DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation **Workplace Accommodations for Nursing Mothers**		**P&P-L-112**
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I. POLICY

It is the policy of the Douglas County Sheriff's Office to be in compliance with State and Federal law regarding a members' ability to express breast milk for the care of a child.

II. DEFINITIONS

Reasonable

Any effort that would not impose an undue hardship on the operation of the agency.

Undue Hardship

Any action that requires significant difficulty or expense when considered in relation to the current assignment of the employee in consideration of the special circumstances of public safety.

III. PROCEDURE

The Douglas County Sheriff's Office will provide reasonable accommodations for members who are nursing to express breast milk during unpaid break time, or to use paid break time, mealtime, or both, each day for up to two years after the child's birth.

Members needing such accommodation must make a formal written request to the Personnel Coordinator. This can be done at any time during the two years from the child's birth. This document will be stored in the employee's confidential medical record. The request should contain enough detail on the number of breaks and anticipated time so the member's request can be evaluated to ensure their needs are addressed. The Personnel Coordinator will notify the member's supervisor(s) of the requested breaks. Supervisors are to evaluate each need on an individual basis but must use reasonable efforts to provide time, including adjustments to the work schedule if necessary and to ensure the member has a private place or area to express milk that is not a restroom and is shielded from view and intrusion from co-workers and the public to allow privacy while expressing milk.

There are established rooms within the Sheriff's Office for the member's use. These rooms have a refrigerator, seating, and the ability to lock the door. There are two within the main office and one at the Highlands Ranch Substation. The rooms shall have a visible notice when the room is in use.

By Order of the Sheriff