

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 3.1
	Effective Date: 12/01/04 Prv. Rev. Date: 11/18/21 Revised Date: 12/19/22
	Accreditation Standards: KACP: 1.11, 20.2
Chapter: Communications	
Subject: Administrative Incident Report (AIR)	

3.1.1 REPORTING GUIDELINES (CONTINUED)

- An individual has been placed under arrest, and subsequently released, without being incarcerated, for reasons that include, but are not limited to, the following:
 - An arrest made on the mistaken identity of the suspect.
 - An arrest on a warrant that was recalled or previously served without the officer's knowledge.
 - An individual is cited in lieu of a physical arrest, under circumstances that would routinely require the completion of an AIR (e.g. a minor offense committed by a subject with an injury or illness that would prevent him/her from being allowed to enter the jail without medical treatment).
 - An officer, subsequent to arrest but prior to incarceration, determines that probable cause no longer exists to make an arrest.
- Any declaration of an unlawful assembly under Kentucky Revised Statute (KRS) 525.050, to include specific facts considered when making the declaration (refer to SOP 12.6).
- Incidents involving the deployment of chemical agents or less-lethal munitions.

A responding officer is responsible for completing an AIR related to injuries prior to police contact (refer to SOP 3.1.2) and show of force incidents (refer to SOP 3.1.3).

An AIR is not required when officers are injured, cause injuries to civilians, or cause property damage as a result of vehicle collisions. Supervisors should refer to SOP 7.7 for documentation requirements regarding vehicle collisions.

Nothing in this policy prohibits commanding officers from completing an AIR for incidents other than those listed above. For the purposes of this policy, an acting sergeant is considered a commanding officer.

The AIR will be completed, via the BlueTeam link, located on the LMPD Intranet.

The AIR should be completed as soon as possible following the incident but must be completed and forwarded no later than the end of the commanding officer's tour of duty. If the AIR cannot be completed for use of force, canine utilization, injured employee, vehicle pursuit, or firearm discharge entries by the end of the commanding officer's tour of duty due to unforeseen circumstances, the commanding officer will send an email to the "AIR Notification" email group, located within the department's email distribution list, before the end of his/her tour of duty. The email must include the following information:

- The type of incident (e.g. use of force, pursuit, firearm discharge, etc.)
- The name(s) of everyone involved (e.g. officer(s), subject, witnesses, etc.)
- A brief description of the incident
- The date and time of the incident
- The location of the incident
- The Incident Control Number (ICN) associated with the incident

The commanding officer is then required to complete the AIR, via the BlueTeam link, located on the LMPD Intranet, for the incidents listed above during his/her next tour of duty.

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3.1.1 REPORTING GUIDELINES (CONTINUED)

The commanding officer will input the AIR information in BlueTeam and forward the AIR, via BlueTeam, through the appropriate chain of command.

3.1.2 INJURY PRIOR TO POLICE CONTACT

When a subject who is placed into custody has pre-existing injuries which are clearly not the result of a police action, the officer will complete an AIR (Injured Prisoner/Not a Police Act), via the BlueTeam link, located on the LMPD Intranet. The AIR will document injuries that were not caused during the police contact (e.g. bruises which have become multi-colored, scars, etc.). Officers will document the arrested person's injuries by photographing the injury/injuries, uploading the images **into the Digital Evidence Management System (DEMS) (refer to SOP 4.26)**, and attaching the images to the BlueTeam entry (refer to SOP 3.1.4).

After an officer uploads a Mobile Video System (MVS) video to Arbitrator or a **Body-Worn Camera (BWC)** video to Evidence.com, the officer will upload the video link as an attachment to the BlueTeam entry (refer to SOP 3.1.5).

An AIR should be completed by the responding officer as soon as possible following the incident but must be completed and forwarded no later than the end of the officer's tour of duty. The report will be routed as follows:

- The AIR will be forwarded, through the officer's chain of command, to the appropriate division/section/unit commander (refer to SOP 3.1.4).
- Before the end of his/her tour of duty, the immediate supervisor will email notifications to the "AIR Notification" email distribution group and to the appropriate division command staff (e.g. 1st Division Command Staff). If the incident took place in a division other than the division to which he/she is assigned, an email will also be sent to the division command staff where the incident occurred.

3.1.3 SHOW OF FORCE

A show of force is defined as:

- When an officer points a firearm directly at, or towards, another person. This action does not have to be accompanied by a verbal command or by illuminating the person with a weapon-mounted light (WML). Merely drawing the weapon from the holster will not be considered a show of force.
- The display of a CEW arc when used to prevent subject(s) from causing an immediate danger to an officer or others.

Following a show of force, the officer will complete an AIR (Show of Force), via the BlueTeam link, located on the LMPD Intranet.

A commanding officer will respond and document the incident in cases where the officer failed to activate his/her **BWC** or the subject requests to speak with the commanding officer.

