

MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

CRAIG GREENBERG
MAYOR

JACQUELYN GWINN-VILLAROEEL
CHIEF OF POLICE

TO: All Personnel

FROM: Colonel Paul Humphrey
Deputy Chief of Police

DATE: May 19, 2023

RE: May 2023 SOP Updates
General Order #23-003

The following SOPs have been revised:

SOP 1.5, Deputy Chief of Police, has been revised by changing the title of the “Deputy Chief of Police/Accountability and Improvement (A&I)” to “Deputy Chief of Police/Chief of Staff.” In addition, the Deputy Chief of Police/Chief of Staff will now oversee the Administrative Bureau and the Accountability and Improvement Bureau (AIB).

SOP 1.6, Patrol Bureau, has been revised by adding the Non-Fatal Shooting Unit to the Patrol Bureau.

SOP 1.7, Support Bureau, has been revised by clarifying “fatal shootings” to the list of crimes that the Homicide Squad will investigate.

SOP 1.8, Administrative Bureau, has been revised by changing the title of the Deputy Chief of Police to whom the Assistant Chief of Police/Administrative Bureau reports.

SOP 1.13, Night Commander, has been revised by adding non-fatal shootings to the list of incidents that require a notification to the Night Commander.

SOP 2.23, Civilian Police Volunteers, has been revised by adding language clarifying the dress code and responsibilities of volunteers.

SOP 3.4, Correspondence, has been revised by stating Administrative Lieutenants will be responsible for running monthly compliance reports in PowerDMS. The locations of interdepartmental mailbox codes and Metro Mail

Services Mailing Request have also been added. All references to AgencyWeb have been changed to TeleStaff.

SOP 4.14, Departmental Vehicle Assignment and Usage, has been revised by adding language stating the locations where members are now allowed to drive their departmental take-home vehicles. In addition, language has been added clarifying when departmental vehicles will need to be turned in. Language has also been added clarifying the report completion procedures regarding collisions involving departmental vehicles.

SOP 4.20, Computer, and Internet Usage, has been revised by adding language clarifying the use of National Crime Information Center (NCIC) information, departmental email, and departmental systems.

SOP 8.6, Domestic/Dating Violence and Abuse, has been revised by adding definitions of “physical injury” and “serious physical injury”. Language has been added clarifying the responsibilities of the Domestic Violence Squad and commanding officers. Language has also been added by adding strangulation and the requirements for Domestic Violence Lethality Screen for First Responders form and Domestic Violence Strangulation Worksheet form completion and submission procedures.

SOP 8.25, Interviews and Interrogations, has been revised by adding language clarifying the definitions of “developmental disability” and “mental illness/disability.” Strangulation has been added to the list of violent felonies of which interviews and interrogations will be recorded. Persons of diminished capacity have been added to the interaction procedures in SOP 8.25.7.

SOP 11.2, General Guidelines (Evidence and Property), has been revised by adding the correct address of Louisville Metro Animal Services. Language has also been added clarifying the release of property involving theft and robbery offenses.

The following organizational charts have been created or revised as a result of the revisions above:

Accountability and Improvement Bureau (AIB)
Administrative Bureau
Deputy Chief of Police
Patrol Bureau
Support Bureau
Training Division

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.

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 1.5
	Effective Date: 02/18/04 Prv. Rev. Date: 12/19/22 Revised Date: 05/29/23
	Accreditation Standards: KACP: 3.3, 4.2
Chapter: Departmental Organization	
Subject: Deputy Chief of Police	

1.5 DEPUTY CHIEF OF POLICE

1.5.1 DEPUTY CHIEF OF POLICE/CHIEF OF OPERATIONS (Colonel)

The Deputy Chief of Police/Chief of Operations is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Chief of Police. When mandated by the Chief of Police, the Deputy Chief of Police/Chief of Operations may assume all responsibilities as the department's chief executive officer (CEO) (KACP 4.2).

The Deputy Chief of Police/Chief of Operations coordinates the activities of the following (KACP 3.3):

- Patrol Bureau
- Support Bureau

1.5.2 DEPUTY CHIEF OF POLICE/CHIEF OF STAFF (Colonel)

The Deputy Chief of Police/Chief of Staff is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Chief of Police. When mandated by the Chief of Police, the Deputy Chief of Police/Chief of Staff may assume all responsibilities as the department's chief executive officer (CEO) (KACP 4.2).

The Deputy Chief of Police/Chief of Staff coordinates the activities of the following (KACP 3.3):

- Administrative Bureau
- Accountability and Improvement Bureau (AIB)

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Standard Operating Procedures	SOP Number: 1.6
	Effective Date: 02/18/04
	Prv. Rev. Date: 06/05/22
	Revised Date: 05/29/23
Chapter: Departmental Organization	Accreditation Standards: KACP: 3.3, 4.2
Subject: Patrol Bureau	

1.6 PATROL BUREAU

1.6.1 ASSISTANT CHIEF OF POLICE/PATROL BUREAU (Lieutenant Colonel)

The Assistant Chief of Police/Patrol Bureau is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Deputy Chief of Police/Chief of **Operations**. When mandated by the Chief of Police, the Assistant Chief of Police/Patrol Bureau may assume all responsibilities as the department's Chief Executive Officer (CEO) (KACP 4.2).

The Assistant Chief of Police/Patrol Bureau coordinates the activities of the **following** (KACP 3.3):

- Patrol Divisions
- Night Commander
- **Non-Fatal Shooting Unit**

The Non-Fatal Shooting Unit Lieutenant reports directly to the Assistant Chief of Police/Patrol Bureau. The Non-Fatal Shooting Unit investigates all non-fatal shootings which occur in Louisville Metro.

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Standard Operating Procedures	SOP Number: 1.7
	Effective Date: 02/18/04 Prv. Rev. Date: 07/08/22 Revised Date: 05/29/23
	Accreditation Standards: KACP: 3.3, 4.2, 13.1, 19.6, 19.7, 22.1
Chapter: Departmental Organization	
Subject: Support Bureau	

1.7 SUPPORT BUREAU

1.7.1 ASSISTANT CHIEF OF POLICE/SUPPORT BUREAU (Lieutenant Colonel)

The Assistant Chief of Police/Support Bureau is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports to the Deputy Chief/Chief of Operations. When mandated by the Chief of Police, the Assistant Chief of Police/Support Bureau may assume all responsibilities as the department's Chief Executive Officer (CEO) (KACP 4.2).

The Assistant Chief of Police/Support Bureau coordinates the activities of the following (KACP 3.3):

- Major Crimes Division
- Special Operations Division
- Criminal Interdiction Division
- Homeland Security Unit

1.7.2 MAJOR CRIMES DIVISION COMMANDER (Major)

The Major Crimes Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Support Bureau.

The Major Crimes Division Commander is responsible for planning the department's response to unusual criminal activities and coordinating the activities of the following personnel (KACP 3.3):

HOMICIDE UNIT

The Homicide Unit is divided into three (3) squads:

- **Homicide Squad:** Investigates homicides, fatal shootings, critical assaults, suicides, suspicious deaths, kidnappings for ransom, or missing persons suspected of being victims of violent crimes, who cannot be located. This unit also investigates train vs. pedestrian accidents when the pedestrian is killed or death is imminent.
- **Cold Case Squad:** Investigates unsolved homicide cases that are at least two (2) years old or are considered "cold" by the Homicide Unit Commander, or his/her designee.
- **Missing Persons Squad:** Investigates all missing person reports, except for kidnappings for ransom or the victims of suspected violent crimes who cannot be located.

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<h2>Standard Operating Procedures</h2>	SOP Number: 1.8
	Effective Date: 02/18/04 Prv. Rev. Date: 12/19/22 Revised Date: 05/29/23
	Accreditation Standards: KACP: 3.3, 4.2, 4.6, 5.1, 6.1, 8.2, 8.3, 8.5, 8.6, 20.2, 22.2, 22.4, 26.1, 26.2, 26.5, 27.2
Chapter: Departmental Organization	
Subject: Administrative Bureau	

1.8 ADMINISTRATIVE BUREAU

1.8.1 ASSISTANT CHIEF OF POLICE/ADMINISTRATIVE BUREAU (Lieutenant Colonel)

The Assistant Chief of Police/Administrative Bureau is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Deputy Chief of Police/Chief of Staff. When mandated by the Chief of Police, the Assistant Chief of Police/Administrative Bureau assumes all responsibilities as the department's chief executive officer (CEO) (KACP 4.2).

The Assistant Chief of Police/Administrative Bureau coordinates the activities of the following (KACP 3.3):

- Police Human Resources (HR)
- Administrative Services Division
- Executive Administrator of LMPD Budget

The Assistant Chief of Police/Administrative Bureau, or their designee, oversees the Accident Review Board (ARB). The ARB reviews all at-fault vehicle traffic collisions resulting in damage to a departmental vehicle while under the control, or in the possession of, a departmental member, sworn or professional staff. Other incidents involving damage to a departmental vehicle may also be reviewed by the ARB at the discretion of the Chief of Police. Any collisions involving emergency equipment (e.g. lights and siren), where there is an injury to non-LMPD personnel, will be investigated by the Professional Standards Unit (PSU). The Chief of Police retains the right to assign any collision, or other incident resulting in vehicle damage or injury to a person, to the Special Investigations Division (SID) for investigation. The ARB does not review cases investigated by the SID unless otherwise directed by the Chief of Police.

