



CITY OF PORTLAND, OREGON



Bureau of Police

Charlie Hales, Mayor
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EXECUTIVE ORDER

Date: April 29, 2013

TO: All Bureau Members

RE: DIR 210.20 Milk Expression

ACTION: This is a new directive. This directive is one of the first directives in the new Bureau format which will be the format for all directive revisions from this date forward. Please read the attached directive carefully.

210.20 MILK EXPRESSION

Refer: DIR. 410.00

ADMINISTRATIVE RULE: 8.01 Hours of Work

ADMINISTRATIVE RULE: 6.05 Family Medical Leave

1. STATEMENT OF PURPOSE

1.1. The Purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child. This policy allows the Bureau the flexibility of having a fully trained officer return to work during a time period when she would otherwise be unavailable.

2. DIRECTIVE SPECIFIC DEFINITIONS

2.1. **Eligible member:** Members who have recently given birth or who have given birth within the last 18 months, and have advised the Bureau of their intent to express milk while at work in either a patrol or non-patrol capacity.

3. POLICY

3.1. It is the policy of the Bureau to provide reasonable break time and appropriate facilities to accommodate any member desiring to express milk for her nursing child 18 months or younger, in compliance with BHR Rule 8.01 (Hours of Work) and all applicable federal and state laws.

4. GUIDELINES

- 4.1. Requests for accommodations to express milk should be submitted in writing by the member through the chain of command.
- 4.2. Per BHR Rule 8.01 (Hours of Work), milk expression accommodations will be provided to those members (FLSA covered or exempt) who have a child 18 months or younger.
- 4.3. The member will be provided a private location, in close proximity to her work area to express milk.
- 4.4. The proximity of a milk expression location will be considered by supervisors when making district assignments for members working patrol.
- 4.5. The private location must ensure the member is concealed from view and protected from intrusion by other people. As an example, a public restroom or toilet stall is not an acceptable location.
- 4.6. Members will be authorized to leave work duties for the purposes of expressing milk, up to three (3) times a day for thirty (30) minutes each (paid time).
- 4.7. Whenever possible, the 30 minute expression period should coincide with the member's regular meal/rest period.
- 4.8. Members will be placed in "10-7" status while expressing milk.
- 4.9. A member will return to her regular assignment at the end of each expression period.

5. MILK EXPRESSION AGREEMENT

- 5.1. A member will notify her supervisor in writing of her intent to express milk at work.
- 5.2. Sufficient notice should be given to allow the Bureau to make necessary preparations to accommodate the request.
- 5.3. If any schedule adjustment is needed within the parameters of 8.01 (Hours of Work) or 6.05 (Family Medical Leave), a written request or application is required.
- 5.4. Upon request, the Personnel Division will provide a written Milk Expression Agreement for the requesting member and her supervisor to sign, along with a list of milk expression stations throughout the city.

6. MEDICAL RESTRICTIONS

- 6.1.** If a member has a documented medical restriction related to milk expression, the member will provide her supervisor with a medical certification from her treating physician that details any suggested work restrictions.
- 6.2.** RU managers, in consultation with the Personnel Division, will determine if and how the work restrictions will be accommodated.

7. EQUIPMENT

- 7.1.** A member will have the option of purchasing, at her own expense, an exterior ballistic vest prior to returning to patrol.

8. TRANSITION PERIOD

- 8.1.** A member will have the option of a two (2) week desk assignment prior to returning to patrol after being absent as a result of a pregnancy.

9. MEMBER RESPONSIBILITIES

- 9.1.** Provide written notice of her intent to express milk to her supervisor
- 9.2.** Provide supervisor with written certification of any medical restrictions, if applicable.

10. SUPERVISOR RESPONSIBILITIES

- 10.1.** Forward requests through channels.
- 10.2.** Present recommendations regarding any required schedule adjustments to the RU Manager for consideration.

11. RU MANAGERS RESPONSIBILITIES

- 11.1.** Review expression request, and if approved, notify the Personnel Division and the applicable RU that the member will be authorized to leave work duties for the purpose of milk expression.

12. HISTORY

- 12.1.** Established April 29, 2013
- 12.2.** Author (C. Parra, C. Morgan)
- 12.3.** Effective April 29, 2013

12.4. Review April 29, 2015

For more information; please contact Dave Virtue, Chief's Office, at 503-823-0264.

A handwritten signature in cursive script that reads "Michael Reese". The signature is written in black ink and is positioned above the printed name and title.

MICHAEL REESE
Chief of Police

MWR/dv