



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-16

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 06/23/15

4-16 MEAL BREAKS

4-16-1 Rules and Responsibilities

A. Meal Breaks

1. Each officer will be responsible for requesting a meal break from Emergency Communications during each shift unless a supervisor has scheduled a specific meal break for the officer.
2. ECC will allow officers to clear for the meal break if manning levels and numbers of calls holding permit, or as authorized by a field supervisor. Clearance for meal breaks will be obtained through the police radio or MDT, not the telephone. When the CADS system is operational, those officers with MDTs will go on the MDT to notify Emergency Communications when he/she arrives for the meal break and when he/she is back in service. Units with operational MDTs will log their location of the meal break via the MDT.
3. No more than three marked police units and/or three uniformed officers will be in the same place on a break at the same time unless approved by a supervisor.
4. Officers must respond to emergencies or requests for assistance from the public during the lunch break. Officers are also required to stay within their assigned area command unless specific prior authorization is obtained from the officers' supervisor, and the officer notifies the supervisor when he/she leaves the area command.
5. To help facilitate the undue stacking of calls for service, officers will not take their meal breaks within one hour from the beginning of their shift, or within one hour from their end of the shift, unless prior approval has been obtained from their supervisor.