

*"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1641.0, LACTATION ACCOMMODATION**

EFFECTIVE:	6/14/2021
RESCINDS:	N/A
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	POLICE LEGAL ADVISOR
ACCREDITATION CHAPTERS:	
CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY:

It is the policy of the Orlando Police Department to provide reasonable use of employee break and meal times during the workday for lactating mothers to express milk and to provide an appropriate room for this purpose. This policy applies to all members of the OPD, whether sworn or civilian, including full and part-time, probationary, seasonal, and temporary employees.

PROCEDURES:

**1. APPLICABILITY OF CITY POLICY**

The City of Orlando has enacted City Policy 808.38, which governs access to lactation facilities and reasonable use of employee break and meal times or for lactating employees. Any break time for lactation outside of an employee's normal break and mealtime will also be governed by City Policy 808.38. City Policy 808.38 is incorporated by reference, and fully applicable to all OPD personnel.

In addition to the provisions of City Policy 808.38, the Orlando Police Department is enacting this supplemental policy to ensure that OPD members are aware of both the City Policy as well as specific, additional provisions applicable to OPD.

**2. PRIVATE LOCATION**

If the lactating member has an individual office assigned to the member's exclusive use, the member is permitted to use her private office for that purpose. For members who are not assigned a private office as part of their regular duties, the Department has made the following locations available for lactation:

**OPH:** Central Patrol Captain's Office

**Southwest Substation:** West Patrol Captain's Office

**Southeast Substation:** Conference room

**Northwest Substation:** North Patrol Captain's Office

Each of these locations is an enclosed area, shielded from view and intrusion, where the member will be permitted to express milk in private. While lactating, the member has the option to either secure the door from inside the room, or display an "Occupied: Lactating" sign outside the door, or both. "Occupied: Lactating" signs will be available at each

OPD lactation area. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

In addition to the locations mentioned above, members may also lactate at any location designated for that purpose by City Policy 808.38.

### **3. STORAGE OF EXPRESSED MILK**

Members will be responsible for cleaning up from their use of the lactation room, using anti-microbial wipes or disinfectant, and must bring their own supplies for this purpose.

Members are responsible for making arrangements for storing expressed milk. Milk may be stored in a refrigerator located at OPH, provided the refrigerator is not also used for the storage of biohazards or evidence. The member must provide her own containers for expressed milk, which must be concealed in a labeled, personal storage bag.

If there is no refrigerator available, members must provide their own means to store and keep the milk cold, such as a personal storage cooler.

The Department is not responsible for the integrity or security of breast milk stored in or on departmental property.