

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject Lactating Accommodation Policy
Number SO-11-01
Effective Date January 27, 2011
Related to: GO-PER-100.11 (Medical Services), Effective Date: April 25, 2006 General Order 206.01 (Time and Attendance), Effective Date: November 5, 1978

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I. BACKGROUND

Consistent with the District of Columbia “Child’s Right to Nurse Human Rights Amendment Act of 2007,” the Metropolitan Police Department (MPD) recognizes that breastfeeding a child “constitutes a basic act of nurturing to which every mother and child has a right and which should be encouraged in the interests of maternal and child health.”

- A. Breastfeeding provides physiological and emotional benefits to both the mother and child and is valuable in the child’s development.
- B. Breastfeeding is recommended by the Department of Health and Human Services (HHS), the American Academy of Pediatrics, the American Academy of Family Physicians, and the American College of Obstetricians and Gynecologists.

II. POLICY

It is the policy of the MPD to provide reasonable break time during work hours for a member to express breast milk for her nursing child for one (1) year after the child’s birth.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Member – Sworn or civilian female employee.
2. Reasonable – Not imposing an undue hardship on the operation of the Department.
3. Undue Hardship – Any action that requires significant difficulty or expense when considered in relation to factors such as the size of the Department, its financial resources, and the nature and structure of its operation.

IV. REGULATIONS

- A. The MPD shall provide breastfeeding members reasonable break-time to express breast milk.
 1. Breastfeeding members may use lactation rooms during allotted breaks in their tours of duty such as lunch breaks (i.e., 10-7E) without the submission of a leave request.
 2. Breastfeeding members shall submit a leave request for any available leave (i.e., annual, sick or compensatory) or request leave without pay in the event that the member wishes to use a lactation room while on duty outside of an allotted break time and shall submit a DC Standard Form 71 (Application for Leave) noting the leave category requested.
- B. The MPD shall not be required to provide break periods if it would create an undue hardship on the operations of the Department.
- C. If any break period, paid or unpaid, is already provided to a breastfeeding member, the break period required for breastfeeding shall run concurrently with the break period(s) already provided.
- D. Once a member's breastfeeding break time has been approved, the break shall not be interrupted except for emergency or exigent circumstances.

V. PROCEDURES

- A. Lactation Facilities
 1. The MPD shall make reasonable efforts to provide a private, sanitary room or other suitable location in close proximity to the member's work area, other than a bathroom or toilet stall, where a member can express breast milk privately and securely.
 2. The location may be the place where the member normally works or another designated space where there is adequate privacy and

security (e.g., the member's private office or a lockable room).

3. Designated lactation rooms are available in all of the Patrol Districts' main stations and inside MPD Headquarters in Room 5000 (See Watch Commander, Command Information Center (CIC), for access).
4. Lactation rooms are available for use twenty-four (24) hours a day, seven (7) days a week, to include holidays.
5. Restrooms shall not be designated as appropriate spaces for lactation purposes.
6. Watch Commanders shall ensure lactation rooms are maintained in a clean and sanitary condition.

B. Storage of Expressed Breast Milk

1. The MPD shall not be liable for members' breastfeeding equipment, breastfeeding supplies and expressed breast milk stored at any of the agency's elements.
2. Members who store expressed breast milk in any refrigerated area within any MPD facility shall clearly label the container with their name and the date the milk was expressed.
3. Members shall remove all breast milk placed in MPD refrigerators at the end of each tour of duty.
4. No member shall handle, move or dispose of another member's breast milk without written authorization from their commanding officer.

VI. ROLES AND RESPONSIBILITIES

A. Lactating Members' Responsibilities

1. When members advise a Police and Fire clinic physician they are breastfeeding, they will be given a "Physician's Information and Work Status Release" Form (Physician's Release) to take to their private physician for completion.
2. Members shall submit the completed "Physician's Information and Work Status Release" form through channels to the Director, Medical Services Branch, prior to using a MPD lactation room.
3. Members shall contact their administrative office, their supervisor or the Watch Commander at their element to reserve the lactation room.
 - a. If a lactation room has not been reserved, it shall be available

on a first come, first served basis.

- b. Lactation rooms shall be made available to members twenty-four (24) hours a day, seven (7) days a week to include holidays.
 - c. If a member's needs conflict with another member who has already reserved the lactation room, the members shall negotiate the use of the space.
4. Members shall be responsible for purchasing or renting suitable equipment to express and contain their breast milk. Refrigerators will be available near all lactation rooms and signage will be posted directing members to the locations.
 5. Members shall be responsible for securing all personal breastfeeding equipment and supplies appropriately.
 6. Members shall ensure lactation rooms are left in a clean and orderly manner after each use to include wiping spills and removing any trash/debris.

B. Supervisor Responsibilities

Supervisors shall direct affected members to review this policy once they notify their command of their pregnancy.

C. Lactation Coordinator Responsibilities

Lactation coordinators shall be responsible for maintaining an appropriate log book or other system to document the use of the lactation room at their assigned element and allow members the opportunity to reserve the lactation room.

NOTE: Lactation coordinators are encouraged to set up and utilize a shared calendar in Outlook that will serve the same purpose as the physical book, but allow members to view the lactation calendar and reserve its use remotely.

D. Commanding Officers Responsibilities

1. Commanding Officers shall identify an official within their element to be designated as the lactation coordinator.
2. Commanding Officers shall ensure that the location of their lactation room is clearly posted on the administrative bulletin board along with the name and email address of the lactation coordinator.

3. Commanding Officers who do not have a lactation room at their facility shall identify a suitable location consistent with Part IV.A.1 of this order.
4. Commanding Officers shall ensure the lactation log book and/or the shared Outlook Lactation Calendar is maintained and available for inspection.
5. Commanding Officers shall submit a report to the Director, Medical Services Branch, that outlines the usage of their lactation room at the end of each calendar quarter, commencing April 1, 2011 and every three (3) months thereafter.

NOTE: Reports should be sent via e-mail to msd.adminbox@dc.gov.

E. Medical Services Branch Responsibilities

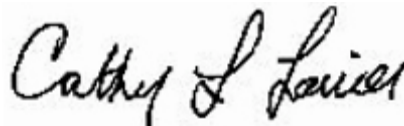
1. The Director, Medical Services Branch, shall maintain an accurate record of breastfeeding members at the MPD.
2. The Director, Medical Services Branch, shall report statistical data relating to breastfeeding members to the Lactation Consultant, D.C. Department of Health.
3. The Director, Medical Services Branch, shall report statistical data concerning the number of lactating members and the usage of the lactation rooms to the Director, Human Resource Management Division, who will forward the information to the Assistant Chief, Professional Development Bureau, for dissemination to the Executive Command Staff.

F. Director, Human Resources Management Division, Responsibilities

The Director, Human Resources Management Division, shall ensure this policy is provided to all new employees.

VI. CROSS REFERENCES

- A. D.C. Human Rights Act of 1977 as amended by the "Child's Right to Nurse Human Rights Amendment Act of 2007" March 14, 2007.



Cathy L. Lanier
Chief of Police