For all at-fault vehicle traffic collisions or other incidents resulting in damage to a departmental vehicle while under the control of a departmental member, the Chief of Police has the ultimate authority to determine the disposition of all investigations and to dispense discipline based on the facts.

1.8.2 POLICE HUMAN RESOURCES (HR) (Civilian Director) (KACP 26.2)

The Police HR Director reports to the Assistant Chief of Police/Administrative Bureau. Police HR is responsible for maintaining records of past and current departmental members (includes all sworn and professional staff personnel). They handle administrative needs with regards to computing payroll, preparing reports, and hiring/terminating members.

1.8.3 ADMINISTRATIVE SERVICES DIVISION (Major)

The Administrative Services Division Commander is appointed by the Mayor, upon recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Administrative Bureau. The Administrative Services Division Commander acts as the departmental liaison with the Louisville Metro Emergency Management Agency (EMA) and is responsible for the following units/services:

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 1.13
	Effective Date: 07/10/22 Revised Date: 05/29/23
	Accreditation Standards:
Chapter: Departmental Organization	
Subject: Night Commander	

1.13.3 SCHEDULE (CONTINUED)

and in the absence of the permanent Night Commander to allow for off-days, personal/vacation leave, training, etc.

The Night Commander will identify a replacement if a scheduling conflict exists between the scheduled Night Commander's duties and other commitments. If the Night Commander is unable to serve as scheduled, he/she will coordinate with another commander to serve as his/her replacement with the approval of the Assistant Chief of Police/Patrol Bureau.

TEMPORARY NIGHT COMMANDER

The Assistant Chief of Police/Patrol Bureau, and/or his/her designee, will complete and disseminate a six (6)-month assignment schedule for the temporary Night Commanders. This schedule will include allowances for the Night Commander's off-days, personal/vacation leave, training, and for any other type of approved leave. The temporary Night Commander position will be performed by all departmental Majors based on a rotating assignment schedule. The temporary Night Commanders will use their assigned radio numbers and actively monitor the patrol radio channels.

1.13.4 NOTIFICATION AND RESPONSE

The Night Commander will be notified by MetroSafe and/or by a commanding officer within the affected division of any significant event within a timely manner. The following incidents are examples of significant incidents requiring a notification to the Night Commander:

- Police chase or vehicle pursuit
- Officer needs assistance/in trouble (10-30)
- Fatal/life-threatening traffic accident
- Homicide or suspected homicide
- Non-fatal shooting
- Kidnapping
- Terrorist activity
- Bomb threat, a suspected bomb, or a suspicious package is located
- Incident involving a hazardous material/HAZMAT
- Incident that requires a Special Weapons and Tactics (SWAT) Team/Hostage Negotiating Team (HNT) protocol response
- Civil disturbance and/or riot
- Barricaded suspect or hostage situation
- Firearms discharge involving a police officer that results in death, injury, or property damage
- A member is injured and requires medical treatment
- An occurrence that will generate media (i.e., television, radio, newspaper) coverage
- A member (sworn or civilian) is involved in an incident requiring police intervention
- Missing child (12 years of age or younger) or a missing vulnerable adult with health/mental issues and/or a developmental disability

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Standard Operating Procedures	SOP Number: 2.23
	Effective Date: 09/08/08
	Prv. Rev. Date: 11/18/21
	Revised Date: 05/29/23
Chapter: Personnel	Accreditation Standards:
Subject: Civilian Police Volunteers	

2.23.3 VOLUNTEER COORDINATOR

The Volunteer Coordinator reports to the Community Engagement Unit Commander and is responsible for overseeing the operations of the Volunteers in Police Service (VIPS) Program, including volunteer orientation and training. The Volunteer Coordinator is responsible for recruiting civilian volunteers, staffing details with appropriate volunteers, monitoring volunteers on-site, collecting time sheets, and other duties as assigned. The Volunteer Coordinator also monitors the volunteers to verify compliance with applicable LMPD Standard Operating Procedures (SOPs).

2.23.4 VOLUNTEER OPPORTUNITIES

As a volunteer with the LMPD, there are many opportunities for service. Opportunities include:

- **Special Events/Details:** Provide on-site assistance during major events and non-enforcement operations; represents the LMPD by answering questions and providing resources to citizens.
- **Division Advisory Board:** Assists the division with its needs by promoting division programs, events, or services.
- **Administrative:** Assists office staff with various clerical duties (e.g. filing, typing, copying, filling envelopes, and answering phones).
- **Police Chaplains:** Assist departmental personnel who are in crisis situations and provide citizens with service in times of personal crisis or tragedy. This volunteer position has additional requirements and limited openings.

2.23.5 POLICY

The Louisville Metro Government Volunteer Service Handbook, the Louisville Metro Government Volunteer Resource Program Policy and Procedure Manual, Louisville Metro Government Personnel Policies, and the LMPD VIPS Program Handbook require current and prospective volunteers to meet certain requirements, including, but not limited to, the following:

- Volunteers must be at least 18 years of age, unless accompanied by an LMPD supervisor or an authorized adult volunteer.
- Volunteers will be subject to criminal background checks and/or personal reference checks and a personal interview. Background checks and reference checks are conducted annually for volunteers with an active status. The following convictions, regardless of when or where the conviction occurred, will render the volunteer ineligible for participation:
 - Any felony
 - Any drug-related activity (misdemeanor or felony)
 - Misdemeanor assault
 - Any crime involving the endangerment of a minor
- All volunteers must complete the Louisville Metro volunteer application forms associated with the type of service that they are pursuing (e.g. short-term, ongoing, individual, group, etc.). No employee, adult

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Chapter: Personnel	Accreditation Standards:
Subject: Civilian Police Volunteers	

2.23.5 POLICY (CONTINUED)

volunteer, or youth helper will provide any service or assistance until approved by the Louisville Metro Human Resources (HR) Director, or his/her designee.

- All volunteers are required to complete a Louisville Metro Government Volunteer Registration form and an Agreement to Volunteer and Accept Workers' Compensation Benefits form. Volunteers who are under the age of 18 must have an Agreement to Volunteer and Accept Workers' Compensation Benefits form signed by a parent or legal guardian.
- The LMPD requires two (2) forms of identification in order to become a police volunteer. One (1) form of identification must be a photo identification card, such as a driver's license, state-issued identification, etc. The LMPD also requires the completion of the following VIPS Program forms: LMPD Volunteer Registration form (LMPD #08-0006), Volunteer Confidentiality form (LMPD #08-0007), Volunteer Work Agreement form (LMPD #08-0009), and the Covenant Not to Sue form (LMPD #03-08-0200).
- Volunteers will wear their departmentally-issued photo identification while on assignment as a volunteer with the department. The photo identification will be worn via a lanyard or clip on the volunteer's shirt, in a visible location. The photo identification may only be used when volunteering for the department and at no other time.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access, while serving as a volunteer, including confidential information concerning personnel matters, members of the community, or relating to Louisville Metro Government and the LMPD.
- All volunteers, including Division Advisory Board members, must serve a minimum of **20** hours annually in order to maintain an active status in the VIPS Program. If a volunteer is placed on inactive status, his/her departmentally-issued photo identification must be turned in to the Volunteer Coordinator or other ranking member.
- Volunteers must report any traffic citation, charge, arrest, conviction, plea of no contest, Emergency Protective Order (EPO), Domestic Violence Order (DVO), Interpersonal Protective Order (IPO), or Foreign Protective Order (FPO) to the Community Engagement Unit Office and Volunteer Coordinator.

Volunteers are prohibited from handling any money for Louisville Metro Government or the LMPD. All general fundraising conducted by volunteers and funds contributed by individual volunteers must be routed through the Louisville Metro Police Foundation (LMPF). Volunteers may assist in fundraising set-up at venues but all money must be collected by on-duty Louisville Metro employees.

2.23.6 ORIENTATION/TRAINING

Volunteers must attend a volunteer orientation held by the Community Engagement Unit Commander and/or the Volunteer Coordinator. Volunteers will receive a VIPS Program Handbook, which explains the VIPS Program in detail. Orientation is conducted after each graduating Citizens Police Academy (CPA) class. This orientation is for those who have completed all of the forms in the volunteer registration packet.

Volunteers will have their duties explained and demonstrated based on their assignment. Training on authorized and assigned duties will be documented in each volunteer's file. Periodically, the Volunteer Coordinator will notify volunteers of any departmental training available and disseminate training bulletins, as needed.

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	Effective Date: 09/08/08
	Prv. Rev. Date: 11/18/21
	Revised Date: 05/29/23
Chapter: Personnel	Accreditation Standards:
Subject: Civilian Police Volunteers	

2.23.7 DRESS CODE

In order to distinguish civilian volunteers from police officers, all VIPS Program participants or other volunteers will wear an approved shirt that is distributed by the LMPD. Volunteers may wear a white long-sleeved shirt under the approved shirt, as needed.

