



2-37 MEAL BREAKS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-10 Use of Emergency Communications (Formerly 1-07 and 1-7)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-37-1 Purpose

The purpose of this policy is to provide instructions for Department personnel regarding requests and procedures for meal breaks.

2-37-2 Policy

It is the policy of the Albuquerque Police Department (Department) that Department personnel request a meal break through the Emergency Communications Center (ECC).

N/A 2-37-3 Definitions

None

7 2-37-4 Procedures

N/A A. Department personnel working in a Field Services Bureau (FSB) capacity may request a meal break once during each shift unless their supervisor has scheduled a specific meal break for the employee.

1. Department personnel shall request the meal break from the ECC.

B. The ECC shall permit Department personnel to go out of service for the meal break if ECC personnel determine that manning levels and the number of calls for service holding in the queue are manageable or as authorized by their supervisor.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

P&P Draft 07/27/2022

1. When the Computer-Aided Dispatch (CAD) system is operational, Department personnel shall:
 - a. Use their Mobile Digital Terminal (MDT) to log 10-61 when they arrive for the meal break and 10-8 when they are back in service; and
 - b. Log the location of their meal break via the MDT.
2. If the CAD system is down, Department personnel working in a FSB capacity shall request clearance for meal breaks through the police radio, not over the telephone, as outlined in SOP Use of Emergency Communications (refer to SOP Use of Emergency Communications for sanction classifications and additional duties).

N/A

7 2-37-5 Rules

- A. No more than three (3) marked Department-issued vehicles and/or four (4) uniformed personnel shall be in the same place at the same time while on a meal break. Exceptions to this include:
 1. When Department personnel have pre-approval from their supervisor; or
 2. When Department personnel take their meal break at a City-owned gym, a substation, or when attending a function that may be considered a meal break and has been pre-approved by the chain of command.
- B. Department personnel shall respond to emergencies or requests for assistance from community members during their meal breaks.
- C. Department personnel working in an FSB capacity shall stay within their assigned area command.
 1. Department personnel shall request approval from their supervisor before leaving their assigned area command for a meal break.
 - a. Department personnel shall notify their supervisors when they leave their assigned area command.
- D. Department personnel working in an FSB capacity shall not take their meal breaks within one (1) hour from the beginning of their shift or within one (1) hour from the end unless their supervisor has given them prior authorization.
- E. Department personnel shall not take a meal break that exceeds one (1) hour without prior authorization from their supervisor.

N/A

- F. Department personnel attending training are not required to ask for a meal break.
 1. The designated instructor shall direct Department personnel when they may take a meal break.



2-37 MEAL BREAKS

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

A. Related SOP(s)

2-10 Use of Emergency Communications (Formerly 1-07 and 1-7)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-37-1 Purpose

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

2-37-2 Policy

It is the policy of the Albuquerque Police Department (Department) that ~~sworn personnel and PSAs~~ Department personnel shall ~~may~~ request a meal break through the Emergency Communications Center (ECC).

N/A 2-37-3 Definitions

None

7 2-37-4 Procedures

N/A A. ~~Sworn personnel and PSAs~~ Department personnel working in a Field Services Bureau (FSB) capacity shall ~~may~~ request a meal break from the ECC once during each shift, unless ~~a~~ their supervisor has scheduled a specific meal break for the employee.

~~A.1.~~ Department personnel shall request the meal break from the ECC.

B. The ECC shall permit ~~sworn personnel and PSAs~~ Department personnel to go out of service for the meal break if ECC personnel determine that manning levels ~~are~~ and the number of calls for service holding in the queue are manageable ~~or~~ or as authorized by their supervisor.



1. When the Computer-Aided Dispatch (CAD) system is operational, Department personnel shall:

~~1.a. Sworn personnel and PSAs with Mobile Digital Terminals (MDT) shall use their Mobile Digital Terminal (=MDT) to log 10-61 when they arrive for the meal break and 10-8 when they are back in service; and~~

~~1.b. Sworn personnel and PSAs with operational MDTs shall log the location of their meal break via the MDT.~~

N/A

~~2.~~ If the CAD system is down, ~~sworn personnel and PSAs~~ Department personnel working in a FSB capacity shall ~~seek~~ request clearance for meal breaks through the police radio, not over the telephone, ~~consistent with~~ as outlined in SOP Use of Emergency Communications (refer to SOP Use of Emergency Communications for sanction classifications and additional duties).

7 2-37-5 Rules

~~C.A.~~ No more than three (3) marked Department-issued vehicles and/or four (4) uniformed personnel shall be ~~on a meal break~~ in the same place at the same time while on a meal break. Exceptions to this include:

1. When Department personnel have pre- ~~Following the approval of~~ from their supervisor; ~~and/or~~
2. When Department personnel take their ~~A meal break taken~~ at a City-owned gym, a substation, or when attending ~~a place where a function that~~ may be ~~could be~~ considered a meal break and has been pre- ~~and~~ approved as a meal break by the chain of command.

~~B. Sworn personnel~~ Department personnel shall respond to emergencies or requests for assistance from community members during their meal breaks.

~~C. Sworn personnel~~ Department personnel ~~Sworn personnel and PSAs~~ Department personnel working in an FSB capacity ~~are also required to~~ shall stay within their assigned area command.

~~Department personnel~~ Sworn personnel and PSAs Department personnel shall request, unless specific prior authorization approval from their supervisor before leaving their assigned area command for a meal break. is obtained from the sworn personnel's supervisor.

1.

~~D.a. Sworn personnel and PSAs~~ Department personnel ~~Sworn personnel and PSAs~~ Department personnel shall, and personnel notify their supervisors when they leave their assigned area command.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

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~~D. To help facilitate the undue stacking of calls for service, Sworn personnel and PSAs Department personnel Sworn personnel and PSAs Department personnel working in an FSB capacity 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 their supervisor has given them prior approval. authorization has been obtained from their supervisor.~~

E. ~~Department personnel shall not take a meal break that shall not exceeds one (1) hour without prior authorization from the employee's supervisor.~~

N/A

F. ~~Department personnel attending training will~~ are ~~be~~ not be required to ask for a meal break.

~~The designated instructor shall direct Department personnel when they may take will be directed by Tthe designated instructor will direct Department personnel as to when they may take the a meal break will be taken.~~

~~2.1.~~