


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Steve Conrad 
Chief of Police

DATE: April 29, 2020

**RE: Modification to Special Order #20-016 State of Emergency—
Vacation Requests
Special Order #20-019**

On April 2, 2020, Special Order #20-016 was issued relaxing the previous moratorium on vacation requests. As the COVID-19 pandemic continues, we are continuously adjusting our staffing requirements based on the needs of the community and the needs of our employees. Given the long-term reality of the pandemic and the relatively low number of employees who have had to be placed in quarantine or isolation, we are once again easing our restrictions on vacation requests. Effective immediately, all members may request leave time with the following restrictions:

- No more than forty (40) hours of vacation will be approved at a time.
- 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 member's supervisor. For the purposes of this order, an acting supervisor is not considered a supervisor.
- 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.
- Out-of-state travel for members who are Kentucky residents is subject to the restrictions in Governor Beshear's Executive Order #2020-258 and LMPD 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.