

POLICY NUMBER**3.23****Effective Date:**

9/22/2014

Revised Date:

1/29/2025

Chapter

Employment Policies

Article**Meal/Rest Breaks and Nursing Mothers****PURPOSE**

To foster a supportive and inclusive workplace that prioritizes the well-being of all employees, including nursing mothers.

POLICY

To administer regulations and guidelines supporting our personnel encouraging health and wellness throughout the workday creating a workplace culture that values employees well-being and supports the diverse needs of our workplace.

Nursing Mothers AR 00034

DEFINITIONS

None.

GENERAL GUIDELINES

Under normal operating circumstances employees are expected to take meal and rest breaks during the workday.

An officer in uniform or marked vehicle may not leave the city for a meal or rest break while responsible for radio calls.

Meal Breaks

Sworn Officers shall be permitted to suspend patrol or their assigned activity, subject to immediate recall at any time, for the purpose of having meals during their hours of duty, but only for such period of time and at such time and place as established by Department policy. Officers are allowed a paid meal break of up to 45 minutes per 10-hour shift. If the officer does not receive the meal break, the officer is not entitled to any extra compensation.

Patrol Officers must notify Communications of the location of the meal, maintain radio contact during the meal break, and must be available and respond to a call if needed.

No more than two sworn officers will be allowed out of service for a meal break at the same location and there must be a minimum of two patrol officers in-service and available to respond to radio calls at all times. In-service officers, for the purpose of this policy, include officers already handling a call within City limits. Supervisors may approve specific exceptions to the minimums and maximums in this paragraph.



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All other personnel must be provided at least a ½ hour meal break during their 8-hour shift. The supervisor shall determine if the employee should have a ½ hour or 1 hour meal break dependent upon the staffing needs of the section. The meal break will not be on paid time.

All meal breaks must be at least 1 hour after starting and 1 hour before ending a shift.

Meal breaks for Communications personnel are covered under the Communications policies.

Rest Breaks

All employees are allowed a 15-minute rest break for each four hours worked, when time and circumstances permit. Rest breaks may not be accumulated, taken consecutively with a meal break, or take place at the beginning or end of the workday. Supervisors may approve limited exceptions.

Officers responsible for answering radio calls must notify Communications of the location of the break, maintain radio contact during the break, and must be available and respond to a call if needed. No more than two uniformed officers may be at one location during rest breaks, without supervisor approval.

Nursing Mothers <Colorado Workplace Accommodations for Nursing Mothers Act> <CRS 8-13.5-101> <Patient Protection and Affordable Care Act> <29 USC (7)(r)>

Department employees will follow the guidelines regarding breaks for nursing mothers established in the City's Administrative Regulations. The Department has designated an area in the women's locker room for nursing or the expression of breast milk. Nursing/expressing employees may elect to use another area within the department with supervisory permission and if in compliance with the City's Administrative Regulations.

