

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.3
	Effective Date: 05/12/03
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Chapter: Personnel	Accreditation Standards:
Subject: Civil Suits	

## 2.3 CIVIL SUITS

### 2.3.1 POLICY

Members of the Louisville Metro Police Department (LMPD) will not give any written or recorded statement based on their official investigation in a civil case, unless subpoenaed to do so for depositions or official hearings. This does not prohibit giving oral unrecorded answers to questions from attorneys or other persons who are properly interested in seeking basic information. Members are under no obligation to give statements, regarding civil cases, unless subpoenaed. Testimony in civil suits will be compensated pursuant to current court pay guidelines. Members will not receive financial reimbursement from private sources.

### 2.3.2 SUBJECT OF CIVIL ACTION

#### CIVIL SUITS

Members who are sued for official actions or activities related to their employment, whether on-duty or off-duty, must:

- Notify the Chief of Police and the Legal Advisor's Office by completing an LMPD Civil Suit Notification form (LMPD #22-0001) and emailing the form and a scanned copy of the civil suit documents to [LMPD-Civil-Suit-Notification@louisvilleky.gov](mailto:LMPD-Civil-Suit-Notification@louisvilleky.gov). The documents will be sent no later than the end of the member's tour of duty or, if off-duty, within 48 hours of being served.

The Legal Advisor's Office will forward the completed LMPD Civil Suit Notification form and the civil suit documents to the Jefferson County Attorney's Office, which will assign counsel. The assigned attorney will contact the member at the phone number and/or email address listed on the form. Members are required to respond to, and cooperate with, their assigned counsel.

#### PROTECTIVE ORDERS

Members who are served with an order of protection (e.g. Emergency Protective Order (EPO), Domestic Violence Order (DVO), Interpersonal Protective Order (IPO), or a Foreign Protective Order (FPO)) will:

- Immediately notify his/her division/section/unit commander.
- Immediately notify the Chief of Police and the Special Investigations Division (SID) Commander, via email.
- Provide the Chief of Police and the SID Commander with a copy of the order and the date scheduled for the hearing.
- Report the results of all hearings to the Chief of Police and the SID Commander.
- Produce copies of all process documents, related to any hearing, to the Chief of Police.

The SID Commander will consult with the Legal Advisor to determine whether or not the order of protection requires the member to surrender the possession of his/her firearm.