Volunteers will wear the appropriate attire related to the detail to which they are assigned. The dress code will be determined by the Volunteer Coordinator. Volunteers will wear their LMPD photo identification, via a lanyard or clip on their shirt, in a visible location while serving in a volunteer capacity.

LMPD chaplains will wear a gray polo shirt with their first initial and last name embroidered in white lettering on the right breast area. The LMPD patch, designed to represent their status, has the word "CHAPLAIN" at the top of the patch on the left breast area. The word "CHAPLAIN" will be screen printed in white on the back of the polo shirt.

The chaplain dress shirt is a white, long sleeve button-up with the chaplain's first initial and last name embroidered in blue lettering on the right breast area. The LMPD patch has the word "CHAPLAIN" at the top of the patch on the left breast area. Chaplains will wear navy Class A uniform pants with their dress shirt. The hem will have no exposure of the sock when standing.

Chaplains will wear a formal navy jacket with gold buttons that has LMPD patches with the word "CHAPLAIN" at the top of the patches on each shoulder. These patches will be centered with the shoulder epaulet and will be worn ½ inch below the top shoulder seam. The appropriate chaplain badge will be worn on the left breast area. A gold nameplate, bearing the chaplain's first initial and last name, will be worn on the right breast area.

2.23.8 TERMINATION OF VOLUNTEER SERVICE

Volunteer appointments may be terminated, at any time, at the discretion of the Community Engagement Unit, with or without cause. There is no appeal process for the termination of a volunteer appointment. Volunteers may also terminate their service at their sole discretion.

All departmentally-owned equipment or other items will be returned to the Volunteer Coordinator immediately upon termination of volunteer status. This includes the departmentally-issued photo identification (volunteer ID card) and department-approved shirts issued to volunteers.

2.23.9 VEHICLE USAGE

LMPD volunteers may, on occasion, be given permission to operate a LMPD vehicle upon meeting all of the mandates set forth in SOP 4.14. All volunteers must have a valid operator's license in their possession while operating any departmental vehicle.

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	Effective Date: 09/08/08
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	Revised Date: 05/29/23
Chapter: Personnel	Accreditation Standards:
Subject: Civilian Police Volunteers	

2.23.10 VOLUNTEER RECOGNITION

Members are encouraged to recognize outstanding performance and service by civilian police volunteers. This not only boosts morale and future performance, but it also encourages more individuals to volunteer. In order to recognize volunteer service and performance, members should contact a ranking member of a particular detail or the Volunteer Coordinator in the Community Engagement Unit. **Daily recognition of volunteers should be given through positive feedback or a simple "thank you."**

2.23.11 REQUESTING A VOLUNTEER

When requesting a civilian police volunteer, members will complete a Volunteer Request form (LMPD #08-0010). The request must be submitted a minimum of two (2) weeks prior to the assignment. The completed request form should be sent to the Volunteer Coordinator.

2.23.12 CITIZENS POLICE ACADEMIES (CPA)

The purpose of the CPA is to educate the public about police services delivered by the LMPD in order to foster understanding and community support for the department. The LMPD provides a comprehensive training program that gives participants an overview of the various divisions/sections/units and functions of the department. The sessions are offered several times throughout the year.

In addition, the LMPD periodically offers the following CPAs:

- Latino CPA
- International CPA
- Deaf and Hard of Hearing CPA
- Women's CPA
- College CPA
- Senior Citizens' CPA

2.23.13 YOUTH ACTIVITIES

All youth activities will be supervised only by employees or adult volunteers. Youth helpers will not be substituted for employees or adult volunteers. Additionally, all locations conducting youth activities will designate an employee to monitor all activities at the location and provide additional supervision, as needed.

The three (3) R's of youth protection convey a simple message for the personal awareness of our youth:

- **Recognize** what is improper behavior.
- **Respond** when someone is doing something that is unlawful pursuant to Kentucky Revised Statute (KRS) 620.030 and Louisville Metro Code of Ordinances (LMCO) 35.200.
- **Report** abuse as required by KRS 620.030 and LMCO 35.200.

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Standard Operating Procedures	SOP Number: 3.4
	Effective Date: 01/20/05
	Prv. Rev. Date: 09/02/21
	Revised Date: 05/29/23
Chapter: Communications	Accreditation Standards: KACP: 4.6, 5.3
Subject: Correspondence	

3.4 CORRESPONDENCE

3.4.1 SYSTEM OF WRITTEN COMMUNICATIONS (KACP 4.6a)

It is the policy of the Louisville Metro Police Department (LMPD) to distribute written directives in the form of General Orders, Special Orders, or General Memorandums. The Chief of Police, or his/her designee, will issue, revise, or approve all numbered correspondence on a department-wide basis (KACP 4.6b-c). All members will read and acknowledge that they have understood their contents. These written directives cover agency rules and regulations and explain procedures for carrying out agency activities (KACP 4.6d). Personnel Memorandums and Memorandum Announcements do not require signatures for acknowledgement; however, all members will read and understand their contents. All correspondence is numbered in chronological sequence with the last two (2) digits of the year that it was issued followed by a chronological number (e.g. General Order #22-014, General Memorandum #22-021).

The following types of numbered correspondence are established to facilitate the orderly flow of written communications within the department:

- **General Order:** The purpose of a General Order is to announce the adoption or revision of a Standard Operating Procedure (SOP) and to establish procedures on department-wide topics.
- **Special Order:** The purpose of a Special Order is to announce the adoption or revision of an SOP and to establish procedures on department, bureau, or division levels. A Special Order may be converted into a General Order if it is necessary to address an ongoing issue. A Special Order may also be issued to convey a particular assignment for a stated period of time.
- **General Memorandum:** The purpose of a General Memorandum is to serve as a less formal written notice that reiterates or emphasizes previous procedures, orders, or instructions.
- **Personnel Memorandum:** The purpose of a Personnel Memorandum is to announce personnel actions such as appointments, assignments, transfers, position vacancies, and promotions.
- **Memorandum Announcement:** The purpose of a Memorandum Announcement is to announce topics such as social events, activities, and information related to civic functions, meeting minutes, court calendars, and schedules.

All numbered correspondence is disseminated to all members via email. Members will have ten (10) calendar days to read and acknowledge that they have understood all disseminated General Orders, Special Orders, and General Memorandums, using the PowerDMS Document Management System (KACP 4.6d). Members who do not understand a new or revised SOP that has been disseminated should contact their supervisor or commanding officer for clarification. Each division/section/unit **Administrative Lieutenant** will be responsible for running monthly compliance reports for its members in PowerDMS for accountability purposes.

The responsibility of division/section/unit commanders includes:

- Posting all numbered correspondence for a minimum of ten (10) days so that it is readily available to all members under their command (KACP 4.6d).
- Providing an accountability roster for members who do not have access to a computer to acknowledge that a General Order, Special Order, or General Memorandum has been read by the member and the member understands its contents (KACP 4.6d).
- Verifying that such correspondence is read at roll calls.

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Standard Operating Procedures	SOP Number: 3.4
	Effective Date: 01/20/05
	Prv. Rev. Date: 09/02/21
	Revised Date: 05/29/23
Chapter: Communications	Accreditation Standards: KACP: 4.6, 5.3
Subject: Correspondence	

3.4.1 SYSTEM OF WRITTEN COMMUNICATIONS (CONTINUED)

The department's SOP Manual and all numbered correspondence is maintained on the LMPD Intranet, accessible by members at all computer terminals that are connected to the network. A current hardcopy of the SOP Manual is maintained in Research and Development (R&D) (KACP 4.6d, 5.3a).

Some of the sources from which members receive training on the department's SOP Manual include, but are not limited to, the following (KACP 5.3b):

- Training Academy
- Police Training Officer (PTO) Program
- PowerDMS Policy Management System

3.4.2 MEMORANDA

Official correspondence between departmental members and other Metro Government agencies will be in the form of a memorandum.

3.4.3 INTERDEPARTMENTAL MAIL

When a member forwards correspondence through the interdepartmental mail system, he/she should utilize an interdepartmental mail envelope whenever possible. If the material being sent is confidential, then it should be placed in a sealed envelope. When addressing interdepartmental mail, the recipient's full name and the interdepartmental mail code of his/her assigned division/section/unit should be written legibly on the envelope. Members should also note whether the indicated section belongs to Metro Government or the department (e.g., Police Human Resources (HR) vs. Metro Human Resources. **A current list of interdepartmental mail codes can be found on the LMPD Intranet by clicking on the "Forms" link.**

Mail is collected from and delivered to each police division on a daily basis. Other police facilities have daily pickup and delivery service with schedules based on each facility's requirements and location. Interdepartmental mail is sorted at the Metro Mail Room before being forwarded to its appropriate division/section/unit.

3.4.4 LETTERHEAD

Official correspondence that is sent to recipients outside of Louisville Metro Government will be on LMPD letterhead. Such correspondence will be sent through the appropriate chain of command for final approval by the division/section/unit commander. Exceptions to this rule include standardized forms specifically designed for mailings from the department.

