



To: University Police
From: Chief Marty Williamson
By: Lt. Greg Kinder
Date: October 24th, 2023
Subject: Dispatch Breaks
Directive: 23-06

This directive combines emails that were sent out to dispatchers on September 7th and September 24th, 2021, regarding dispatcher breaks. Dispatchers will be provided breaks as close to the times listed below as possible, depending on calls for service and in progress events. For the duration of each 15-minute break, the dispatcher will leave the dispatch room and is free to take their break in the conference room or elsewhere in the building. Dispatchers who choose to leave the building (but remain in proximity), should be provided a portable radio so that, if an emergency comes up and the Sergeant covering the break needs to respond, the dispatcher can be called back. If the break is interrupted for any work-related reason and be taken as soon as possible once the emergency has resolved.

The on-duty Sergeant will ensure the dispatchers on their shift are able to take their breaks as outlined below. The 30-minute meal will be a working lunch and shall be taken in the dispatch area. If Hilda is available, she can be called up to cover the desk. If not, it will be up to the on-duty sergeant to assign someone to cover each break.

When a dispatcher is relieved for a break, before leaving their workstation, they are to log in RIMS as 10-6 break. When they return, they are to change their status back to Dispatch. Also, if they leave the office for their break, they are to stay within a 1-minute response back to the office and carry the handheld radio to monitor the radio in case of an emergency and the need for an immediate response back. A map has been included to show an approximate 1-minute walk in each direction from the building.

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Planned break times are as follows:

Day shift breaks (12 hr):

Break 1- 1000 hours mark

Break 2- 1300 hours mark

Break 3- 1600 hours mark

Meal - working meal at the dispatcher's discretion

Night shift (12 HR)

Break 1- 2200 mark

Break 2- 0100 mark

Break 3- 0400 mark

Meal - working meal at the dispatcher's discretion

Day shift (8 HR)

Break 1 near the 1000 mark

Break 2 near the 1300 mark

Mid Shift (8 HR)

Break 1 near the 1800 mark

Break 2 near the 2100 mark

Night Shift (8 HR)

Break 1 near the 0200 mark

Break 2 near the 0500 mark

