



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-37 (Formerly 4-16) Effective: 05/21/2021 Review: 05/21/2022 Replaces: 01/13/2016

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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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

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D. Rescinded Special Order(s)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 sworn personnel and Police Service Aides (PSA) regarding requests and procedures for meal breaks.

2-37-2 Policy

It is the policy of the Albuquerque Police Department (Department) that sworn personnel and PSAs shall request a meal break through the Emergency Communications Center (ECC).

2-37-3 Definitions

None

7 2-37-4 Procedures

- A. Sworn personnel and PSAs working in a Field Services Bureau (FSB) capacity shall request a meal break from the ECC once during each shift, unless a supervisor has scheduled a specific meal break for the employee.
- B. The ECC shall permit sworn personnel and PSAs to go out of service for the meal break if ECC personnel determine that manning levels and the number of calls for service holding in the queue are manageable, or as authorized by a supervisor.
 1. When the Computer-Aided Dispatch (CAD) is operational, sworn personnel and PSAs with Mobile Digital Terminals (MDT) shall use their MDT to log 10-61 when they arrive for the meal break and 10-8 when they are back in-service.



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2. Sworn personnel and PSAs with operational MDTs shall log the location of their meal break via the MDT.
 - a. If the CAD system is down, sworn personnel and PSAs shall seek clearance for meal breaks through the police radio, not the telephone, consistent with SOP Use of Emergency Communications.
- C. No more than three (3) marked vehicles and/or four (4) uniformed personnel shall be on a meal break in the same place at the same time. Exceptions to this include:
 1. Following the approval of a supervisor; or
 2. A meal break taken at a City-owned gym, substation, or a place where a function that could be considered and approved as a meal break by the chain of command.
- D. Sworn personnel shall respond to emergencies or requests for assistance from community members during their meal breaks. Sworn personnel are also required to stay within their assigned area command, unless specific prior authorization is obtained from the personnel's supervisor, and personnel notify their supervisors when they leave their area command.
- E. To help facilitate the undue stacking of calls for service, sworn personnel and PSAs shall not take their meal breaks within one (1) hour from the beginning of their shift, or within one (1) hour from the end of their shift, unless prior approval has been obtained from their supervisor.
- F. Department personnel attending training will not be required to ask for a meal break. The designated instructor will direct personnel as to when a meal break will be taken.