3.4.5 POSTAGE

Members may request that the department pay postage expenses for official correspondence. In such cases, the member will place the sealed, addressed envelope or package in the outgoing mail accompanied by a

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<h2>Standard Operating Procedures</h2>	SOP Number: 3.4
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Chapter: Communications	
Subject: Correspondence	

3.4.5 POSTAGE (CONTINUED)

completed Metro Mail Services Mailing Request. The Metro Mail Services Mailing Request can be found on the LMPD Intranet. Click on the "Forms" link and double click on the "Administration" folder.

3.4.6 DEPARTMENTAL ADDRESS

When a member sends, or receives, official correspondence to, or from, another person or agency, he/she will utilize a departmental address. Members are prohibited from using departmental addresses for personal correspondence or deliveries.

3.4.7 ACCEPTANCE OF REGISTERED OR CERTIFIED MAIL

Members will not accept service of, or sign for, another member's registered or certified mail. Members may not grant an authorization to any other member to allow them to accept service of, or sign for, registered or certified mail. Members may ask the delivery person to deliver the mail at another time or date or ask them to leave a card notifying the addressee of the location where the mail may be picked up. Members are prohibited from knowingly accepting registered mail, certified mail, or other service, regarding any lawsuit, addressed to "Unknown LMPD members/officers." Registered or certified mail addressed to retired, resigned, or terminated members will not be accepted. A notification card should be requested from the delivery person and forwarded, through interdepartmental mail, to the Legal Advisor's Office.

3.4.8 EMAIL

Members are responsible for complying with any official directives received via email. Electronic directives will be treated in the same manner as verbal directives (KACP 4.6a).

All members will check their email at least once during each tour of duty. To help facilitate this, please note that LMPD email accounts can be accessed via the Internet. To do this, members will use the following connection: <https://outlook.office.com>. Once this website has been accessed, a member will need to enter his/her departmental email address and CityNet password to gain access to his/her email account. Once the member has finished checking his/her email, he/she will click on the "sign out" tab to close down his/her email account.

Any member who is out of the office (e.g., vacation, sick, etc.) during his/her regularly scheduled hours is required to use the "Automatic Replies (Out of Office)" feature in Microsoft Outlook. The automatic reply message that the member posts will contain alternate contact information and an expected return date, if known, to be used in response to emails from inside and outside of the department.

Email messages distributed outside of the department will be viewed as direct correspondence from the department. Email users are prohibited from representing the department, either implicitly or explicitly, unless authorized by a commanding officer to do so. External emails will automatically be accompanied with a general purpose email disclaimer, placing the content responsibility upon the sending or forwarding member (refer to SOP 4.20).

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Standard Operating Procedures	SOP Number: 3.4
	Effective Date: 01/20/05
	Prv. Rev. Date: 09/02/21
	Revised Date: 05/29/23
Chapter: Communications	Accreditation Standards: KACP: 4.6, 5.3
Subject: Correspondence	

3.4.9 TELESTAFF

TeleStaff is a workforce management system that serves as a central location for the coordination of daily personnel operations. The system consists of multiple applications that are used for the following:

- Payroll tracking and submission
- Shift scheduling and tracking
- Line-up submission
- Officer assignments
- Overtime and compensatory time requests
- Leave requests

All members are required to login to **TeleStaff** every workday in order to check for pertinent correspondence. The **TeleStaff** calendar will be reviewed each workday. Members may also check **TeleStaff** at any time, via the Internet. Subpoenas will be acknowledged, **via CourtNotify**, as required in SOP 8.2.

All members are required to have their shift schedules accurately reflected in **TeleStaff**. If a member has a daily schedule that is different than the schedule template that he/she is assigned in **TeleStaff**, he/she is required to notify his/her appropriate supervisor and the supervisor will update his/her schedule in **TeleStaff** to reflect the hours that were actually worked.

3.4.10 OPERATIONS MANUALS

All divisions/sections/units are required to have an operations manual that outlines their day-to-day activities. Commanders are responsible for keeping their division/section/unit operations manual and its contents up-to-date, verifying that it is not in conflict with current LMPD SOPs, and reviewing the operations manual annually. Commanders are responsible for verifying that all members under their command, including all new and/or transferred members, are familiar with the operations manual. Operations manuals should be readily available to all members of the division/section/unit.

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	Effective Date: 06/13/05 Prv. Rev. Date: 12/20/21 Revised Date: 05/29/23
	Accreditation Standards: KACP: 17.10, 21.4
Chapter: Uniforms and Equipment	
Subject: Departmental Vehicle Assignment and Usage	

4.14 DEPARTMENTAL VEHICLE ASSIGNMENT AND USAGE

4.14.1 POLICY (KACP 17.10)

The Louisville Metro Police Department (LMPD) maintains a 24-Hour Patrol Vehicle Program. Use of assigned vehicles is considered a privilege and not an employment right. The Chief of Police has the right to assign, deny, suspend, or remove any member from the 24-Hour Patrol Vehicle Program.

4.14.2 DEFINITIONS

24-Hour Patrol Vehicle Program: A program whereby officers are assigned departmental take-home vehicles to increase police presence in the community. Officers who are assigned take-home vehicles and while within the boundaries of Jefferson County are mandated to respond, as needed, to any calls for service as well as to render assistance to the public, in accordance with departmental policy.

Administrative Bureau: The Administrative Bureau, working in conjunction with Metro Fleet Services, is responsible for the daily operations (e.g. maintaining records of assignment, maintenance, recalls, and service) of departmental vehicles. The Assistant Chief of Police/Administrative Bureau retains the power to remove any vehicle from use if, in his/her opinion, further operation of the vehicle is unsafe or may cause damage to the vehicle. The Assistant Chief of Police/Administrative Bureau has the authority to make decisions regarding vehicle assignment, equipment, maintenance, repairs, or service to all departmental vehicles.

Departmental vehicle: A car, truck, van, trailer, bus, boat, motorcycle, all-terrain vehicle (ATV), bicycle, Electric Standup Vehicle (ESV), aircraft, or any other vehicle owned, confiscated, leased, rented, maintained, or borrowed by the department.

Take-home vehicle: A departmental vehicle assigned to a specific member that may be used during off-duty periods, in accordance with the guidelines set forth in this policy.

4.14.3 ASSIGNMENT OF TAKE-HOME VEHICLE

Officers who have completed one (1) year of sworn service with the LMPD may be assigned a departmental vehicle. The following policy also applies to professional staff assigned a departmental vehicle. Members who are residing within the boundaries of Jefferson County, Kentucky will be allowed take-home use of their assigned vehicle. Members whose primary residence is in the contiguous counties of Jefferson County, Kentucky, are permitted to park their assigned vehicle at their primary residence while off-duty and use the vehicle for travel to and from work. These Kentucky counties include Bullitt, Spencer, Shelby, Oldham, and Hardin. Assigned vehicles are not permitted to be used outside of Jefferson County for personal use while off-duty. Members who are not residing in the Kentucky counties listed above are not permitted to drive their assigned vehicle outside of Jefferson County. Members who reside out-of-state, in another Kentucky county not listed above, or who choose not to participate in the take-home vehicle program are required to park their assigned vehicle within Jefferson County, Kentucky, in a location approved by their division/section/unit commander. Officers who are residing out-of-state, in another Kentucky county that is not contiguous to Jefferson County, or who choose not to participate in the take-home vehicle program will complete the Out-of-

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4.14.3 ASSIGNMENT OF TAKE-HOME VEHICLE

County Resident Parking Location form (LMPD #14-0009), in order to record where the vehicle is located during off-duty hours. Once this form has been completed, it will be forwarded, by the officer, either by scanning the form and emailing it, or sending it via interdepartmental mail, to the Vehicle Impoundment Unit (VIU)/Fleet Lieutenant and the Special Investigations Division (SID) Adjutant Lieutenant. In times of need, vehicles assigned to non-residents may be used as pool vehicles.

Supervisors will perform a pre-inspection and post-inspection of any vehicle used in such a fashion to be aware of any damage that may have occurred during temporary use.

4.14.4 POOL VEHICLES

Each division/section/unit maintains a fleet of vehicles for use by on-duty members not yet eligible for the 24-Hour Patrol Vehicle Program. These vehicles are used at the discretion of the division/section/unit commander. The division/section/unit commander may temporarily issue such vehicles to members who qualify for the 24-Hour Patrol Vehicle Program, while their assigned vehicle is undergoing maintenance. The division/section/unit commander will designate a member of his/her staff to oversee the maintenance schedule of these pool vehicles. Pool vehicles will not be temporarily issued to members for the purpose of secondary employment.

4.14.5 REASSIGNMENT

When an officer is reassigned to another division/section/unit, his/her currently-assigned vehicle will remain in the division/section/unit that he/she is leaving. When an officer is assigned a vehicle within his/her respective division/section/unit, a Vehicle Change of Status form (LMPD #03-00-0065) will be completed and emailed to the Metro Fleet Services Vehicle Coordinator at "LMPD Fleet Management," located within the department's email distribution list. Any variation from this policy must be approved by the VIU/Fleet Lieutenant.

4.14.6 USE OF VEHICLE DURING LEAVE

Any member, who will be off-duty, out-of-town or on leave for more than seven (7) consecutive days, is required to inform his/her division/section/unit commander in advance. If needed, the member will turn in his/her vehicle prior to leaving town, as directed by his/her division/section/unit commander.

