shall not come to the station to end their tour of duty until fifteen (15) minutes before the end of their shift. The only exception would be to complete reports, other paperwork or as directed by a supervisor.
3. Supervisors are to ensure that the oncoming shift begins their tour of duty and are mobilized within fifteen (15) minutes after the start of their shift.
4. At times, officers may require different reporting times to work on problem solving assignments. Officers need to inform their supervisor in advance, so that scheduling can be changed to accommodate these efforts.

**B. Lunch and Rest Breaks**

1. Officers shall not take a meal or coffee break until they have been on duty for a minimum of two hours unless approved by a supervisor. All officers are subject to radio calls on any break.

2. A meal break is for the duration of one-half hour for uniformed officers working patrol. One meal break is allowed per 8 or 10-hour shift for sworn and civilian personnel.
3. Coffee breaks are for the duration of fifteen (15) minutes, with a maximum of two per 8 or 10-hour shift. Coffee break time shall NOT be accruable.
4. Coffee and meal breaks must be taken within the city limits of Craig. Frequenting one particular location constantly is discouraged.
5. Uniformed officers are to notify communications of their location where their meal/coffee break is to be taken. Officers should have immediate access to a telephone and their portable radio must be left on. If there is no phone officers need to make sure their portable radios work in the location they are at.
6. Meal and coffee breaks are not to be taken within the last hour of an employee's tour of duty.

**Approved by:**

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**Walter K. Vanatta**  
**Chief of Police**

**Date:**

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