

	POLICY & PROCEDURE	SERIES # 558	PAGE 1 OF 2
	RESTORATIVE RESTING PERIODS		EFFECTIVE DATE 07/17/17
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY		

I. PURPOSE:

The purpose of this policy is to establish the Police Division's official guidelines for restorative rest.

II. POLICY:

It shall be the policy of the Hampton Police Division to allow officers working a 12 hour work shift a safe place to rest during their allotted meal break.

For those officers working night shift that do not live in the City of Hampton, the Division will provide a safe place to rest while waiting for their scheduled court appearance.

III. PROCEDURE:

A. Officers or supervisors requesting a restorative resting period while on duty will follow these procedures:

1. Mark out of service via radio Away From Radio (AFR) in lieu of lunch break. (Supervisor must acknowledge. In those cases where a supervisor is marking out another supervisor must be made aware)
2. Respond to one of the approved locations for the approved time period.
4. Remain at a level of readiness to include removing no more than the duty belt. (Duty belt will be removed prior to utilizing the furniture)
5. Verify that your phone ringer volume is turned up loud enough to wake you.
6. Set an alarm to ensure you are awake **prior** to your return to duty time.
7. Clear the AFR after the approved time period.

- Officers and Supervisors are authorized to turn off their radio during on duty restorative resting periods.

APPROVED:
CHIEF OF POLICE



- Officers and Supervisors are responsible for completing their resting period and returning to an “Available” status after the allotted amount of time.
- Officers and supervisors must remain available by phone and can be called away from on duty restorative resting periods if needed.
- In the event a supervisor needs to cancel an officer’s on duty restorative rest period, it will be the Shift Supervisor’s responsibility to contact the officer by phone.
- Officers and supervisors may utilize any portion of their lunch period for on duty restorative rest.
- Officers may only utilize designated locations for on duty restorative resting. [REDACTED] TACTICAL PLANS [REDACTED]
[REDACTED] TACTICAL PLANS [REDACTED]
[REDACTED] TACTICAL PLANS [REDACTED]
- The room is to be utilized for resting only and officers are expected to conduct themselves in a professional manner at all times.

B. Officers or Supervisors utilizing a Court Restorative Resting Period while waiting on a court appearance will follow these procedures:

1. Respond to one of the approved locations.
 2. Remain clothed, (You may remove your uniform shirt, and ballistic vest).
 3. The duty belt will be removed prior to utilizing the furniture.
 4. Verify that your phone ringer volume is turned up loud enough to wake you.
 5. Set an alarm to ensure you are awake and fully prepared prior to your assigned court time.
- Officers and supervisors are authorized to turn off their radio during court restorative resting periods.
 - Officers and supervisors may only utilize designated locations for restorative resting. [REDACTED] TACTICAL PLANS [REDACTED]
[REDACTED] TACTICAL PLANS [REDACTED]
[REDACTED] TACTICAL PLANS [REDACTED]
 - The room is to be utilized for resting only and officers are expected to conduct themselves in a professional manner at all times.

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Redaction Log

Total Number of Redactions in Document: 3

Redaction Reasons by Page

Page	Reason	Description	Occurrences
2			1
2	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	2

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
		2(1)
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