Sworn members, with the rank of major or above, have the authority to allow a member who is on extended vacation leave in excess of seven (7) days to keep his/her vehicle at his/her residence, if he/she lives within Jefferson County. A member who lives outside of Jefferson County must secure his/her vehicle at his/her respective division/section/unit when on leave in excess of seven (7) days.

Take-home vehicle privileges may be suspended for members in the following situations:

- Extended leave
- Light-duty
- Limited-duty

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4.14.6 USE OF VEHICLE DURING LEAVE (CONTINUED)

- Suspension

The revocation of vehicle privileges is determined by policy, the needs of the department, or at the discretion of the Chief of Police. In such cases, the vehicle will be turned in to the appropriate division/section/unit commander, or his/her designee.

4.14.7 VEHICLE USAGE

The following applies to all members:

- Members will adhere to all policies, procedures, laws, rules, and regulations as they pertain to vehicle usage, equipment, operation, and maintenance.
- Members will operate their departmental vehicle with due regard for public safety at all times.
- Members will maintain proper control while operating a departmental vehicle.
- Members using departmental vehicles in an unauthorized manner or permitting the unauthorized use of a departmental vehicle may be subject to disciplinary action.
- Members using a departmental vehicle should exercise good judgment and avoid any conduct likely to cause unfavorable comment or embarrassment to the department.
- No member will use a departmental vehicle to further personal interests relative to any secondary employment or enterprise without written permission from the Chief of Police.
- Members will have their assigned departmental portable radio with them, at all times, when operating their assigned departmental vehicle.
- Members assigned a departmental take-home vehicle for any month, or portion thereof, will be required to pay a fee, which is assessed according to the fee schedule described in SOP 2.4, to offset the cost of gasoline and wear-and-tear incurred during personal use of the vehicle for secondary employment, even if the personal use is limited to driving to and from secondary employment. This fee will be paid through payroll deduction.
- If a member loses the privilege of using an assigned departmental take-home vehicle, the member's division/section/unit commander will send an email to the Police Human Resources (HR) Director that includes notice of the loss of the vehicle privilege, the member's name, code number, and the date that the member was removed from the department's take-home vehicle program. If the member had use of the vehicle for any portion of the month, he/she will be assessed the usage fee.
- If a member loses the privilege of using an assigned departmental take-home vehicle, he/she will only borrow a departmental vehicle from another member or from a division/section/unit vehicle pool, with a commanding officer's approval, for on-duty responsibilities.
- Members will not loan their departmentally-assigned vehicle to any other member who has lost his/her take-home vehicle privileges.
- Members will not loan their departmentally-assigned vehicle to any other member, even for legitimate departmental use, without the approval of a commanding officer.
- Members will not loan their departmentally-assigned vehicle to any non-departmental person, except to authorized members of Louisville Metro Government for official business such as repairs, transports, or based on exigent circumstances.

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4.14.19 VEHICLE APPEARANCE (CONTINUED)

Members may take their vehicles to a vendor under contract with Metro Government no more than once every two (2) weeks. Members may also wash and clean the vehicles themselves or pay, at their own expense, for a commercial car wash, as needed.

Some vehicles may require detailed cleaning. In such cases, the member will complete a Vehicle Detailing Request form (LMPD #17-0006) and submit it, through the appropriate chain of command, to the VIU/Fleet Lieutenant for approval. If the vehicle requires decontamination, members will clean the vehicle themselves if it is not severely contaminated and does not require detailed cleaning (refer to SOP 12.2). Departmental vehicles will not be used for the transportation of bulk material(s) protruding from the trunk or interior compartment. Exceptions to this standard would include departmental equipment or evidence.

4.14.20 DAMAGE TO/COLLISIONS INVOLVING DEPARTMENTAL VEHICLES

When a departmental vehicle is involved in a collision or damage is caused to a departmental vehicle, it will be reported on the Vehicle Damage or Collision Report form (LMPD #03-07-0190). Collisions must be reported even if there is no apparent damage to a departmental vehicle. If criminal charges are filed, damage to any property will be noted in the arrest/citation narrative. Members will obtain a copy of the property damage appraisal or the Newburg Road garage invoice and present to the prosecutor in order to request restitution for the damages. The request for restitution should be part of the plea agreement or sentencing. If a member alleges that a mechanical defect or failure was a factor in the collision, the departmental vehicle will be immediately towed to Metro Fleet Services for a mechanical inspection. Under no circumstances will a member operate a vehicle that is alleged to have a mechanical defect or failure. The vehicle in question must first be inspected and cleared by Metro Fleet Services before it can be operated again.

In cases where minor injuries, if any, occur as the result of a collision involving a departmental vehicle, a commanding officer from the division where the collision occurred will respond to the scene and complete the collision report and a Vehicle Damage or Collision Report form, as soon as possible following the incident (refer to SOP 7.7). In cases where very serious or life-threatening injuries occur as the result of a collision involving a departmental vehicle, the Traffic Unit will respond to the scene and complete the collision report. A commanding officer from the division where the collision occurred will respond to the scene and complete a Vehicle Damage or Collision Report form, as soon as possible following the incident (refer to SOP 7.7). In cases where the severity of injuries are unclear, or the collision scene is extremely complex, commanding officers will confer with the Traffic Unit to determine who will investigate the collision. The investigating officer will also create a diagram of the collision.

The Vehicle Damage or Collision Report form, including the collision report number, if applicable, will be forwarded electronically, no later than the end of the commanding officer's tour of duty, to "LMPD Vehicle Damage Notification," located within the department's email distribution list. The original report will then be forwarded through the appropriate chain of command. Photographs of all damaged vehicles are to be taken by the investigating or responding supervisor, the collision investigator, or the Crime Scene Unit (CSU). These photos will be uploaded into the Digital Evidence Management System (DEMS), and copies attached to the original Vehicle Damage or Collision Report form. Any other paperwork (e.g. uniform citation, collision diagrams, etc.) associated with the damage will be submitted with the form (refer to SOP 7.7).

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4.20.2 OWNERSHIP (CONTINUED)

removal of information resources access and possible disciplinary action, up to and including termination.

All files downloaded from the Internet are scanned for viruses using the current virus detection software provided by the CIT.

4.20.3 EQUIPMENT REQUIREMENTS

All computers/servers must have a CIT-approved operating system image and have the ability to be managed by the CIT.

All computers/servers connected to the network must be in compliance with the Metro Government Network Access/Configuration policy.

Members will not:

- Remove labels or change the labels placed on any equipment by the CIT.
- Move or add equipment without the approval of the CIT. This includes moving computers to another desk, printers, network equipment, etc. and installing software on Metro Government devices.
- Use external peripherals, such as Universal Serial Bus (USB) devices, that are capable of storing data, unless approved by the CIT.
- Purchase computer equipment for departmental use, without the approval of the CIT.
- Purchase or install firewalls, routers, repeaters, switches, hubs, or wireless access points, without the approval of the CIT.
- Alter network hardware, in any way.
- Use personal computers as a routing device or to extend the network.

4.20.4 COMPUTER USAGE AND RESTRICTIONS

To aid in the maintenance and security of the network, members will:

- Logoff, but leave the computer turned on, while not in use **or at the end of their shift.**
- Not store data on a local hard drive (C: Drive). All LMPD data is required to be stored on the network drives (U: Drive) and will be backed up by the CIT. Data is backed up, via virtual libraries and offsite storage, on a regular basis, depending on the type of information. This could be on an hourly, nightly, or weekly basis. The CIT monitors this backup to prevent needed data from being lost. Data stored on a local hard drive will not undergo network backup, and therefore, may be lost. No attempt will be made to recover data from the local hard drive.
- Not store data on active desktops. Storing data on active desktop increases logon time and, if damaged, the data may be lost. Creating shortcuts on the desktop that point to data on the network drive is recommended.

The CIT maintains a central data center and two (2) secondary data centers for high availability and disaster recovery capability.

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4.20.4 COMPUTER USAGE AND RESTRICTIONS (CONTINUED)

Members are prohibited from using information resources:

- For personal benefit or profit.
- To engage in illegal activity in violation of local, state, federal, or international law.
- To intentionally access, create, store, or transmit material which the department deems offensive, indecent, or obscene. The only permissible exception of this prohibition is for investigation purposes with the explicit approval of the division/section/unit commander.
- To engage in activities contradictory to the mission and values of the department.
- To access internet (streaming) video or audio sources or personal relationship sites/chat rooms, unless as part of an investigation or other work-related duty.
- To violate the rights of any person or company protected by copyright, patent, or other intellectual property laws; or similar laws and regulations. This includes, but is not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Metro Government.
- To create unauthorized copies of copyrighted material for which Metro Government, or the end user, does not have an active license. This includes, but is not limited to, digitization and/or distribution of photographs from magazines, books, or other copyrighted sources; copyrighted music, or the installation of any copyrighted software.
- To provide information to parties outside of Metro Government regarding departmental members.
- To engage in an intentional breach of a local, state, or federal government information system user agreement or regulation.

