

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: LMPD COVID-19 Update
Special Order #20-003



The COVID-19 virus presents an unprecedented challenge for our community, nation, and world. As members of the department, we all play a crucial role in keeping our community safe and helping to mitigate the impact of the virus. The LMPD has a robust plan for dealing with pandemics, which we are currently implementing. Communication is a critical component of this plan; to this end I will be sending out regular updates to all of you regarding any new precautions, procedures, or crucial information.

First, here is the most current version of our Emergency Response Plan. I am asking all of you to please review the Pandemic Response and Continuity of Operations chapters (the file is too large to send). This will become our guiding document moving forward.

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Keeping our personnel and our families safe is of paramount importance. We cannot help our community if we are not healthy. All of the changes we will implement serve this purpose. Below is a summary of the changes we began implementing late last week to help accomplish this goal.

Roll Call Procedures

- Roll Calls will be conducted as rolling roll calls.
- Personnel must practice social distancing in all encounters and within our facilities.
 - Social distancing means maintaining at least 6-8 feet of distance between yourself and others. No touching or handshakes.
- Personnel will be instructed to charge their WVS in their vehicles as much as possible. They can use the micro USB cable their WVS was issued

with. Video uploading should be accomplished in a staggered manner with only 2-3 personnel in the division at a time following roll call. Sergeants and acting sergeants should designate times for personnel to upload and provide this information to officers.

- Operational information is expected to change daily; therefore, it is crucial the commanding officer conducting roll calls check their email for the latest updates.

Facility and Vehicle Preventative Measures

- All work surfaces (tables, chairs, desks, computer keyboards) should be sprayed with disinfectant at the beginning of each shift. The commanding officer for the oncoming shift will be responsible for making sure this is completed.
- Any time work surfaces are used, the member using them is responsible for disinfecting them afterward.
- All vehicles will be disinfected at the beginning and conclusion of work shifts. If civilians are transported in the vehicles (prisoners, CIT, stranded motorists), the passenger area must be cleaned immediately afterwards.
 - Do not use Spray 9 on glass, use glass cleaner.

Personal Protective Measures

- All sworn members performing patrol duties will report to work with a spare uniform, towel, and soap/shower products. These should be kept in plastic bags to keep them clean. Should personnel become exposed/dirty during their tour they should NOT plan on returning home to shower. The affected member should shower in an LMPD or Louisville Metro Government facility.
- Detectives and sworn members in specialty assignments need to bring a uniform with them for each tour of duty in case they are needed for patrol work. They should abide by the procedures listed above.
- Sworn members need to make arrangements now to be held past their regular shifts should emergencies dictate the need.
- All sworn members must have PPE available, in their vehicle, in good working order. Commanding officers should verify this.
- If a division/unit runs low on PPE, communicate this to the HSO immediately so arrangements can be made.
- Guidance on what constitutes an exposure will be forthcoming. For now, refer to the most recent CDC guidelines for emergency services workers.
- Commanding officers should make every attempt to divert unnecessary medical-only runs. Should we need to assist EMS/Fire we will do so from a distance of a minimum of 6-8 feet, unless an emergency situation dictates otherwise. Medical personnel should be the primary contacts for these types of runs.
- Officers should don PPE before responding to any call involving obviously sick persons.
- Currently, PPE is NOT advised for runs involving well persons.

- Sworn members initiating any police action or arriving at ANY call for service MUST call off on the radio. In the event a person involved in the call becomes positive for the virus we must be able to determine who may have had contact.

Cancellation of Training/Meetings

- In-service training has been suspended effective March 13, 2020.
- Spring firearms qualifications are suspended effective March 13, 2020.
- CompStat meetings are suspended effective March 13, 2020.
- We will follow Louisville Metro Government's guidelines regarding out of town travel and training.
- For officer safety, gas mask fit testing will continue as scheduled to ensure all sworn members have appropriately fitted and functional PPE.

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.