


# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

**GREG FISCHER**  
MAYOR

**ERIKA SHIELDS**  
CHIEF OF POLICE

**TO:** All Personnel

**FROM:** Erika Shields  
Chief of Police 

**DATE:** December 9, 2022

**RE:** December 2022 SOP Updates  
General Order #22-010

The following SOPs have been revised:

SOP 2.3, Civil Suit, has been revised by clarifying the procedures for members who are sued for official actions or activities related to their employment, whether on-duty or off-duty.

SOP 2.4, Secondary Employment, has been revised by clarifying the procedures for completing a Secondary Employment Request form (LMPD # 03-02-0100), via DocuSign, prior to engaging in secondary employment.

SOP 2.18, Travel, has been revised by clarifying the time period in which members will provide copies of certificates and evidence of attendance for his/her training record.

SOP 2.33, Overtime Authorization, Accountability, and Review, has been revised by changing all references of "AgencyWeb" to "TeleStaff" and by clarifying the type of reviews conducted by the Inspections and Compliance Unit (ICU).

SOP 2.34, Performance Review Board, is a new SOP that outlines the duties and responsibilities of the Performance Review Board.

SOP 3.1, Administrative Incident Report (AIR), has been revised by clarifying the reporting guidelines related to AIRs and the uploading of images into the Digital Evidence Management System (DEMS), independent of the BlueTeam entry.

SOP 3.8, Communications Equipment Usage, has been revised by changing the names of the radio operations channels.

SOP 3.9, Internal Communications, has been revised by clarifying that on significant activity report forms, juvenile information should be included and not redacted, and if the names of the victims are unknown, a count of the victims should be included.

SOP 4.31, Wearable Video System/Body-Worn Camera, has been retitled to "Body-Worn Camera (BWC)" and has been significantly revised by clarifying the procedures for utilizing BWCs.

SOP 8.5, False Alarms, has been revised by clarifying that the responding officer will leave a false alarm notification at the alarm site, in the case of a false burglar or holdup alarm.

SOP 8.48, Human Trafficking, has been revised by changing references of "Sex Crimes Squad" to the "Office of Sexual and Physical Investigations (OSPI) of the Special Victim Unit (SVU)".

SOP 8.50, Sexual Assaults, has been revised by clarifying the protocol for suspect examination.

SOP 11.3, Currency, has been revised by clarifying the procedures pertaining to currency seized for forfeiture and currency held for safekeeping.

SOP 12.1, Pursuits, has been revised by clarifying the procedures pertaining to shooting at, or from, a moving vehicle.

SOP 12.6, Civil Disturbances/Disorderly Crowds, has been revised by including definitions of "riot" and "unlawful assembly," and clarifying the procedures related to civil disturbances/disorderly crowds, the use of crowd control devices, and the completion of an AIR.

SOP 12.7, Mail and Package Handling, has been revised by clarifying that the Canine Unit will not respond to, or investigate, packages that have been deemed suspicious, and that members are to notify the Federal Bureau of Investigations (FBI), if appropriate, of packages that have been positively identified or suspected of being explosive devices or chemical, biological, or radiological substances.

SOP 12.10, Bomb Threats, has been revised by including the Homeland Security Unit and Real Time Crime Center (RTCC) as units the Incident Commander (IC) will notify of bomb threat incidents.

SOP 12.11, Crisis Intervention Team, has been revised by clarifying the procedures for crisis intervention.

SOP 12.21, Excited Delirium, has been revised by clarifying the symptoms of excited delirium and the procedures related to an excited delirium case.

SOP 12.22, Active Aggressor Incidents, has been revised by clarifying the responsibilities of the first responding officer(s) and the first commanding officer on the scene of an active aggressor incident.

SOP 12.25, Threat Management, has been revised by clarifying the response procedures to different threats.

SOP 12.29, Dispersal Orders, has been revised by clarifying the dispersal order format and the procedures of the dispersal order warning notification.

The following SOPs have been revised due the recent re-organizational changes within the LMPD:

- SOP 1.4, Chief of Police
- SOP 1.5, Chief of Staff - retitled "Deputy Chief of Police"
- SOP 1.8, Administrative Bureau
- SOP 1.10, Training
- SOP 2.27, Recruitment and Selection

All members having computer access are responsible for reading, understanding, and acknowledging receipt of the affected SOP(s) listed and this General 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 General 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.