As a convenience to the department-user community, incidental use of information resources is permitted. The following restrictions apply:

- Incidental use of electronic mail, Internet access, fax machines, printers, copiers, etc. is restricted to departmentally-approved users only. This does not include members' family, friends, or acquaintances.
- Incidental use that results in direct costs to the department is prohibited.
- Incidental use that interferes with the normal performance of a member's work duties is prohibited.
- No files or documents will be sent, or knowingly received, that may cause legal action against, or discredit to, the department.

Members are prohibited from putting a victim's, suspect's, or other's personally identifiable information [e.g., date of birth (DOB), Social Security Number (SSN), etc.] in the Computer Aided Dispatch (CAD) narrative from a Mobile Data Terminal (MDT) or other computer.

NCIC information may only be accessed by members with a legitimate law enforcement purpose. Due to the sensitive nature of the information, members are prohibited from copying, pasting, or otherwise entering National Crime Information Center (NCIC) information from a NCIC Terminal, MDT, or any other device into any other document, computer program, or other electronic system. However, the information may be summarized and included in case documentation. Members are also prohibited from taking photographs/screen shots of NCIC information. The NCIC will not be left visible on the screen when the computer is not in use.

Members who access the Kentucky Department of Transportation (DOT) driver's license photographs through the Mobile for Public Safety (MPS)/Informer client may use these photographs for identification purposes only.

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4.20.7 EMAIL USAGE AND RESTRICTIONS (CONTINUED)

- Soliciting email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Using a departmental email address to send or receive correspondence for a private company or business.
- Using email for the purpose of political lobbying or campaigning, except as allowed by the collective bargaining agreement with the **River City** Fraternal Order of Police (FOP), Lodge #614.
- Violating copyright laws by inappropriately distributing protected works.
- Emailing National Crime Information Center (NCIC) information inside or outside of the department due to its sensitive nature.
- Posing as another person, unless authorized by the division/section/unit commander, when conducting an investigation or when authorized to send messages on behalf of another, when serving in an administrative support role.
- Accessing outside personal email accounts (e.g., Hotmail, Yahoo, AOL, etc.) unless approved for investigative purposes by the Assistant Chief of Police/Administrative Bureau, or his/her designee.
- Sending, forwarding, or "broadcasting" messages or materials to numerous recipients without authorization from a commanding officer or civilian supervisor. Authorization will only be granted for the following:
 - Messages with a demonstrable departmental business purpose.
 - Notifications and announcements of births, illness, deaths of members and their immediate family, or retirements of members.
- Using unauthorized email software (e.g., Pegasus, Eudora) or "plug-ins" not approved by the CIT.
- Transmitting hoaxes (e.g. "Do not use cell phones at gas pumps!" or virus warnings). If in doubt, contact the CIT, who will verify and advise users of possible hoaxes.
- Sending or forwarding excessively large messages.
- Sending or forwarding email likely to contain computer viruses.
- Attempting to bypass the file blocking of email attachments.
- Attempting to bypass system virus protection.
- **Divulging their usernames or passwords, via email. Exemptions must be approved by the CIT Service Desk or the Technical Services Lieutenant. If usernames or passwords are solicited via email, members should assume that it is a scam. Members will contact the CIT Service Desk at (502) 574-4444 and advise them of suspicious solicitations. **Members may report spam email by clicking on the "Phish Alert Report" button in Outlook.****
- Responding to any SPAM email received via departmental email. As a large organization, Metro Government is constantly under attack by SPAM emails. These emails search for valid accounts to direct more email or security threats to. Often, these emails contain a hyperlink to remove the recipient from the SPAM email list. These hyperlinks are frequently a ploy to gain additional information on the recipient.

If an email or an email attachment contains sensitive or private information [e.g., dates of birth (DOB), Social Security Numbers (SSNs), or other personal identifying information] appropriate steps to protect that information should be taken. Users will include the phrase "[encrypt]" in the subject line so that emails containing sensitive materials will be encrypted. Personal information contained in Wanted and/or Attempt to Locate flyers sent for

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4.20.9 PASSWORD RESTRICTIONS

mail, financial institutions).

- Reveal a password in an email, over the telephone, on questionnaires, or on security forms.
- Reveal a password to supervisors, family members, coworkers, or others.

4.20.10 CONTRACTUAL EMPLOYEES, UNPAID INTERNS, AND VOLUNTEERS

It is the responsibility of the commanding officer of the contractual employee, unpaid intern, or volunteer to notify the CIT Service Desk at (502) 574-4444 upon the contractual employee, unpaid intern, or volunteer's departure from the department, so that his/her computer account can be disabled.

4.20.11 INTRANET

The LMPD maintains a departmental Intranet homepage ("blue page"), which is accessible to members via a departmental computer.

Through this homepage, members are able to access links to various resources including, but not limited to, the following:

- [TeleStaff](#)
- [BlueTeam](#)
- [EIPro](#)
- [Courtnet](#)
- [Evidence.com](#)
- [eWarrants](#)
- [Forms](#)
- [JusticeXchange](#)
- [Kentucky Revised Statutes \(KRS\)](#)
- [Louisville Metro Code of Ordinances \(LMCO\)](#)
- [Kentucky Sex Offender Registry](#)
- [LMPD SOPs](#)
- [Workday](#)
- [Kentucky Open Portal Solution \(KYOPS\)](#)
- [PowerDMS](#)

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Standard Operating Procedures	SOP Number: 8.6
	Effective Date: 01/25/04
	Prv. Rev. Date: 02/24/20
	Revised Date: 05/29/23
Chapter: Field Operations	Accreditation Standards:
Subject: Domestic/Dating Violence and Abuse	KACP: 1.6, 17.4, 17.5, 26.3, 30.1, 30.8

8.6 DOMESTIC/DATING VIOLENCE AND ABUSE (KACP 30.1)

8.6.1 POLICY

The Louisville Metro Police Department (LMPD) recognizes domestic/dating violence and abuse incidents as serious crimes and gives these incidents a high priority classification. The failure of officers to properly respond to, and **appropriately** handle, domestic/dating violence and abuse investigations exposes individuals, and the community, to potential danger. When responding to, and investigating, cases of domestic/dating violence and abuse, officers are required by Kentucky Revised Statute (KRS) **209A.120**, 403.785, and 456.090 to undertake additional responsibilities in order to prevent further acts of domestic/dating violence and abuse.

A JC-3 report will be completed on all actual, or suspected, cases of child abuse, adult abuse, or domestic/dating violence and abuse.

Victim and witness safety are the most important aspects in domestic/dating violence and abuse incidents. Officers will promote safety through preventative means including arrest, providing a safety plan, and the transportation of victims and children to a more secure location, when necessary.

The LMPD uses an all-inclusive approach to respond to, investigate, and arrest those who commit domestic/dating violence and abuse offenses. Whenever appropriate, trained patrol officers will respond to the scene of a domestic/dating violence assault, report domestic/dating violence offenses, and arrest perpetrators. **The Domestic Violence Squad investigates felony and misdemeanor domestic/dating violence and abuse incidents and will follow up on all domestic/dating violence and abuse incidents where initial investigating officers have not made an immediate arrest.**

8.6.2 DEFINITIONS

Dating Relationship: A relationship between individuals who have, or have had, a relationship of a romantic or intimate nature. It does not include a casual acquaintanceship or ordinary fraternization in a business or social context. The following factors may be considered, in addition to any other relevant factors, in determining whether the relationship is, or was, of a romantic or intimate nature:

- Declarations of romantic interest;
- The relationship was characterized by the expectation of affection;
- Attendance at social outings together as a couple;
- The frequency and type of interaction between the persons, including whether the persons have been involved together over time and on a continuous basis during the course of the relationship; and
- Other indications of a substantial connection that would lead a reasonable person to understand that a dating relationship existed.

Dating Violence and Abuse: Physical injury, serious physical injury, stalking, sexual abuse, assault or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault occurring between persons who are, or have been, in a dating relationship.

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8.6.2 DEFINITIONS (CONTINUED)

Domestic Violence and Abuse: Physical injury, serious physical injury, stalking, sexual abuse, assault or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple.

Family Member: A spouse, including a former spouse, parent, grandparent, grandchild, child, stepchild, or any other person living in the same household as a child, if the child is the alleged victim.

Foreign Protective Order (FPO): Any judgment, decree, or order of protection issued by a court of a state of the United States or of any other court which is entitled to full faith and credit in this state.

Order of Protection: An Emergency Protective Order (EPO), Domestic Violence Order (DVO), Interpersonal Protective Order (IPO), and includes a Foreign Protective Order (FPO).

Physical Injury: Substantial physical pain or any impairment of physical condition.

Serious Physical Injury: Physical injury which creates a substantial risk of death or causes serious and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ.

Unmarried Couple: Each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together. This definition includes same-sex couples.

