

**Stevensville Police Department
General Orders**

Chapter 10 Compensation Benefits & Conditions of Work

Date Effective By The Order of: M. Sosa, Jr., Chief of Police
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The Stevensville Police Department seeks to provide and maintain a program of compensation and benefits which will attract and retain qualified personnel; offer advancement and promotional incentives; reward exceptional performance; and ensure professional law enforcement service at a reasonable cost. The Stevensville Police Department through the Town Leadership provides employees with a diversified employee benefit package.

Compensation, benefits, and conditions of work are not intended to be, and should not be construed as, contracts and may be modified, decreased, deleted, or increased at any time with or without advance notice.

Personnel policies affecting Stevensville Police Department employees, as established by Town Leadership, are contained in the Town of Stevensville Personnel Policies Manual. Employees are given a handbook of employee benefits, which summarizes the contents of the Personnel Policies Manual upon their employment. The entire manual is available to all employees upon request through Human Resources.

10.1.1 SALARY PROGRAM

CALEA Standard 22.1.1

The Stevensville Police Department salary program includes the basic pay schedule as adopted by Town Leadership. The pay plan contains a schedule of pay ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan. Pay ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive, and in rewarding employees for meritorious service.

The Stevensville Police Department salary program, pursuant to the Town of Stevensville Personnel Policies includes the following elements:

- Entry Level Salaries
- Salary Differential Within Ranks
- Salary Differential Between Ranks

- Provisions for Salary Augmentation

Salary Program Elements

Stevensville Police Department salary program elements are determined and applied according to the following:

- Wage and benefit surveys conducted by Human Resources
- Job duties and responsibilities
- Analysis of knowledge, skills, and abilities required for each job classification
- Employee performance evaluations

Salary Augmentation

The Stevensville Police Department salary program, pursuant to the Town of Stevensville Personnel Policy Manual, includes provisions for salary augmentation as follows:

- Holiday Pay

Time record preparation provides a means of reporting time actually worked. It also serves as an official record of the actual hours recorded for pay, in accordance with the Town of Stevensville Personnel Policy Manual.

All Agency employees must prepare time records in accordance with procedures prescribed by the Town of Stevensville Personnel Policy Manual. Employees must report their time accurately. Employees must check their records to ensure that the Town processed the time correctly each pay period and report any discrepancies to the Financial Officer.

Actual time should be used to prepare the time record. If, however, estimated time is used due to submission deadlines, and actual time varies from the estimated time submitted, the time record must be changed to reflect actual time. Payroll changes or corrections should be submitted in accordance with the Town of Stevensville Personnel Policy Manual.

All timesheets must be signed by the employee and the employee's immediate supervisor with all accompanying sheets that account for authorized time off i.e., vacation, or sick leave.

The employee will have his immediate supervisor sign the timesheet. If the immediate supervisor is not available, the Chain of Command concept will follow.

Immediate Supervisors should make themselves available to ensure that their subordinate's timesheet issues are resolved. The first line supervisors are charged with making sure that time sheets of their subordinates are not delayed as a result of errors or oversights.

Timesheets are to be submitted in accordance with the Town of Stevensville Policy Manual.

10.2.1 LEAVE BENEFITS

CALEA Standard 22.2.1

The Stevensville Police Department salary program (pursuant to the Town of Stevensville Personnel Policies, Employee Benefits) details employee fringe benefits including authorized employee leave. Personnel requesting leave must complete a "Paid Absence or Accumulative Comp Application Form" and forward it to their respective supervisor. The form should indicate the type of leave being requested. Stevensville Police Department permits the following types of leave.

- Vacation (Annual)
- Sick
- Leave Without Pay
- Holiday
- Jury Duty
- Military
- Bereavement Leave
- Maternity
- Parental
- Family Medical

All leave requests shall be documented, and the signed leave slips submitted to the Police Records Clerk at the end of each pay period.

Vacation Leave

The Town of Stevensville Personnel Policy Manual explains how vacation leave may be earned, accumulated, and used by Town employees.

Sick Leave

The Town of Stevensville Personnel Policy Manual explains how sick leave may be earned, accumulated, and used by Town employees. Personnel requesting emergency sick leave shall contact the respective supervisor as soon as possible, by actual voice contact. Voicemails, texts, and e-mails are not permissible forms of contact.

Leave without pay

Any approved time off that is not charged to annual leave or sick leave

Holiday Leave

The Town of Stevensville designates paid holidays to include:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day

- Columbus Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)
- Christmas

Jury Duty

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay. This may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive

Military Leave

The Town of Stevensville shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard. An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Bereavement Leave

In case of a death in the immediate family, an employee will be granted three days of Bereavement Leave that will not be charged to the employee's accumulated sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of sick leave or annual leave, with prior supervisor's approval. (See definitions for immediate family)

In case of a death of a family member, outside the immediate family, or another person with prior supervisor's approval, an employee will be granted one day of Bereavement Leave that will not be charged to an employee's sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of annual leave.

Maternity Leave

The Town of Stevensville will conform to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701 et seq,) as well as all relevant pregnancy leave provisions in federal, state and local statutes. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a result of the accumulation of leave benefits accrued; however, the Town of Stevensville reserves the right to require medical verification that the employee is not able to perform employment duties.

The Town of Stevensville will grant the employee a reasonable leave of absence for pregnancy but will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Parental Leave

The Town of Stevensville will provide Paid Parental Leave (PPL) to eligible employees for parents to bond and care for a newborn child or a child placed for adoption. Eligible employees are regular or probationary status employees employed at least 180 consecutive calendar days. In the event both parents, including established domestic partners, are employed by the same department, both may take PPL at the same time.

Eligible employees are entitled to a maximum of 6 continuous work weeks of PPL in a calendar year. No employee may be absent on PPL for more than 6 calendar weeks in a calendar year, regardless of work schedule. For employees working part time with regular, irregular, or intermittent schedules, paid hours of PPL during the six-week period will be based on the average hours worked in the six weeks immediately prior to the date PPL is to commence. There is no limit on how many times an eligible employee may use PPL during the course of their employment.

Family Medical Leave

It is the policy of the Town of Stevensville to offer limited Family Medical Leave benefits to its employees as described below.

An eligible employee can take up to 12 weeks of leave per year if he/she has worked for at least 1,250 hours within the previous 12 months and have been employed for 12 months.

10.2.2 RETIREMENT

CALEA Standard 22.2.2

Each full-time employee shall be required to join the Montana Public Employees Retirement System (PERS) as a condition of employment.

Retirement benefits are summarized in the Town of Stevensville Policy Manual and described in greater detail with the Montana Public Employees Retirement System

Employees must meet the conditions set forth under the provisions of the Montana Public Employees Retirement System in order to receive benefits from these retirement plans.

10.2.3 HEALTH INSURANCE

CALEA Standard 22.2.2

The Town of Stevensville will make available to its eligible employees and their dependents a health and hospitalization insurance plan.

10.2.4 DISABILITY AND DEATH BENEFITS

CALEA Standard 22.2.2

The Town of Stevensville offers a Disability Income Plan. Participation is voluntary, employee funded, and available through payroll deduction. A full explanation of the Disability Income Plan is available to employees upon request from Human Resources

Additional death benefits are provided to sworn employees administered through the state and federal government Line of Duty Death Benefits.

After five years of credible service, an employee who becomes totally and permanently disabled from working may apply for Disability Retirement Benefits under the provisions of the Montana Public Employee Retirement System. Disability retirement is subject to approval by the Retirement System Medical Review Board.

10.2.5 PERSONNEL SUPPORT SERVICES

CALEA Standard 22.2.3

The Town of Stevensville Human Resources, the Financial Officer, and other support personnel within Human Resources are jointly responsible for facilitating the provision of all employee benefits and personnel support services.

Services provided by Human Resources include the dissemination of information about employee benefits to employees and assistance to the employee in the event of injury or death to the employee or a family member.

10.2.6 PERSONAL IDENTIFICATION

CALEA Standard 22.2.7

Upon employment, all Stevensville Police Department employees, reserves, and volunteers are issued an identification badge that allows access to secure law enforcement facilities and a personal identification card.

Identification badges and cards are identical in appearance. Information provided on the identification badge and card includes the following information:

- Employee's photograph
- Employee's name and physical descriptors
- Montana POST identification number
- Employee's rank or position or "Volunteer" when appropriate
- Date appointed
- Stevensville Police Department

Additionally, uniformed officers are required to wear their name tag as part of their uniform as specified in Chapter 19, Section 41.3.1.

All identification badges and cards are the property of the Stevensville Police Department and are issued to the employee indicated. Cards are to be returned upon termination of employment or conclusion of assignment or duty. Lost or stolen cards should be reported to the employee's respective Supervisor as soon as possible. The supervisor will issue replacements.

All employees, sworn or civilian, shall furnish their name, any applicable badge or identification number, and their assignment to any person requesting such information regarding matters in which the employee was acting in an official capacity. Names of employees will be given in sufficient form to fully identify the employee. Failure to do so is considered a Class I violation as outlined in Chapter 13, Section 26.1.2, Code of Conduct and Appearance. The only exception is if the release of the information jeopardizes a covert operation.

10.2.7 ASSISTANCE TO AGENCY PERSONNEL AND FAMILIES

CALEA Standard 22.2.4

It is the responsibility of the Stevensville Police Department to provide appropriate assistance to Officers and other employees, and their families, following line-of-duty deaths or serious injuries. When an employee suffers a life-threatening injury or is killed in the line-of-duty, the Chief of Police will be notified. Each sworn member of the Agency is requested to complete a "Police Records Clerk. The Personal Information Form will contain pertinent information on the Officer's family contacts. The Personal Information Form is also made available to civilian employees for their participation.

The Chief of Police or the Officer in Charge of the Agency will be responsible for making personal notification to the employee's family, when an employee suffers a life-threatening injury or is killed in the line-of-duty. The Chief of Police may make notifications in person or designate a supervisor to make the notification in person. The following notification guidelines should apply:

- Notification should not be delayed
- Notification should not be made alone
- Upon arrival at the family residence, notification should be made inside the residence, not outside or at the doorstep
- The notification should be straightforward and relay as much information as possible
- The persons making the notification should be prepared for a variety of emotions and reactions

Upon notification, if the employee's family wants to go to the hospital, the persons making the notification shall provide transportation in Stevensville Police Department vehicles. If the family wants to drive a personal car, the persons making the notification shall provide a driver for the family.

The persons making the family notification should/may arrange for an Officer to stay at the family's home in case young children are present and need to be watched, and until such time as another family member can respond and assume those duties.

The Chief of Police shall verify that the employee's family has been officially notified by the Agency before releasing the name of the employee to the media.

When an employee is killed in the line-of-duty, the Chief of Police shall appoint an Officer to act as liaison to the employee's family during the initial hours and days following the death. The liaison shall serve as an advocate for the family to ensure the Town's responsibilities to the family are fulfilled. The liaison shall verify that the family is receiving the available town, state, and federal benefits, including the applicable continuation of health insurance benefits, and all applicable life insurance settlements. The liaison will also be responsible for coordinating the Agency's involvement in the funeral or other services, consistent with the desires of the family.

When the employee's death is the result of criminal activity, the liaison will be responsible for keeping the family informed of the status of any criminal investigation and/or prosecution. The following guidelines should apply:

- The family should never hear of court or investigation proceedings from the news media before they hear from the liaison.
- The family has the right to know and should be told about the details of the incident that caused the employee's death. If release of the information to the family could damage a court case, then the liaison should inform the family of that fact, then inform them of the details at the earliest possible moment when release would not damage a court action. The liaison should verify that the family's rights as victims are being upheld. The liaison should coordinate their efforts with local Victims' Advocate Programs.

The liaison should accompany the family to all court proceedings to provide support for the family and to represent the Agency. The liaison should also be available to provide transportation to and from court. Other employees of the Agency should be encouraged to attend court proceedings to show support for the family and to represent the Agency. Nothing herein, however, shall be construed to require employees to attend such proceedings.

The liaison will be responsible for conducting periodic follow-ups with the family after the funeral:

- To verify that survivor benefits have been received in a timely manner
- To coordinate the provision of incidental services to the family, including but not limited to, childcare and transportation
- To include the family in Agency functions as long as the family so desires. The liaison should be mindful that the family may eventually wish to discontinue their ties with the Agency and should respect the family's wishes.

10.2.8 LIABILITY PROTECTION

CALEA Standard 22.2.2

It is the policy of the Stevensville Police Department through the Town of Stevensville to provide for the defense of police employees for acts or omissions allegedly committed while in the course and scope of the employee's duties and assignments that could lead to civil actions against them. Specific provisions and limitations are contained in the contract for liability protection maintained by Human Resources. Additionally, Reserve Officers are required to complete a bond requirement prior to their initial start date of service

10.2.9 CLOTHING AND EQUIPMENT ALLOWANCE

CALEA Standard 22.2.5

The Stevensville Police Department provides no clothing allowance as all uniforms and equipment are provided by the Town of Stevensville and the Agency.

Specific policies and procedures of the Stevensville Police Department concerning uniforms and equipment are detailed in the Stevensville Police Department's General Orders, Chapter 19, Section 41.3.1 "Uniform Specifications."

10.2.11 EMPLOYEE ASSISTANCE PROGRAM

CALEA Standard 22.2.6

An Employee Assistance Program is made available to all employees of the Agency through the Agency Chaplain. This program is designed to assist in the identification and resolution of problems, both personal and job related that might adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, marital, financial, alcohol or drugs, emotional, legal, etc. The intent of the program offered is to identify the problem at the earliest possible stage, motivate the employee to seek help, and direct the employee to the appropriate assistance.

The Chief of Police may mandate that an employee participate in the program if a need has been identified through performance evaluations, internal investigations, supervisory referrals, etc.

All supervisors must be alert to any changes in job performance and behavior patterns of all subordinate personnel. All supervisors will be aware of the behaviors that may suggest the need for a referral.

10.3.1 PHYSICAL EXAMINATIONS

CALEA Standard 22.3.1, 22.3.3

Health and fitness levels are known to affect job performance. A physical examination is a good diagnostic tool for determining health and fitness levels; therefore, all new sworn

employees shall successfully pass a medical examination as outlined in Chapter 15 of the General Orders.

For the purpose of maintaining medical information, evaluation and comparison to previous physical examinations, and to bring attention to areas of concern or deficiency, it is equally valuable for sworn personnel to undergo periodic physical examinations.

Non-sworn employees are not required by the Stevensville Police Department to submit to physical examinations; however, the Town of Stevensville provides through the benefit package coverage for an annual physical examination for all employees.

If sworn personnel of the Stevensville Police Department are requested to complete a physical fitness screening, refusal to participate will be considered as a failure in performance of duties and willful disobedience of a direct order. Disciplinary action is outlined in Chapter 13 of the General Orders.

Scope of Examination - Level I Evaluation

- Blood work (**Coronary Risk Profile**)
- Blood Pressure
- Pulse Rate
- Height
- Weight
- Pulmonary Function
- Vision
- Physical Examination

Supplemental tests shall be defined as those preliminary screening and diagnostic procedures necessary to determine the individual's health status to return to work. Tests designed to clarify the extent of problems, to evaluate the most appropriate treatment, or to provide treatment do not fall within the broad definition of preliminary screening/diagnostic for purposes of this section.

Should the referred employee wish to consult with his/her personal physician, he/she may do so conditional upon the physician's agreement to forward all examination and test results to the Town's physician and upon payment of all attending fees by the employee with no Town participation in the cost.

Health information shall be maintained by the Town as a separate confidential record for each individual member. Included in this file shall be the results of regular and special medical tests, any occupational illnesses or injuries, and any events that expose the individual to known or suspected hazardous materials, toxic products, or contagious diseases.

The Chief of Police and Human Resources shall, in consultation with the physicians, make the determination on whether a medical condition is short-term with minimal to no residual effects, long-term but can be accommodated with adherence to proper medical treatment,

or long-term and not likely to meet with performance requirements. Efforts will be made to assist members in their rehabilitation and to facilitate their return to full active duty, limited, or light duty where possible.

10.3.2 GENERAL HEALTH AND PHYSICAL FITNESS CRITERIA

CALEA Standard 22.3.2, 22.3.3

Physical fitness should be a personal and professional goal of every employee of the Stevensville Police Department which minimizes the potential for personnel shortages caused by excessive sick leave. Sworn employees have a greater need for maintaining a physically fit and healthier lifestyle due to the very nature of their job and the physical expectations that come with the job. Therefore, sworn employees are expected to maintain a level of general health and physical fitness, which allows for work to be performed efficiently and overall physical wellness should focus on exercise and nutrition, as well as preventive screening. Officers' essential job functions, require that they be able to pursue fleeing suspects; quickly enter and exit patrol vehicles; carry and drag heavy objects; jump down from elevated surfaces; climb through openings; jump over obstacles; use bodily force to gain entrance through barriers; crawl in confined spaces; and balance on uneven or narrow surfaces.

