



Sheridan Police Department  
Policies and Procedures  
7.8  
Chapter 7 – Employee Welfare  
Section 8 – On Shift Authorized Rest

Date: February 28, 2022

Signature:

The Department recognizes that rotational shift work can create challenges for employees to get proper rest. Under rare circumstances the on-duty supervisor may authorize a short rest / sleep period during an employee's scheduled shift in order to mitigate safety hazards presented by extreme fatigue.

#### **7.8.1 Permitted Activities**

- A. While on duty, officers and communications technicians may be allocated a short amount of time, not to exceed 30 minutes, to rest / sleep.
- B. The rest area will be designated by a supervisor and be in the police department.
- C. An employee may request time to rest, or be assigned to rest by a supervisor. The supervisor shall record an employee's use of a rest time in that employee's monthly evaluation.

#### **7.8.2 Limitations**

- A. Employees shall rarely use this designated time of rest and should not be used as a supplement for regular sleep patterns.
- B. During the rest period employees may be required to resume their job duties and are expected to maintain a state of readiness so they can respond within a reasonable amount of time, generally a few minutes.
- C. Employees must have a portable radio, or phone near them so they can be contacted if needed.

#### **7.8.3 Prohibitions**

- A. No employee will be permitted to sleep on shift without supervisor authorization.
- B. This policy is not an employee right and authorization may be denied at the supervisor's discretion.
- C. If an employee habitually is in need of this rest period it will be an indication to their supervisor that the employee is in need of additional resources.
- D. This approved rest period shall not coincide with a meal break, shortened shift day (less than 12 hours), scheduled work out time, or training day. The rest period is for night shift use only.