

RECESSES FOR EMPLOYEES	Document Number	GO 517
	Effective Date	07-25-11
	Revisions	Underlined
	Page Number	1 of 2
	Approval:	HSK

1. PURPOSE

The purpose of this policy is to establish the guidelines of permitted breaks for employees.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that members may be permitted to take a recess from duty each morning and afternoon not exceeding ten minutes duration, provided such recess does not interfere with normal police operations or the performance of police duty.

4. RESPONSIBILITIES

Supervisors shall monitor and control permitted breaks by employees so as to ensure that normal police operations are not compromised.

Members shall be permitted recesses whenever practicable.

5. PROCEDURES

5.1. Limitations

- 5.1.1. Recesses are intended to enable members to indulge in refreshments or take brief respite from regular routine. Members are cautioned against abusing this privilege.
- 5.1.2. Members engaged in office duty shall, wherever and whenever practicable, make use of available facilities in police buildings.
- 5.1.3. Members on field assignments may enter restaurants, coffee shops or fountains located on their beat during their recess periods after first notifying the desk officer or dispatcher.
- 5.1.4. Recess periods may not be accumulated.

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- 5.2. Subject to Cancellation – Members may not claim a contractual or other right to such recess periods if unusual conditions, emergencies or other public necessity make it impossible in the opinion of the Police Chief to maintain normal policy in this respect.