

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 3.9
	Effective Date: 05/04/06 Prv. Rev. Date: 06/05/22 Revised Date: 12/19/22
	Accreditation Standards: KACP: 17.1, 30.5, 30.7
Chapter: Communications	
Subject: Internal Communications	

3.9 INTERNAL COMMUNICATIONS (KACP 17.1)

3.9.1 COMMUNICATIONS POLICY

It is the policy of the Louisville Metro Police Department (LMPD) to support continuous communication, coordination, and cooperation between all levels of the department. This may be accomplished through either oral or written types of communication. Communication flows both upward, and downward, through the appropriate chain of command, and laterally between bureaus, divisions, sections, units, platoons, officers, and other personnel.

3.9.2 COMMUNICATION METHODS

Communication, coordination, and cooperation between individual members and other members or units within the department may be accomplished through a variety of methods. These methods of communication include, but are not limited to, the following:

- Routine oral exchange of information
- Car-to-car exchange through MetroSafe
- Daily platoon and unit roll calls
- Periodic joint roll calls with detectives, other units, or platoons within a division
- Bureau, division, section, and unit staff meetings
- CompStat meetings
- Briefings/mailings related to active or upcoming special events
- Departmental electronic mail (email) messages containing specific details regarding criminal activity, Wanted flyers (LMPD #06-0046) or Attempt to Locate (ATL) flyers (LMPD #06-0047), "Be-on-the-Lookouts" (BOLOs), or requests for the identification of unknown subjects (refer to SOP 4.20)
- Offense reports and summaries
- Records Management System (RMS) Organizer
- TeleStaff

All members will login to their departmental email account and the TeleStaff system every workday in order to review their calendar and check for incoming communications.

3.9.3 WANTED FLYER

The following should be met prior to distributing a Wanted flyer (LMPD #06-0046):

- Probable cause must exist for a felony arrest; or
- The suspect has an outstanding arrest/bench warrant.

If the criteria for a Wanted flyer are met and supervisory approval has been obtained, the member will internally disseminate a Wanted flyer. No other forms are permitted.

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3.9.5 SIGNIFICANT ACTIVITY REPORT (CONTINUED)

The Significant Activity Report, and information therein, is considered a law enforcement sensitive preliminary report that may not be distributed or disseminated outside of the LMPD without the permission of competent authority.

For the purpose of this policy, competent authority will be at the level of the division commander, or higher, responsible for the investigation into the reported matter. The Chief of Police, or his/her designee, may authorize the dissemination of the Significant Activity Report to other members and/or external entities.

In order for the department to generate a 24-hour Significant Activity Report on a daily basis, supervisors whose members are dispatched on, or otherwise involved in, any of the following will complete a Significant Activity Report form (LMPD #21-0003) and email the form to "LMPD Significant Activities" and "LMPD All Sworn," located within the department's email distribution list, as well as to their division/section/unit command distribution lists (e.g. LMPD 1st Division Command Staff, LMPD CIS CO's, etc):

- Homicide/life-threatening assault/suspicious death (to include child deaths)
- High-profile arrest
- Robbery in the First Degree (street robbery)
- Carjacking
- Fire death/life-threatening injury due to a fire
- Business burglary (e.g. unusual, part of a pattern, a large dollar value stolen)
- Business robbery
- Felony sexual assault where the suspect is a stranger to the victim
- Fatal/life-threatening traffic accident
- Vehicle pursuits
- Search warrant
- Methamphetamine laboratory
- America's Missing: Broadcast Emergency Response (AMBER) Alert or other missing children (KACP 30.7)
- Missing person, of any age, with serious health/mental issues and/or a developmental disability (e.g. Golden Alert) (KACP 30.5)
- An at-risk veteran is a veteran or active-duty member of the armed forces, National Guard, or a military reserve component of the United States and who is known to have a physical or mental health condition, including post-traumatic stress disorder (PTSD), that is related to his/her service (e.g. Green Alert).
- Missing person, of any age, under suspicious circumstances
- Hazardous material (HAZMAT) incident
- Hate crime
- Unusual incident (e.g. large scale criminal mischief, dog attack, etc.)

The Significant Activity Report form will contain sufficient information for the reader to be fully informed of the event, given the facts known at the time of the email. Juvenile information should be included and not redacted. If the names of victims are unknown, a count of victims should be included. Information that will not be included in the form includes: