


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Robert J. Schroeder 
Chief of Police

DATE: June 20, 2020

RE: Special Order #20-036
Modification to Special Order #20-027 Vacation Requests

The current State of Emergency remains in effect. As the COVID-19 pandemic and civil disturbance continues, we are continuously adjusting our staffing requirements based on the needs of the community and the needs of our employees. To allow members to get much needed rest, we are once again easing our restrictions on vacation requests. The following will apply to all sworn personnel:

- No more than forty (40) hours of vacation will be approved at a time.
- No more than forty (40) hours of vacation may be approved for each member until further notice. Exceptions to the forty (40) hour maximum may only be granted by the Chief of Police or his designee.
- The leave time cannot be approved more than fourteen (14) days in advance (e.g. a member cannot request vacation for more than two (2) weeks from the request date).
- Leave requests must be approved by a Lieutenant or above. For the purposes of this order, an acting lieutenant is not sufficient.
- The Civil Disturbance Detail is comprised of sworn members from all units and divisions. Prior to granting any leave, each unit/division must ensure they have adequately staffed the detail with the assigned number of personnel.

- 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 Chief of Police or his designee. Should the leave need to be cancelled, the supervisor will attempt to immediately notify the member.

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.