2-37-1 Purpose

The purpose of this policy is to provide instructions for sworn personnel and Police Service Aides (PSA) regarding requests and procedures regarding meal breaks.

2-37-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide personnel with directions and procedures when requesting and/or taking a meal break.

2-37-3 Definitions

None

2-37-43 Rules and Responsibilities

A. Meal Breaks

B. A. Department Sworn personnel, Crime Scene Specialists (CSS), and Police Service Aides (PSA) shall be responsible for requesting a meal break from the Emergency Communications Center (ECC) once during each shift, unless a supervisor has scheduled a specific meal break for the employee officer.

B. The ECC shall permit allow Departments sworn personnel officers and PSAs to go out of service clear for the meal break if ECC personnel determine that manning levels and the numbers of calls for service holding in the queue holding permit are
manageable, or as authorized by a field supervisor. Clearance for meal breaks shall be obtained through the police radio or Mobile Dispatchdata Terminal (MDT), not the telephone.

1. When the Computer-Aided Dispatch System (CADS) system is operational, sworn personnel and PSAs with Mobile Digital Terminals (MDT)s shall go on use their MDT to log 10-61 notify Emergency Communicationsthe ECC when he/shethey arrives for the meal break and 10-8 when he/shethey areis back in service.

2. Sworn personnel and PSAs with operational MDTs shall log the location of their meal break via the MDT.

   a. If the CAD system is not operational, sworn personnel and PSAs shall seek clearance for meal breaks shall be obtained through the police radio or Mobile Data Terminal (MDT), not the telephone, consistent with SOP Use of Emergency Communications.

C. Sworn pPersonnels and PSAs with operational MDTs shawill log their location of their meal break via the MDT.

D. No more than three (3) marked police vehicles and/or three (3) uniformed officers shall be in the same place on a break at the same time, unless approved by a supervisor.

E. DepartmentSworn personnel Officers must respond to emergencies or requests for assistance from the public during the meal break. Sworn pPersonnel Officers are also required to stay within their assigned area command, unless specific prior authorization is obtained from the employee personnel's supervisor, and the employee personnel officer notifies the supervisor when he/shethey leaves the area command.

F. To help facilitate the undue stacking of calls for service, Departments sworn officers personnel and PSAs shall not take their meal breaks within one (1) hour from the beginning of their shift, or within one (1) hour from the end of their shift, unless prior approval has been obtained from their supervisor.