



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **BREASTFEEDING ON DUTY**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

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Lactation

PURPOSE: The purpose of this Policy & Procedure is to provide guidelines to members of the Sturgeon Bay Police Department for nursing mothers and their coworkers for breastfeeding while on duty.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURES
- III. LOCATION
- IV. COMMUNICATION
- V. STORAGE

I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department that when a female employee returns to duty after the birth of a child, she shall meet with her shift supervisor to discuss her individual needs, such as accommodations for lactation.

II. PROCEDURES

- A. Both mothers and infants benefit from breast milk. Because of this, federal law requires an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk.

The female employee will typically express milk at approximately the same time she would when she would be nursing at home. It is optimal that the times be consistent whenever possible, but shall be understood that these times will have to be somewhat flexible due to the unpredictable nature of law enforcement duties.

- B. When an officer is assigned to a call that allows for another officer to briefly take over, the nursing officer shall notify Dispatch of her need to be temporarily relieved. The nursing officer will then be relieved from the assignment for a reasonable amount of time to allow her to express milk. The officer shall then immediately return to her previous assignment.

III. LOCATION

- A. Under the Patient Protection and Affordable Care Act, an employer must provide a place, other than a bathroom, for the employee to express breast milk. This location must be shielded from view and free from intrusion from coworkers and the public.
- B. The approved employee lactation location for the Department is the women's locker room. This location is private, since it has no windows or security cameras. It is recommended the employee place a sign on the door indicating the locker room is "in use" while the employee is using the room to express milk. In the locker room, there is an electrical outlet available, access to running water, and a bench on which to sit.
- C. If the officer resides in the city, it shall be allowed that the officer respond to her home to either nurse her child or express breast milk. It is mandatory for the nursing mother to have prepared the childcare provider with bottles of milk/formula for the duration of her shift in the event she is unable to respond to her residence to nurse.

IV. COMMUNICATION

- A. Upon returning to work after the birth of a child, the employee must notify her shift supervisor of her decision to breastfeed.
- B. It is required that an officer advise Dispatch when she will be unavailable, whether at the station or at her residence. The officer is to keep her portable radio on and near her during this time.
- C. If there is an emergency situation, the officer shall leave during (if possible) or after expressing milk and return at a later time to clean up the equipment.

V. STORAGE

- A. It is recommended for the nursing mother to utilize her own ice pack and/or storage container for containing the expressed milk.
 - 1. In the event these items are not available, a small refrigerator will be provided by the Department for the women's locker room.
 - 2. The refrigerator will be in the locker room for the duration of the time the nursing mother is expressing milk.
 - 3. Those using the refrigerator are responsible for keeping it clean.
 - 4. When there is no longer a mother nursing, the refrigerator will be removed and stored in a secure location.
 - 5. This refrigerator will be used solely for the storage of breast milk, not for lunches or other items.

Arleigh Porter
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 12/01/2015