



## Policy 1730

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<b>LACTATION ACCOMMODATIONS</b>	
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*By Order of the Police Commissioner*

### POLICY

It is the policy of the Baltimore Police Department (BPD) to provide reasonable break times during the workday for lactating mothers to express milk and to provide an appropriate room for this purpose. This policy applies to all members of the BPD, whether sworn or civilian, including full and part-time, probationary, seasonal, and temporary employees.

### Reasonable Break Time

1. A member will be permitted to take reasonable breaks during the workday to express breast milk for up to one (1) year after the birth of a child. Whenever feasible, lactation breaks shall be taken at the same time as the member's regularly scheduled meal and rest breaks. If additional time is needed, the break time will be paid and members will not be charged with accrued leave.

**NOTE:** The Department may, at its sole discretion, continue an employee's lactation accommodation either with or without modification, beyond one year.

2. Members desiring to take a lactation break shall notify supervisors both before and after taking such break. Breaks may be reasonably delayed if they would seriously disrupt Department operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.
3. Members may request flexible work arrangements (such as adjustments to the timing of regular breaks and to the start and end times of an employee's work shift) to help facilitate a lactation schedule. The decision to grant flexible work arrangements will be at the discretion of the member's supervisor.

**NOTE:** The Department may also unilaterally modify or terminate a flexible work arrangement, provided the member's need for accommodations is otherwise satisfied.

4. The Department will provide a reasonable amount of break time to express milk. Although the frequency and length of such breaks might vary, a lactating mother typically requires between two (2) and three (3) breaks in an eight (8) hour period. Such breaks usually last from fifteen (15) to thirty (30) minutes with additional time needed for set-up and clean-up.

5. It is expected that the member will express milk before the start of her shift so that she will be ready to begin working immediately upon arrival at work.
6. Members and their supervisors must work cooperatively to determine appropriate times to take lactation breaks during the workday, taking into consideration both the member's biological needs and the Department's operational requirements. Members must make a good faith effort to schedule breaks at times that minimize disruption to the Department's operations.
7. A member, who fails to use a lactation accommodation for its intended purpose, may be subject to disciplinary action, up to and including discharge from employment.

### **Location of Breaks**

1. Although units are not required to maintain a permanent, dedicated space for expressing milk, appropriate room accommodations shall be made available when needed. The locations must be private, shielded from view, and not located in a restroom or shower room. The room must be free from intrusion by co-workers or the public. Units can ensure privacy by selecting a space with a locked door or by providing appropriate signage to indicate when the space is in use.
2. If a dedicated lactation room is not available, the member's unit should consider such other options as reserving a conference room as needed, adapting a clean and infrequently used storage area, or converting an unused office or other room. If a member has a private office, it may be used for this purpose.
3. Any location used for lactation purposes must contain a chair and a flat surface, other than the floor, on which to place a pump. The unit must make every effort to identify a space that contains an electrical outlet and nearby access to running water. The room should be located as close to the member's work area as possible to reduce the amount of time required for the break.
  - 3.1. Members will be responsible for keeping the lactation room clean, using anti-microbial wipes or disinfectant, and must bring their own supplies for this purpose.
4. If a member does not have space in her designated work area for storing a pump, or lacks a designated work area, the Department shall provide a location where the member's pump can be stored.

### **Storage of Breast Milk**

1. Members are responsible for making arrangements for storing expressed milk. Milk may be stored in a refrigerator located at the worksite, provided the refrigerator is not also used for the storage of biohazards or laboratory specimens. The member must provide her own containers for expressed milk, which must be concealed in a labeled, personal storage bag.
2. If there is no refrigerator available, members must provide their own means to store and keep the milk cold, such as a personal storage cooler. If the member does not have space for a cooler in her designated work area, the Department will provide a location where it can be stored.

3. The Department is not responsible for the integrity or security of breast milk stored in or on departmental property.

### **Requesting Break and Room Accommodations**

1. Members should provide their supervisors with as much advance notice as possible that a lactation accommodation will be needed. Likewise, the member must promptly notify her supervisor when a lactation accommodation is no longer needed or when fewer or shorter breaks are required.
2. Upon receipt of a request for a lactation accommodation, the supervisor will promptly contact the Human Resources Section (HRS).
  - 2.1. The supervisor and HRS will work together, and in consultation with the member when necessary, to determine the details for the lactation accommodation, including appropriate break times, any adjustments to the member's work schedule, and a suitable location for breaks.
  - 2.2. The accommodation arrangement will be memorialized in writing with a copy provided to the member.
3. The Department may, at its discretion, modify the specific terms of an accommodation, including break times and location of the lactation room, provided the member's need for a ccommodation is otherwise satisfied.

### **Education and Support Programs**

1. The Baltimore City Health Department offers a variety of education and support programs for breastfeeding mothers that are available to all City employees. These programs include prenatal and postpartum breastfeeding classes, information materials and lactation support resources.
  - 1.1. The classes are held at the Women, Infants and Children (WIC) program clinics.
  - 1.2. All programs and services are available to mothers, fathers and their partners.
2. Although City employees are generally responsible for bringing to work their own personal pump and accessories, the Health Department has a limited number of electric hospital grade pumps and related supplies available for use on loan. Pumps and supplies are available on a first- come, first-served basis. Questions about these programs and services should be directed to the Health Department.

### **Firearms Qualification**

Members who are breastfeeding a child may, at their election, complete their annual firearms qualification at the outdoor Gunpowder range using non-toxic, lead-free ammunition.

**Retaliation Prohibited**

1. This policy strictly prohibits any form of retaliation (or threats of retaliation) for requesting or receiving an accommodation under this policy.
  - 1.1. Any retaliation will result in disciplinary action, up to and including discharge from employment.
  - 1.2. Concerns about retaliation should be promptly reported to the Equal Opportunity and Diversity Section (EODS). A Blue Team entry must be made by the offended employee or the Supervisor.

**ASSOCIATED POLICIES**

Policy 1701, *Equal Employment Opportunity and Diversity*  
Policy 1713, *Medical Policy*  
Policy 1737, *Accommodation Procedures*

**RESCISSION**

Remove and destroy/recycle Policy 1730, *Lactation Accommodations* dated 1 July 2016.

**COMMUNICATION OF POLICY**

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.