


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

ROBERT J. SCHROEDER
CHIEF OF POLICE

TO: All Personnel

FROM: Robert J. Schroeder 
Chief of Police

DATE: September 18, 2020

RE: Modification to Special Order #20-036 Vacation Requests
Special Order #20-042

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. Though **WE HAVE NOT RECEIVED ANY INDICATION OR INFORMATION FROM THE ATTORNEY GENERAL AS TO WHEN THE DECISION WILL BE MADE OR ANNOUNCED**, we assume it will occur in the upcoming weeks. In order to ensure we are adequately staffed when that transpires, we will be making changes regarding the approval of vacation or personal time. Effective immediately, the following will apply to all sworn personnel:

- No more than one (1) leave day (full work shift) per member will be approved at a time.
- Leave time cannot be approved more than one (1) day in advance.
- 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 details are comprised of sworn members from all units and divisions. Prior to granting any leave, each unit/division must ensure they have adequately staffed the various protest, traffic, and looting details in addition to ensuring their manpower will not be negatively impacted.
- As we are still under a State of Emergency, any leave granted may be cancelled at any time if deemed necessary by the Chief or his designee.

Should leave time 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 leave to verify the leave has not been cancelled.

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.