



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1321**

**Procedure
Staffing**

1321 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1321.1 MEAL PERIODS

Group supervisors shall remain on-duty subject to call during meal periods. Unless directed otherwise by an ISM Institutions Services Manager.

Group supervisors shall request clearance from the Lead supervisor of the shift or the Floater staff prior to taking a meal period. Unless already advised of their meal period by the Lead supervisor. The time spent for the meal period shall not exceed the authorized time allowed. Group supervisors must acknowledge and initial the Break Log when their lunch starts and ends.

1321.2 BREAKS

Each Group Supervisor is entitled to a (2) 15-minute break, near the midpoint, for each four-hour work period. Only one break shall be taken during each four hours of duty. When directed by the Lead staff to take breaks at an assigned time, staff must follow the directive. Failure to do so will be considered a refusal of breaks. In addition, staff are not allowed to combine meal breaks. Example using a meal break followed by a 15 or a 30 additional time. No back-to-back breaks. No breaks or meals shall be taken during the first or last hour of a shift unless approved by an ISM. Group supervisors must acknowledge and initial the Break Log when their meal starts and ends.

Group Supervisors Members normally assigned to the juvenile facilities shall remain at the facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business or attending training.

1321.3 RESPONSIBILITIES

Lead staff responsible for setting meals periods and breaks schedule for Admissions staff, and Reception. No staff is permitted to have meal periods or breaks in the visiting, reception, work areas or in front of the youth, and should utilize the designated staff break areas. In the event staff refused their breaks or meal periods, the refusing staff must document the refusal and initial the Break Log. It is the responsibility of the staff going on their break to meal to have a working radio on their persons and able to respond if needed.

1321.4 Cell Phone Use

Institutions Group Supervisors are strictly prohibited from using personal cell phones in the secure perimeter of the Juvenile Hall.

Only County issued cell phones are allowed in the secure perimeter of the Juvenile Hall.

1. Staff shall place all personal cell phones in their lockers or vehicles prior to entering the secure perimeter.
2. Staff should discourage family, friends, and other non-work-related individuals from contacting them during working hours unless it is an emergency. In the event of an emergency, these individuals should contact the Juvenile Hall main number, (650) 312-5200, so the employee can be reached.
3. Should an emergency exist requiring staff to contact family, friends and other non-work-related individuals, staff should contact the Institutions Services Manager Officer of the Day (ISM-OD) for coverage. The ISM-OD shall arrange for unit coverage enabling staff to leave the secure area to make contact.
4. Group Supervisors wishing to use their personal cell phones and portable electronic devices while on break can do so outside the secure perimeter of the Juvenile Hall.
5. Graveyard staff may bring personal laptops and or tablets inside the secure perimeter for use during their breaks.

See Policy Manual on Staffing for further information