


# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

**GREG FISCHER**  
MAYOR

**STEVE CONRAD**  
CHIEF OF POLICE

**TO: All Personnel**

**FROM: Steve Conrad**   
**Chief of Police**

**DATE: March 16, 2020**

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

Pursuant to Special Order #20-001, State of Emergency – COVID-19, all future vacation requests will not be considered for approval until further notice. This does not apply to any currently approved vacation requests.

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 that 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.