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3.1.3 SHOW OF FORCE (CONTINUED)

An AIR should be completed by the responding officer as soon as possible following the show of force incident but must be completed and forwarded no later than the end of the officer's tour of duty. The report will be routed as follows (LMCO 36.04):

- The AIR will be forwarded, through the officer's chain of command, to the appropriate division/section/unit commander (refer to SOP 3.1.4).
- Before the end of his/her tour of duty, the immediate supervisor will email notifications to the "AIR Notification" email distribution group and to the appropriate division command staff (e.g. 1st Division Command Staff). If the incident took place in a division other than the division to which he/she is assigned, an email will also be sent to the division command staff where the incident occurred.

After an officer uploads an MVS video to Arbitrator or a **BWC** video to Evidence.com, the officer will upload the video link as an attachment to the BlueTeam entry (refer to SOP 3.1.5).

3.1.4 ROUTING OF BLUETEAM ENTRIES

BlueTeam entries should be forwarded to only one (1) individual at any given time. When the initial entry into BlueTeam is forwarded, other groups or persons may be copied, but should not be direct recipients. Supervisors who are forwarding the initial entry will copy the involved officer's division command staff as well as the "AIR Notification" email distribution group.

Once a supervisor has completed the BlueTeam entry, it will be forwarded through the involved officer's chain of command before being retained by the Professional Standards Unit (PSU). Normally, this involves the report being forwarded from the sergeant to the lieutenant and then from the lieutenant to the division commander. The division commander is responsible for forwarding the report to the PSU or the appropriate Bureau Commander, or his/her designee, within 30 days from the incident's date of occurrence.

For routing purposes, division commanders may forward the following incident types directly to the PSU **(unless coupled with an incident title/category required to be forwarded to the appropriate Bureau Commander)**:

- Exposure to Blood/OPIM
- Injured Prisoner/Not a Police Act (refer to SOP 3.1.2)
- Medical Transport
- Injured Member – Only if a member receives a serious physical injury will the division commander forward the entry to the appropriate Bureau Commander's Adjutant Lieutenant for further review, not the PSU.
- Show of Force (refer to SOP 3.1.3)

All other incident types will be forwarded by the division commander directly to the appropriate Bureau Commander, or his/her designee. The Bureau Commander, or his/her designee, will then forward the entries to the Legal Advisor. The Legal Advisor will review the entry before sending it to the PSU for retention.

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3.1.4 ROUTING OF BLUETEAM ENTRIES (CONTINUED)

If the incident is being documented by a supervisor who is outside of the involved officer's normal chain of command, the supervisor will verify that the entry is forwarded to the involved officer's immediate supervisor for processing through the involved officer's chain of command.

If the incident occurs in a division other than the one to which the involved officer is assigned, the division command staff who are assigned to the location of the incident should be copied on the initial forwarding of the entry.

3.1.5 DIGITAL IMAGES

Images that are uploaded **into the DEMS** are separate from images uploaded via BlueTeam. Officers will upload their images **into DEMS**, independent of the BlueTeam entry. Commanding officers will also upload the images directly to BlueTeam.

This allows photographs to be attached to the AIR so the images do not need to be ordered from **the Photo Lab**. Commanding officers will also attach the digital versions of all related paperwork to the BlueTeam entry.

Members will upload all digital images **prior to** the end of their tour of duty. If a member is experiencing difficulties uploading images **into DEMS** due to password issues, etc., he/she should contact **LMPD Technical Services** at (502) 574-5100 for assistance. If **LMPD Technical Services** is unable to correct the problem at the time of the call, the member will **bring his/her smartphone to LMPD Technical Services for evaluation**. If the **smartphone is damaged, the member will complete a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180), have it signed by his/her commanding officer, and bring a photocopy of the form and the device to LMPD Technical Services for replacement**. The Photo Lab is responsible for producing official images and recording the images onto a CD (refer to SOP 4.26). Requests for copies of audio and video recordings, from persons or agencies outside of the LMPD, will be directed to **Metro Open Records at the following link: <https://louisvillemetrogov-ky.nextrequest.com/>**. Requests submitted **to Metro Open Records** by the media will be directed to the Media and Public Relations Office (refer to SOP 3.3 and SOP 4.1) (KACP 20.2b). All requests for photos, from persons or agencies outside of the LMPD, will be directed to **Metro Open Records at the following link: <https://louisvillemetrogov-ky.nextrequest.com/>** (refer to SOP 3.2).

3.1.6 DIGITAL VIDEO

The LMPD records digital video via MVS and **BWC** (refer to SOP 4.1 and SOP 4.31). After an officer uploads a MVS video to Arbitrator or a **BWC** video to Evidence.com, the officer will **insert** the video link as an attachment to the BlueTeam entry.

If digital evidence is collected by a commanding officer from an outside source (e.g. Metro Watch camera video, private security system video, cell phones, etc.), all attempts should be made to attach the video to the BlueTeam entry.