THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

To allow each officer the opportunity to take a meal break, or a rest period, the following will apply:

B. Procedure

1. Meal Breaks
   a. Meal breaks shall be granted to each member of the Public Safety Department during each tour of duty.
   b. Meal breaks shall not exceed thirty (30) minutes.
   c. Meal breaks shall be granted as close as possible to the halfway mark, during a regular tour of duty. Lunch periods are as follows:

   0630-1700 Shift -
   1100 to 1130 hours
   1130 to 1200 hours
   1200 to 1230 hours
   1230 to 1300 hours
   1300 to 1330 hours
   1330 to 1400 hours

   1430-0100 Shift -
   1900 to 1930 hours
   1930 to 2000 hours
   2000 to 2030 hours
   2030 to 2100 hours
   2100 to 2130 hours
   2130 to 2200 hours
2230-0900 Shift -  
0300 to 0330 hours  
0330 to 0400 hours  
0400 to 0430 hours  
0430 to 0500 hours  
0500 to 0530 hours  
0530 to 0600 hours

d. Meal breaks shall be requested of the Shift Supervisor on-duty. The Shift Supervisor may grant the meal break, if it will not interfere with patrol operations.

e. Shift Supervisors and patrol officers are authorized to take their lunch breaks on campus facilities or at area eating establishments that are within a three (3) block radius of the campus. Officers must be available via radio contact to take a call if conditions warrant.

f. Shift Supervisors may, if manpower permits, allow more than one (1) officer to take a meal break at the same time, but in no case shall more than two (2) be allowed a meal break at any one time.

g. Officers and members assigned to the following posts shall be relieved for lunch periods:

Post #21  
Post #31  
Post #41  

If necessary a Rover will relieve these posts. Officers assigned to Posts 41 will be transported to their lunch area, if it is at 75 or at the Hospital 1 East Cafeteria.

When relieved, officers shall notify the Dispatcher that they have been relieved for lunch and are 10-76 to their lunch area. They will proceed to that area by the most direct route and shall be considered on-duty (on patrol) until they 10-23 their lunch area and their lunch break commences. At the conclusion of their lunch break, they will 10-24 to the Dispatcher and return to their post by the most direct route. Officers will notify the Dispatcher of any delay to or from their lunch break, and this will be closely monitored by each supervisor. In case of unusual circumstances, the Supervisor may adjust the lunch break schedule and a written explanation, forwarded to the Director, of the circumstances.
h. Officers will remain in radio contact at all times.

i. If a member’s lunch break is interrupted for an emergency, or taking some necessary action required of them, then the lunch period will resume at the completion of the necessary action, and if no time is available to resume the lunch period, they will be paid. The time will be extended to 1 hour prior to the end of the shift.

j. When there is one dispatcher on duty, the dispatcher is to request the meal break (30 minutes) through the supervisor that is on duty. The supervisor will assign a Public Safety Officer to relieve the dispatcher. The dispatcher will be paid for a meal break if the shift supervisor is unable to provide a relief officer or the dispatcher is called back from lunch early due to an emergency situation. The dispatcher will write an Intra-Departmental Correspondence (PSD-11) explaining the circumstances and a signed Kronos Time Entry Form for the Communication Supervisor.

2. Rest Periods

a. Rest periods **may** be granted to Public Safety Officers and State Security Officers assigned to office duty when, in the opinion of the Supervisor in charge, the granting of rest periods will promote efficiency in the conduct of Department business.

b. Rest periods shall be limited to two (2) during a normal tour of duty for Public Safety and State Security Officers on patrol. No rest period shall exceed fifteen (15) minutes in duration.

c. Rest periods shall be scheduled near the middle of each half of the tour of duty. No rest period shall be taken during the first or last hour of an employee's working period.

d. Rest periods may not be accumulated, carried over from one day to another, or compensated for in any manner.

e. Rest periods must be requested through the Shift Supervisor On-duty. The Shift Supervisor may grant the rest period if it will not interfere with patrol operations.

f. During rest periods, an officer or the Supervisor will cover the post of the officer on break.

g. Officers will remain in radio contact at all times.
h. No more than two (2) officers may be allowed on break at one time.