8.6.3 DEPARTMENT GOALS

Through active enforcement of all appropriate domestic/dating violence and abuse laws, the LMPD has established the following goals:

- To treat all acts of domestic/dating violence and abuse as criminal conduct
- To reduce domestic/dating assaults and homicides
- To reduce injuries to officers at domestic/dating violence and abuse incidents
- To comply with the statutory mandates to report cases of known, or suspected, abuse and enforce the law against perpetrators
- To provide training on domestic/dating violence and abuse, as required by law

8.6.4 DUTIES OF LAW ENFORCEMENT AGENCIES

Officers must complete a JC-3 report on all incidents of actual, or suspected, domestic/dating violence, adult or child abuse, neglect, or exploitation. All officers who respond to a call for service where a JC-3 report must be completed are required, pursuant to KRS 209A.120, to verify that the JC-3 report is completed, even if they are not the initial responding officer. Only JC-3 reports in which the victim is a juvenile or a vulnerable adult will be forwarded to the Kentucky Cabinet for Health and Family Services (CHFS), Department for Community Based Services, within 48-hours of learning of the incident or suspected incident. This duty exists

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8.6.4 DUTIES OF LAW ENFORCEMENT AGENCIES (CONTINUED)

whether or not an arrest has been made. The death of an adult or a child does not relieve the officer of the responsibility to report the circumstances surrounding the death, related to abuse or neglect. All other JC-3 reports will be retained pursuant to applicable records retention schedules.

8.6.5 DOMESTIC/DATING VIOLENCE AND ABUSE INVESTIGATIONS

Patrol Officer Responsibilities

Initial responding officers will be responsible for the primary investigation (KACP 17.5). In cases of actual domestic/dating violence and abuse, police intervention should include:

- Checking the Law Information Network of Kentucky (LINK) and the National Crime Information Center (NCIC) for outstanding warrants or orders of protection and verifying that service has been made (KACP 26.3).
- Making a physical arrest, when appropriate.
- Completing a JC-3 report, with appropriate charge(s) and violation code(s).
- Taking photographs in all cases of domestic/dating violence and abuse where evidence of physical injury and/or property damage exists.
- Collecting all evidence at the scene that will support the prosecution of the perpetrator.
- When weapons are involved, including firearms, collect the weapons as evidence and run through the NCIC.
- Giving the victim a copy of the report number and the victim's rights information on the lower portion of the JC-3 report.
- Providing the victim with information on legal remedies and available community services. Officers may transport the victim to a safer location, or to District Court, to obtain a warrant or an order of protection.
- Providing the victim with information about what to do if he/she, or another family member, feels threatened by the perpetrator.
- Canvassing the immediate area if the perpetrator has fled the scene and/or obtaining information from witnesses regarding the perpetrator's location.

Patrol officers who make on-scene arrests in domestic/dating violence and abuse incidents will be responsible for all follow-up and prosecution of these cases. Patrol officers will arrest domestic/dating violence and abuse perpetrators for misdemeanor or felony domestic/dating violence assault offenses when the investigation reveals that the perpetrator committed the offense, and the perpetrator is still on-scene. If an officer makes a felony domestic/dating violence and abuse arrest, he/she may contact the Domestic Violence Squad for assistance in documentation of the investigation.

Domestic Violence Squad Responsibilities

The primary responsibility of the Domestic Violence Squad is to investigate felony and misdemeanor domestic/dating violence and abuse incidents and follow-up on domestic/dating violence and abuse incidents where initial investigating officers have not made an immediate arrest. They will also work with community partners to offer support services to victims of domestic/dating violence and abuse. Patrol officers may contact the Domestic Violence Squad for follow-up assistance when they arrest a perpetrator for a felony

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8.6.5 DOMESTIC/DATING VIOLENCE AND ABUSE INVESTIGATIONS (CONTINUED)

domestic/dating violence assault.

Commanding Officer Responsibilities

Commanding officers are responsible for verifying that initial investigating officers/detectives have appropriately submitted JC-3 reports and other reports, as required by LMPD policy and KRS.

8.6.6 LETHALITY ASSESSMENT PROGRAM (LAP)

The LMPD understands that many victims of domestic/dating violence and abuse are in danger of serious physical injury or death at the hands of their abusers. As a result, the LMPD has adopted a Lethality Assessment Program (LAP) to aid in identifying domestic/dating violence and abuse victims who are in danger of serious physical injury or death and providing greater access to victim advocacy resources.

Officers responding to domestic/dating violence and abuse incidents involving intimate partners only, where there is evidence of physical injury, should initiate a lethality screening. The lethality screening includes the completion of a Domestic Violence Lethality Screen for First Responders form (LMPD #12-0006). Officers will complete the form in the presence of the domestic/dating violence and abuse victim and ask the victim to give his/her honest answers to the questions on the form. Officers will also notate in the appropriate box if the victim refuses to answer any, or all, of the questions on the form. If a victim exhibits a positive screening or if the screening is negative but the officer still believes that the victim is in danger, he/she will convey this information to the victim and make a protocol referral. The protocol referral consists of the officer calling a counselor at the Center for Women and Families (CWF) Crisis Hotline at (502) 753-5595 or (502) 581-7222 and relaying the victim's screening information and present condition to the counselor. The officer will ask the victim to speak to the counselor by relaying the seriousness of his/her present situation. If the victim agrees to speak with a counselor, the officer will give the phone to the victim when told to do so by the counselor. If a victim refuses to speak to a counselor, the officer must still call the Crisis Hotline and pass on safety information to the victim. All protocol referral calls will be conducted at the scene of the incident.

Officers will submit the completed Domestic Violence Lethality Screen for First Responders form to their commanding officer, via DocuSign, by the end of their tour of duty. Officers will also attach a copy of the Domestic Violence Lethality Screen for First Responders form to their incident report in the Records Management System (RMS). Commanding officers, or their designees, are responsible for forwarding the completed forms to the Domestic Violence Squad daily.

8.6.7 FELONY ARRESTS WITHOUT A WARRANT (KACP 1.6)

The procedure for making felony arrests for domestic/dating violence and abuse offenses is the same as in any other felony situation. The felony must have been committed in the officer's presence, or he/she must have probable cause to believe that the perpetrator has committed a felony. When an officer has probable cause to believe that a person has intentionally, or wantonly, caused serious physical injury to a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, he/she will arrest the person, without a warrant, for the appropriate felony offense.

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8.6.7 FELONY ARRESTS WITHOUT A WARRANT (CONTINUED)

When a felony assault has occurred in a domestic/dating violence and abuse incident that results in serious physical injury to the victim, officers are encouraged to request a Domestic Violence Squad detective to respond to the scene. The Domestic Violence Squad detective will become the lead investigator for the on-scene investigation and be responsible for all follow-up. Domestic Violence Squad detectives monitor the Traffic CIS radio channel.

In situations where the victim has been strangled by the perpetrator, the initial investigating officer(s) should determine whether the elements of either KRS 508.170, Strangulation in the First Degree (Intentional), or KRS 508.175, Strangulation in the Second Degree (Wanton), are met and charge the perpetrator accordingly. Indicators of strangulation include the following:

- Pressure was applied to the neck or throat
- A blocking of the nose or mouth occurred
- The victim sensed everything "went dark"
- The victim articulates not being able to breathe
- The victim articulates changes in hearing, vision, or voice function
- The victim loses consciousness
- The victim has a loss of bladder control
- The victim describes having difficulty or pain trying to swallow or talk

Under circumstances where a victim has lost consciousness and/or bladder control, a Domestic Violence Squad detective will be contacted by the initial investigating officer, who will relate the findings of the preliminary investigation, to include whether or not a suspect is in custody. The detective will determine if a response to the scene to assist or conduct a further investigation is required. A Domestic Violence Strangulation Worksheet form (LMPD # 11-0016) will be completed, as appropriate, and submitted via DocuSign. The Domestic Violence Strangulation Worksheet form will also be attached to the incident report in the RMS.

8.6.8 MISDEMEANOR ARRESTS WITHOUT A WARRANT (KACP 1.6)

When an officer has probable cause to believe that a person has intentionally, or wantonly, caused physical injury to a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, he/she will arrest the person without a warrant for Assault in the Fourth Degree. The release of a perpetrator, or an issuance of a citation, is not permitted in domestic/dating violence and abuse incidents when grounds for an arrest are present.

If there is probable cause to believe that any condition of bail or pretrial release has been violated and the officer has verified that the offender has had notice of the conditions (KRS 431.064(2)), the officer shall, without a warrant, arrest the offender whether the violation was committed in or outside of the presence of the officer (KRS 431.005(5)). Pretrial release conditions issued for defendants charged with assault or sex offenses will be entered into the computer system of the Administrative Office of the Courts (AOC) and are accessible through the LINK (KACP 26.3). Officers should not assume that the absence of a pretrial release condition in the

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8.6.8 MISDEMEANOR ARRESTS WITHOUT A WARRANT (CONTINUED)

computer system indicates that no such pretrial release condition exists.

8.6.9 ORDERS OF PROTECTION

Officers having probable cause to believe that a respondent has violated the conditions of an EPO, DVO, or IPO will arrest the offender without a warrant (refer to SOP 8.6.10 for FPOs) (KRS 431.005(7)) (KACP 1.6). Prior to any arrest, the officer will:

- Contact MetroSafe to verify the existence and service of the EPO, DVO, or IPO.
- Give the respondent notice of the contents of the EPO, DVO, or IPO and make arrangements with the Jefferson County Sheriff's Office (JCSO) for personal service, if personal service has not occurred.
- Enforce the terms of the EPO, DVO, or IPO, once the respondent has received notice/personal service, for subsequent acts.
- Verify that the conditions, for which the arrest is made, are prohibited in the EPO, DVO, or IPO.

