


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Steve Conrad 
Chief of Police

DATE: April 2, 2020

**RE: Modification to Special Order #20-002 State of Emergency—
Vacation Requests
Special Order #20-016**

Special Order 20-002, State of Emergency—Vacation Requests, issued on March 16, 2020, placed a moratorium on all future vacation requests. Due to compelling evidence the current COVID-19 pandemic will be a long-term event, which has already caused significant personal hardships for many of our members and their families, I am relaxing some of the restrictions on utilizing accrued leave time. Effective immediately, all members may request and utilize accrued leave time with the following restrictions:

- No more than two (2) leave days (full work shifts) per member will be approved at a time (e.g. a member cannot request leave time for more than two (2) consecutive days, not including regular days off (RDOs)).
- The leave time cannot be approved more than seven (7) days in advance (e.g. a member cannot request vacation time for more than one week from the request date).
- As we are still under a State of Emergency, any leave granted pursuant to this Special Order may be cancelled at any time if deemed necessary by the member's supervisor. Should the leave need to be cancelled, the supervisor will attempt to immediately notify the member.
- Members without department issued cell phones are required to check in with their supervisor one (1) hour prior to taking their leave to verify the leave has not been cancelled.
- Out-of-state travel for members who are Kentucky residents is subject to the restrictions in Special Order 20-015, Out-of-State Travel Restrictions During the COVID-19 Pandemic.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.