



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

Effective: 01/27/2023 Review: 01/27/2024 Replaces: 05/21/2021

## 2-37 MEAL BREAKS

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-10 Use of Emergency Communications \(Formerly 1-07 and 1-7\)](#)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

### 2-37-1 Purpose

The purpose of this policy is to provide instructions for Albuquerque Police Department (Department) personnel regarding requests and procedures when taking a meal breaks.

### 2-37-2 Policy

It is the policy of the Department to balance the needs of the community and the demands for response to calls for service with the need for Department personnel to take a meal break.

### N/A 2-37-3 Definitions

None

### 7 2-37-4 Procedures

N/A A. Department personnel working in a FSB capacity may request a meal break once during each shift unless their supervisor has scheduled a specific meal break for the employee.

1. Department personnel shall request to go out of service for a meal break from the ECC Dispatcher using their Mobile Dispatch Terminal (MDT).

B. The ECC Dispatcher shall permit Department personnel to go out of service for the meal break if they determine that manning levels and the number of calls for service holding in the queue are manageable or as authorized by Department personnel's direct supervisor.



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

Effective: 01/27/2023 Review: 01/27/2024 Replaces: 05/21/2021

1. When the Computer-Aided Dispatch (CAD) system is operational, Department personnel shall:
  - a. Use their MDT to request clearance from the ECC Dispatcher to go out of service for a meal break.
  - b. Use their MDT to log 10-61 when they arrive for the meal break and 10-8 when they are back in service; and
  - c. Log the location of their meal break via the MDT.
- N/A** 2. If the CAD system is down, Department personnel working in a FSB capacity shall request clearance for meal breaks through the police radio, not over the telephone, as outlined in SOP Use of Emergency Communications (refer to SOP Use of Emergency Communications for sanction classifications and additional duties).

**7** **2-37-5 Rules**

- A. No more than three (3) marked Department-issued vehicles and/or four (4) uniformed personnel shall be in the same place at the same time while on a meal break. Exceptions to this include:
  1. When Department personnel have pre-approval from their supervisor;
  2. When Department personnel take their meal break at a City-owned gym, a substation; or
  3. When attending a function that may be considered a meal break and has been pre-approved by the chain of command.
- B. Department personnel shall respond to emergencies or requests for assistance from community members during their meal breaks.
- C. Department personnel working in an FSB capacity shall stay within their assigned area command during their meal break.
  1. Department personnel shall request approval from their supervisor before leaving their assigned area command for a meal break.
    - a. Department personnel shall notify their supervisors when they leave their assigned area command.
- D. Department personnel working in an FSB capacity shall not take their meal breaks within one (1) hour from the beginning of their shift or within one (1) hour from the end unless their supervisor has given them prior authorization.
- E. Department personnel shall not take a meal break that exceeds one (1) hour without prior authorization from their supervisor.



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16)

Effective: 01/27/2023 Review: 01/27/2024 Replaces: 05/21/2021

**N/A**

F. Department personnel attending training are not required to ask for a meal break.

1. The designated instructor shall direct Department personnel when they may take a meal break.