8.6.10 FOREIGN PROTECTIVE ORDERS (FPOs)

Officers will enforce all FPOs. Officers, having probable cause to believe that a respondent has violated the terms of an FPO, shall arrest the offender without a warrant (KRS 431.005(7)) (KACP 1.6). The following conditions should be considered when enforcing an FPO:

- Orders will be enforced in their entirety.
- All FPOs are presumed to be valid upon presentation to an officer. They do not have to be entered into the LINK to be enforceable. In some cases, a FPO may have been filed by the complainant in the Circuit Court Clerk's Office. If the order has been filed with the clerk's office, it may be verified by the officer through the LINK (KACP 26.3).
- Officers will assume that the respondent was given notice of the FPO and has knowledge of its contents.
- All arrests will follow the same procedures as an arrest for a violation of a Kentucky order of protection. The charge will be a Violation of a Foreign Protective Order (KACP 1.6).

8.6.11 OBTAINING WARRANTS/ORDERS OF PROTECTION

The Jefferson Circuit Court Clerk, Family Court Division provides 24-hour accessibility for victims to obtain EPOs/IPOs at the Domestic Violence Intake Center. Domestic/dating violence and abuse warrants may be obtained at the Domestic Violence Intake Center from 0730 to 0030 hours, Monday through Friday, and from 1000 to 1800 hours on Saturday and Sunday. During the hours when the office is closed, LMPD officers may obtain emergency arrest warrants by going to the Hall of Justice and contacting the on-duty JCSO commanding officer. The JCSO commanding officer will contact the on-call Jefferson County Domestic Violence prosecutor for assistance.

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8.6.11 OBTAINING WARRANTS/ORDERS OF PROTECTION (CONTINUED)

If domestic/dating violence and abuse has been committed and the officer is unable to arrest the perpetrator, the officer will offer to assist the victim in obtaining an arrest warrant and/or order of protection. The officer may apply for an arrest warrant when there is sufficient information to establish probable cause. A victim's lack of cooperation will not be a factor when seeking warrants; however, officers must have other evidence to support prosecution.

8.6.12 VICTIM PROTECTION

In situations where the officer has reason to suspect that a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, has been a victim of domestic/dating violence and abuse, the officer is required by KRS 209A.120, 403.785, and 456.090 to use all reasonable means to prevent further acts of domestic/dating violence and abuse. These actions may include:

- Remaining at the scene as long as the officer reasonably believes that there is danger to the physical safety of the individuals present, without the presence of an officer. Before leaving the scene, an officer must be able to articulate why he/she believes that the scene is secure.
- Requesting medical attention, if needed or requested by the victim. Victims cannot be forcibly transported, or required, to seek medical treatment.
- Immediately advising the victim of his/her rights under KRS 403.785 and 405.090. These rights include information about criminal complaint procedures, the availability of an order of protection, emergency shelters, and other community resources. Many of these rights are included in the "Victim Rights Information" section located at the bottom of the JC-3 report, which will be given to the victim prior to the officer clearing the scene.
- Transporting the victim, and any dependent family members, to a safe location.
- Informing the victim of procedures for notification, including the availability of the Victim Information and Notification Everyday (VINE) program.

8.6.13 PERPETRATOR NOT PRESENT AT THE SCENE

In cases where the perpetrator has fled the scene, officers will make a reasonable attempt to locate and arrest the perpetrator. This includes broadcasting a "pick-up" and searching the immediate area. Officers may arrest the perpetrator, even if he/she is found at a location other than the original crime scene (KACP 1.6).

If an officer is unable to arrest the perpetrator within a reasonable amount of time, the officer may assist the victim in obtaining an arrest warrant and/or an order of protection in unusual circumstances, such as the victim's hospitalization, lack of transportation, or request for additional assistance. The officer will advise his/her immediate supervisor of the additional assistance that is requested.

Officers should be aware that Fleeing or Evading the Police in the First Degree includes suspects fleeing from officers after committing an act of domestic/dating violence and abuse, which is a Class D felony.

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8.6.22 FEDERAL FIREARM PROHIBITION

The federal government prohibits certain domestic/dating violence and abuse respondents, and those defendants convicted of a misdemeanor crime of domestic/dating violence and abuse, from possessing a firearm or ammunition. Officers will notify the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) when he/she becomes aware of respondents possessing firearms in violation of federal law. Designated law enforcement agencies are required to make a reasonable effort to provide victims with notice that a perpetrator has attempted to purchase a firearm in violation of the federal gun ban. The JCSO currently handles this responsibility, but officers should be aware of their legal responsibility should they learn of an attempted purchase.

8.6.23 DOMESTIC/DATING VIOLENCE AND ABUSE OR CHILD ABUSE INCIDENTS INVOLVING METRO GOVERNMENT EMPLOYEES

Officers will immediately notify their supervisor when a sworn or civilian member of the LMPD is involved in a domestic/dating violence and abuse incident and the supervisor will respond to the scene (KACP 17.4). The Public Integrity Unit (PIU) will be notified of any domestic/dating violence and abuse incident involving a departmental member. If it is determined that criminal charges will be filed as a result of the incident in which the departmental member is involved as either the perpetrator or the victim, the PIU will respond to the scene and assume the lead in the investigation.

Officers will immediately notify their supervisor when a Metro Government employee is involved in a domestic/dating violence and abuse incident and the supervisor will respond to the scene (KACP 17.4). When a Metro Government employee is involved in a domestic/dating violence and abuse incident, the on-scene supervisor will consult with the PIU. The PIU will respond to the scene and become the lead investigator of all felony assaults involving domestic/dating violence and abuse in which a Metro Government employee is either the perpetrator or the victim.

Complaints against any Metro Government employee involving the physical or sexual abuse of a minor will be immediately investigated by the PIU and immediately reported to the Crimes Against Children **Squad of the Office of Sexual and Physical Investigations (OSPI)** and the Kentucky CHFS.

Pursuant to KRS 620.030 and Louisville Metro Code of Ordinances (LMCO) 35.200, complaints against members or civilian police volunteers involving the physical or sexual abuse of a minor will be immediately reported to the PIU, the Chief of Police, the Kentucky CHFS, and any one of the following:

- The Office of the Commonwealth's Attorney
- The Jefferson County Attorney's Office
- The Kentucky State Police (KSP)

Documentation of notification will be retained in the investigative case file. Any failure to report suspected abuse may be subject to discipline, up to, and including, termination.

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8.6.24 DOMESTIC/DATING VIOLENCE AND ABUSE OR CHILD ABUSE INCIDENTS INVOLVING OFFICERS FROM OTHER AGENCIES

When an officer from another agency is involved in a domestic/dating violence and abuse incident, the responding officer will notify his/her supervisor as soon as practicable. If possible, the supervisor will respond to the scene. In all instances, the investigation will be conducted in the same manner as any other domestic/dating violence and abuse incident investigation (KACP 17.4). Complaints against officers from other agencies involving the physical or sexual abuse of a minor will be immediately investigated by the **Crimes Against Children Squad** and immediately reported to the PIU and the Kentucky CHFS.

8.6.25 VICTIM SERVICES

All officers will be responsible for providing information concerning victims' rights, the role of victims/witnesses in the criminal justice system, available support services, and other resources, as required by law, during the course of conducting domestic/dating violence and abuse investigations. These resources include:

- Counseling;
- Immediate medical attention;
- Compensation programs or emergency financial assistance;
- Victim advocacy services available from the Victim Services Unit (refer to SOP 8.29). The Victim Services Unit can be contacted at (502) 574-8788.

Officers will encourage victims to contact the Domestic Violence Squad should any additional information become known and provide the victim with the telephone number for MetroSafe.

8.6.26 FOLLOW-UP SERVICES

Division commanders and the Special Victims Unit (SVU) Lieutenant will request that appropriate follow-up contact is made with all victims by a Domestic Violence Squad detective. These follow-up activities include:

- Taking follow-up photographs of previously reported injuries to victims.
- Contacting the victim periodically regarding the case status or the need for additional information.
- Explaining the procedures required for a successful prosecution of the case.
- Scheduling interviews or required appearances.
- Returning evidence used in the prosecution of the case.

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8.25 INTERVIEWS AND INTERROGATIONS

8.25.1 DEFINITIONS

Custodial Interrogation: Questioning initiated by law enforcement officers after a person has been taken into custody or otherwise deprived of his/her freedom of action in any significant way.

Developmental Disability: A disability that is manifested before the person reaches 22 years of age, which constitutes a substantial disability to the affected individual, and is attributable to **an intellectual disability** or related conditions, which include cerebral palsy, Down Syndrome, fetal alcohol syndrome, spina bifida, epilepsy, autism, or other neurological conditions, when such conditions result in an impairment of general intellectual functioning or adaptive behavior (refer to SOP 8.42).

Interrogation: The process of focused questioning, directed by police, to a person suspected of a crime, in order to seek a confession.

Interview: The formal questioning of an individual by law enforcement authorities for the purpose of obtaining facts or information.

Interview Room: An area set aside for the interviewing of suspects, witnesses, victims, and juvenile offenders. