

Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

The Reno Police Department is committed to the health and safety of our employees and has established this policy regarding meals, breaks, and sleeping quarters in an effort to reduce sleep deprivation. This policy, insofar as possible, shall conform to the policy governing all City employees pursuant to NRS 608.019.

1017.1.1 MEAL PERIODS

Sworn employees 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.

Uniformed patrol and traffic officers shall request clearance from Dispatch prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

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

1017.1.2 BREAK PERIODS

Except during emergency situations, employees shall be permitted to take one (1) thirty (30) minute paid lunch break and two (2) fifteen (15) minute coffee breaks or rest periods during each workday; however, in the event an employee is unable to take their lunch period off, overtime pay will not be available for claim. An employee may, at their discretion, combine one (1) fifteen (15) minute coffee or rest break with the thirty (30) minute lunch break. (NRS 608.019(2)).

1017.2 SLEEPING QUARTERS

The Reno Police Department is committed to the health and safety of our employees, and has established sleeping quarters in an effort to reduce sleep deprivation.

1017.2.1 DEFINITIONS

Sleeping Quarters – Rooms and beds in Reno Police Department buildings established for purpose of rest or sleep.

1017.2.2 PROCEDURES

Off Duty use of the Sleeping Quarters

- All personnel will sign in on the roster outside of the door indicating which bunk they are occupying.
- No extended stays.
- Clean sheets will be on the beds while in use.
- The Department will supply linens to those who desire them.
- Minimum sleeping attire is shorts and T-shirt.
- Members will change in the appropriate restroom.

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- Guests will not be in the sleeping quarters while any bunks are occupied.
- There will be no sexual activity of any sort in the station. No more than 1 person will occupy a bunk at any time.
- Be respectful of others. (Noise and Light discipline)
- Clean up after you are done.
- For those using supplied sheets, place them into the dirty laundry hamper when you leave.
- Sleeping Quarter spaces are not the private domain of their occupants, and posters or other materials that are not permitted in the public areas will also not be permitted in the bunkrooms.
- Except for inspection by supervisors, tours authorized by the watch commander, maintenance, or an emergency, no individual shall enter a space designated for use by the opposite gender. Under no circumstances shall anyone enter a bunkroom or restroom facility designated for use by the opposite gender, without advance notice and permission from the occupant.

On Duty use of the Sleeping Quarters.

Employees may use the sleeping quarters while on duty under the following circumstances.

- Employees will follow all procedures listed in section A above.
- Employees will notify their immediate supervisor (Watch Commanders can notify the senior shift Sergeant if their supervisor is unavailable).
- The request can be denied by the supervisor.
- Employees will use their breaks as designated by the contract. (Signal C -15 min., Code 7 – 30 min, Extended Code 7 – 45min)
- Employees will be available by phone in the event they are needed for a priority call.