



2-37-16 MEAL BREAKS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. ~~A.~~ Related SOP(s)

~~_____~~ 2-10 _____ Use of Emergency Communications

B. ~~B.~~ Form(s)

~~_____~~ None

C. ~~C.~~ Other Resource(s)

~~_____~~ None

D. ~~D.~~ Rescinded Special Order(s)

~~_____~~
~~_____~~ None

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~~ for meal breaks.

2-37-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide personnel with directions and procedures when they request~~ing~~ and/or take~~ing~~ a meal break.

2-37-3 Definitions

~~_____~~ None

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2-37-43 ~~Rules and Responsibilities~~ Procedures

A. ~~Meal Breaks~~

B.A. ~~Department Sworn personnel, Crime Scene Specialists (CSS), and Police Service Aides~~ Each officer (PSA) ~~will 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 ~~sh~~will ~~permit~~ allow ~~Department~~ 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~~ per~~mit~~are



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

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manageable, or as authorized by a field supervisor. ~~Clearance for meal breaks shall be obtained through the police radio or mMobile Dispatchdata tTerminal (MDT), not the telephone.~~

1. When the Computer-Automated Aided Dispatch System (CADS) system is operational, sworn personnel those officers and PSAs with Mobile Digital Terminals (MDT)s shall go on use their MDT to log 10-61 notify Emergency Communications the ECC when he/she they arrives for the meal break and 10-8 when he/she they are is 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 down, 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. Unit Sworn pPersonnels and PSAs with operational MDTs shall log their location of their meal break via the MDT.~~

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

~~E.D. Department Sworn personnel Officers must shall respond to emergencies or requests for assistance from the public during the meal lunch 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 officers' supervisor, and the employee personnel officer notifies the supervisor when he/she they leaves the area command.~~

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