
CODE 7 Protocol

317.1 PURPOSE AND SCOPE

The purpose of this policy is to supplement Section 400 (PATROL FUNCTION) by establishing a process to address meal times during the shift. Each patrol officer and patrol community service officer is allotted one paid hour for meals and breaks to be incorporated during the officer's normal shift as a thirty (30) minute and two fifteen (15) minute breaks. The availability to send officers to eat is based on pending calls for service and their priority. Request for meals, Code 7, will be made through the Communications Center. If necessary, the Patrol Supervisors and/or the Watch Commander will have the final decision regarding the approval of a Code 7 request and whether officers may combine the thirty (30) minute meal break or both of the fifteen minute breaks.

317.2 PATROL

- (a) All patrol officers and community service officers (CSOs) MUST be cleared by the dispatcher prior to going to Code 7. Although the officers can see the pending calls list, the dispatcher is aware of the incoming calls and may need to send the officers to a priority call before the officer can go to Code 7.
- (b) Officers will only be clear for Code 7 when all Priority 1, 2 and 3 calls are dispatched.
- (c) If the officer was clear for Code 7, but then had to handle a priority call for service, they MUST be cleared by the dispatcher again before they can go. The officer can not assume they are automatically clear for Code 7 after completing that call.
- (d) The total number of patrol officers allowed to go to Code 7 at the same time will be 50% of the shift, up to six (6) officers, whichever is less. If there are an odd number of officers, it will be the total number minus one at 50%. Example: there are five (5) patrol officers, then only two (2) can go at one time.
- (e) The total number will be calculated by the number of units working that shift and not the number of officers. A two man unit is counted as one patrol unit, even if it is a training unit.
- (f) The CSOs do not factor into the overall accounting of patrol officers for Code 7 and will be considered separately. If there are three (3) or more CSOs working, they will also be governed by the same 50% rule. However if there is an odd number of CSOs working, they can exceed the 50% rule by one. Example: if there are three (3) CSOs working, two (2) of them may go to Code 7 at the same time.
- (g) The maximum number of combined uniformed officers (patrol and CSOs) eating at the same restaurant at the same time is four (4). This prevents the public appearance of having very few or no patrol officers in the field.
- (h) Officers on lengthy calls for service, or who are out of service for a long period of time (training, the range, or at the jail), will not be considered in the total number of officers

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available for Code 7. Example: if there are seven (7) patrol officers working, but one officer is at the jail and another at the range, only two (2) officers can go to Code 7 (7-2=5, 50% of 5=2.5).

- (i) When on-viewing Code 7, the officer must use the correct business name and location of where they are eating. If the location is a residence, the officers may use just the address. Some examples of unacceptable locations are "In Car", "EG", "Residence" or "With Unit #". This is an officer safety issue. It is important for dispatchers, other officers and supervisors to know exactly where you are in case of an emergency, or pending priority calls, without having to refer to the map.
- (j) All patrol officers and CSOs must monitor the radio traffic during Code 7. If the dispatcher is voicing pending priority calls, officers are expected to manage their Code 7 and be available to respond to priority calls involving violent, felony crimes or risk of harm to a citizen regardless of how much time they have remaining. The dispatcher also has the discretion to direct the officer to clear Code 7 due to pending priority calls.

317.3 ALL OTHER ASSIGNMENTS

All on-duty officers working in any non-patrol function (detectives, range instructors, training teams) who are wearing any clothing identifying them as officers of the Elk Grove Police Department, or operating a vehicle which identifies them as members of the Elk Grove Police Department, shall be cognizant where other officers are having Code 7 and adhere to section 317.2(g).

The POP team and the youth service officers (YSO) are permitted to go Code 7 together as a team. The canine officers are also permitted to go as a team during training days. Because both of these teams exceed the maximum number of officers permitted at the same restaurant [Section 317.2(g)], they should not have Code 7 at a restaurant when any other Elk Grove Police Department uniformed personnel (as defined above) are present.

Motor officers and CSI officers must also adhere to Section 317.2(d) and 317.2(g) of this policy.

The intent of this Policy is designed to assure that there are a sufficient number of units deployed on the street at all times as well as eliminate the public perception of having very few or no officers in the field at any time.

A Watch Commander or Supervisor has the authority to supersede any section of this policy.

317.4 COMMUNICATIONS CENTER

Communications center staff are allotted one paid hour for meals and breaks to be encompassed in a 30-minute meal break and two (2) 15-minute breaks. For meal breaks taken off site, the dispatcher must be able to return to the center within 20 minutes if the need for a call back arises.