



## LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1240  
**TOPIC:** LACTATION TIME, MEAL AND REST BREAKS  
**ISSUED BY:** TERESA EWINS, CHIEF OF POLICE  
**DATE:** 1-8-2023  
**SUPERSEDES:** 2016  
**REFERENCE:** N.R.S. §13-2203, Lactation Time SO 20-10-1, Fair Labor Standards Act

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### I. POLICY

Employees will be permitted lactation time, meal and rest breaks in accordance with state statute, labor agreements, special order and the following guidelines. These guidelines are not applicable to exempt employees.

### II. PROCEDURE

#### A. Lactation Time (SO 20-10-1)

1. The department will provide reasonable time(s) for the eligible employee to express milk for their nursing child for one year after the child's birth.
2. As a general rule, each employee will be allowed two (2) lactation times during an eight (8) or ten (10) hour shift and three (3) during a twelve (12) hours shift with supervisor approval. Lactation times will not be counted against meal breaks for employees.
  - a. Eligible employees should avoid taking lactation time within the first hour or last hour of their work shift.
  - b. The department will provide up to forty-five (45) minutes every three (3) to four (4) hours, based on need.
  - c. Due to the complexity of equipment, uniformed officers will be provided up to sixty (60) minutes to accommodate.
  - d. Unique circumstances must be approved by a supervisor.

#### B. Meal Breaks

1. Officers represented by the Lincoln Police Union do not receive a meal break.
2. For other employees, meal periods will be either 30 or 60 minutes, including any travel time.
3. Meal breaks will be taken within the middle four hours of the employee's shift.
4. Supervisors may establish schedules for meal breaks, if needed.
5. Employees whose duty shift includes a meal break may be permitted to waive the meal period and work a continuous shift. This requires approval from the immediate supervisor and is contingent on the needs of the department. Any request to waive or resume a meal period shall be made in writing to the supervisor at least seven days in advance.

#### C. Department Purchased Meals: Special Circumstances

1. Under special circumstances the chief of police may authorize the purchase of non-alcoholic beverages and food for staff to include extended emergency situations where meal breaks are not reasonable.
2. Approval of such requests shall be made through the chain of command by the incident commander through the assistant chief of operations.
3. All requests can initially be verbal but shall be documented on a memorandum containing the appropriate details regarding the event and specific circumstances.
  - a. Any further documentation should be completed by the operations unit.

#### D. Rest Breaks

1. Employees are authorized two rest breaks of 15 minutes each.
2. Rest breaks cannot be combined.
3. No breaks may be taken at any personal residence.
4. Rest breaks will be taken at the nearest suitable location to the employee's duty station.
5. Rest breaks will not be taken within the first hour after starting time, within one hour of a meal break or within one hour of the end of the employee's duty shift.
6. Supervisors may establish schedules for rest breaks, if needed.

#### E. Other Guidelines for Meal and Rest Breaks

1. Ordinarily, no more than two uniformed employees shall take meal or rest breaks together at any restaurant or public or private facility. The following exceptions are allowed:
  - a. A single uniformed supervisor may take a break with two uniformed employees;
  - b. A single probationary officer assigned with an FTO need not be counted;
  - c. Supervisors may approve deviations on specific occasions where this rule is impractical. An example of this would be breaks during training sessions.
2. Breaks may not be extended due to slow service.