In support of overall physical wellness, the Stevensville Police Department encourages the use of facilities and programs aimed at improvement in nutrition habits and the maintenance of physical strength and flexibility.

10.3.4 OFF-DUTY EMPLOYMENT

CALEA Standard 22.3.4

Off-duty employment is defined as any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

Stevensville Police Department employees may engage in off-duty employment including self-employment, subject to the following limitations.

The off-duty employment shall not interfere, conflict with, or bring discredit to the Stevensville Police Department. Employees shall not engage in off-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with the Town of Stevensville
- Work or openly associate with convicted or known criminals

- Work an amount of time above those hours required for regular duty with the Agency that interferes with the quality or expectations of the employee's position with the Town of Stevensville. Sleep deprivation, decreased work performance, tardiness, or other similar job performance issues may be reason enough for a review of the employee's off duty work hours.

Employees seeking to engage in off-duty employment shall complete an Application for Extra Employment Form and forward the form through the chain of command to the Chief of Police. Final approval of off-duty employment will be at the discretion of the Chief of Police.

10.3.5 EXTRA-DUTY EMPLOYMENT

CALEA Standard 22.3.5

Extra-duty employment is defined as any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee.

Stevensville Police Department full-time, sworn personnel may engage in Agency approved extra-duty employment upon their release from field training after approval is received through the chain of command. Reserve Officers who have completed the full field training may not work extra-duty employment. Extra-duty work is prohibited outside the jurisdictional boundaries of Ravalli County.

Officers shall not engage in extra-duty employment that interferes, conflicts with, or brings discredit to the Stevensville Police Department. Officers shall not engage in extra-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with The Town of Stevensville
- Work or openly associate with convicted or known criminals
- Perform extra-duty work that would require the employee to work more than sixteen hours within a twenty-four-hour period.

Extra-duty employment assignments shall be subject to approval and review at the discretion of the Chief of Police or their designee. The Chief of Police shall oversee adherence to Stevensville Police Department policies and procedures, loss of eligibility to work extra-duty assignments, and complaints or grievances concerning extra-duty work assignments.

Extra - Duty Employment Conditions

- Town vehicles may not be used to transport persons during off-duty work.
- Officers working extra-duty assignments shall be accountable for their actions in the same manner as they would be for their regular work assignments.

- Officers shall not work extra-duty jobs during their normal duty hours, and their extra employment permits must account for travel time prior to and at the end of their normal duty hours.
- Officers engaged in extra-duty assignments are responsible for compliance with all state and federal laws applicable to reporting earned income.

Officers seeking to engage in extra-duty employment shall:

- Complete the Extra-Employment Application Form for Secondary Employment

10.3.6 LIGHT DUTY ASSIGNMENTS

This policy does not affect the privileges of employees established under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state laws. However, Officers will not be allowed to return to work their normal duty assignments until released to full-duty status from a physician

Temporary Light Duty Assignments in Cases of Pregnancy

Pregnant Employees will be removed from their assigned position upon their request, if the Agency receives written notification from the employee's physician that continuing in the position could prove detrimental to the health of the employee or unborn child.

Pregnant employees who wish to continue working their regular duty assignment must provide written documentation from their attending physician acknowledging the physician's familiarity with the duties and confirming that no restrictions are necessary. Pregnant employees shall be permitted to continue working approved regular duty or temporary light duty assignments until such time as a physician recommends that work be curtailed.

Pregnant employees are eligible for temporary light duty assignments consistent with this policy.

Temporary light duty assignments may be drawn from a range of technical and administrative areas that include, but are not limited to, the following: desk assignments, administrative functions, and clerical functions.

In addition to considerations included in this policy, decisions on temporary light duty assignments will be made based upon the availability of an appropriate assignment given the Agency's assessment of the employee's knowledge, skills, and abilities. The availability of light duty assignments and the medical limitations imposed on the employee will also be considered.

