



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 7, 2022	CHAPTER: 1- Administrative	PAGE: 1 of 2	NUMBER: 1.02.21
SUBJECT: BREAK TIME REQUIREMENTS FOR NURSING MOTHERS			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

**PURPOSE:** To establish guidelines and identify the requirements for nursing mothers in accordance with the Patient Protection and Affordable Care Act (PPACA sec. 4207) and the Fair Labor Standards Act, 29 USC 207(r).

**POLICY:** It is the policy of the Cleveland Division of Police to provide reasonable break times for any member who is nursing a child for one year after the child’s birth. The Division will provide a place, other than a bathroom or locker room that is shielded from view and free from intrusion from other members and the public, which may be used by an employee to express breast milk.

**DEFINITIONS:**

**Lactation Room:** A private, secure location within Division buildings designated for nursing mothers to express and store their breast milk that is not a bathroom or locker room. The location should, to the extent possible: 1) be equipped with an electrical outlet; 2) be in reasonable proximity to the nursing mother’s work area; 3) be in close proximity to a clean sink; 3) have comfortable seating and a table or flat surface to hold the breast pump; and, 4) have a sign that says “DO NOT DISTURB” for when the location is in use.

**Nursing Break:** Break time utilized by nursing mothers to express breast milk.

**Nursing Mother:** A member of the Division that has given birth and expresses breast milk until their child is one year of age.

**PROCEDURES:**

I. General Guidelines

- A. Commanders shall ensure that all nursing mothers under their command have a secure, private location, free from intrusion from other members and the public, where they can nurse and store their breast milk and that is not a restroom or locker room.
- B. Nursing members shall be granted a nursing break each time it is necessary to express milk.
- C. The member shall be provided a reasonable amount of time for nursing and as frequently as needed.
- D. Prior to and upon completion of the break, the member shall immediately notify their direct supervisor and return to their assigned duties.

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E. Nursing members shall provide their own personal equipment to express milk.

## II. Officer Responsibilities

A. Nursing mothers assigned to the Patrol Section shall adhere to the following procedures:

1. Advise their immediate supervisor that they will need nursing breaks at the start of their tour so that the supervisor can accommodate the nursing break time the member may need during the shift.
2. Notify a supervisor when a nursing break is needed and report back to their assigned district to utilize the lactation room.
3. Store their expressed milk in the district's lactation room provided or in a personal cooler.
4. After the break is complete, advise CCS that they are back in service.

B. Nursing mothers assigned to an administrative unit shall adhere to the following procedures:

1. Advise their immediate supervisor that they will need nursing breaks at the start of their tour so that the supervisor can accommodate the nursing break time the member may need during the shift.
2. Notify their supervisor when a nursing break is needed and utilize the lactation room that is designated at their assignment.
3. Store their expressed milk in the lactation room provided or in a personal cooler.
4. After the break is complete, return to their assigned duties.

## III. Supervisor Responsibilities

- A. Supervisors shall accommodate any nursing breaks nursing mothers may need during the shift.
- B. Supervisors shall notify CCS of nursing breaks taken by members during the shift.
- C. The Officer in Charge (OIC) shall ensure that only nursing mothers are utilizing lactation rooms; keeping the room secure.