

MARIN COUNTY SHERIFF'S DEPARTMENT  
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER 2 – ADMINISTRATION  
CIV – 02 – 01  
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DATE  
08-15-00

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BREAKS

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POLICY

Per contract “under normal conditions, the work schedule of all employees shall include a fifteen minute rest period during each half shift.” Lunch breaks may not be less than one half hour or more than one hour. Division members are accorded breaks pursuant to the following procedure

PROCEDURE

When possible, breaks should be taken one at a time within each section or within the division if several members of the division are absent.

Breaks may not be taken in conjunction with a lunch hour, or combined with another break or used to end a normal shift early.

Under normal conditions, employees working swing, graveyard, or weekend shifts must remain within the work area during break periods.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

**By order of:**

**Timothy J. Little**  
**Captain**