Every effort will be made to assign employees to positions consistent with their rank and pay classification. However, where appropriate employees deemed may be assigned to positions designated for personnel of lower rank or pay classification. Employees thus assigned shall retain the privileges of their rank but shall report to the area assigned.

Requests for Assignment to Temporary Light Duty

Requests for temporary light duty assignments shall be submitted in writing to the Chief of Police through the Chain of Command. Requests will be accompanied by a statement of medical certification to support the requested reassignment and must be signed by either the treating physician or other licensed healthcare provider.

The request for temporary light duty and the physician's statement shall be forwarded to the Chief of Police or his/her designee, who shall make a decision regarding the assignment.

Unavailability of Temporary Light Duty Assignment

When appropriate temporary light duty assignments are unavailable, employees may pursue other forms of medical, disability, or family leave as provided by the Agency, the Town of Stevensville, and state or federal law. Such unavailability shall not affect employees currently receiving Workers Compensation benefits.

10.3.7 SEPARATION FROM THE AGENCY

Throughout the course of employment, personnel are issued a variety of equipment, and supplies that must be returned to the Agency upon separation. Additionally, the employee may have questions concerning benefits or issued equipment that will need to be addressed on a case-by-case basis.

This policy is intended to outline specific procedures for employees at the time of their separation of employment from the Agency.

Equipment, and Supplies

Any employee, who shall become a former employee through retirement, termination, or other voluntary separation unless previously authorized, shall return all issued or assigned equipment, uniforms, or supplies within 72 hours of separation to the following designated personnel:

Immediate Supervisor

- Identification kit (if applicable)
- Police vehicle and building keys
- Agency-owned mobile devices
- Computer and related accessories
- Police Photo Identification Card(s)/Proximity Card(s)

In the event of an employee's death, all assigned equipment, supplies, and/or uniforms will be collected at a reasonable time and with the assistance of the nearest relative or emergency contact on file with the Agency.

Lost or Damaged Equipment

As outlined in *Chapter 13, Disciplinary Procedures*, any equipment returned damaged in excess of normal wear, or is lost, compensation to the Town of Stevensville is required. For specifics, refer to *Chapter 13, Disciplinary Procedures*.

10.3.8 MEAL PERIODS

Meal periods will be allowed provided it does not interfere with the delivery of necessary law enforcement services to the community.

Employees will limit meal period locations to within reasonable proximity of their work assignment to ensure rapid response to emergencies.

RESTRICTIONS FOR OFFICERS WEARING THE OFFICIAL UNIFORM OR A SPECIAL ASSIGNMENT UNIFORM

Officers assigned to patrol will not call out for a meal period within two hours of the beginning of their shift or be out of service on a meal period within two hours of the end of their scheduled shift.

Officers are limited to 30 minutes for a meal period. At no time will there be more than two marked vehicles or no more than four uniformed Officers (official uniform or special assignment uniform), regardless of rank, eating at a food establishment at the same time. It will be the responsibility of individual Officers to ensure this policy is followed.

With a Supervisor's permission, the uniformed Officer limit of four may be exceeded due to a special event or circumstance (e.g., banquets, large operations).

When calling out-of-service to eat a meal, uniformed on-duty patrol Officers will advise the communications center of the exact location of the eating establishment for Officer Safety purposes.

If uniformed Officers arrive at an eating establishment and find that the number of marked vehicles is more than two or the number of uniformed Officers in the eating establishment is more than four, the newly arriving Officers will do either of the following:

- a. If working patrol duty, the newly arrived Officers will immediately notify the communications center and go back into service. The Officers then may call out-of-service at a different eating establishment at that time or, call out-of-service at a later time.
- b. If on-duty at a fixed-post assignment (e.g., desk officer) or if off-duty, regardless of assignment, the newly arrived Officers will immediately leave the eating establishment, go to another one at that time, and comply with the above policy.

Upon completion of the meal period, Officers will immediately advise the communications center they have returned to service. Officers may be pre-empted from meal periods due to operational necessity (e. g., code 1 or 2 calls for service).

PROCEDURES FOR PLAINCLOTHES OFFICERS

Plainclothes Officers are not limited to four Officers at an eating establishment unless it is obvious to the general public by method of transportation or circumstance that the Officers are on duty.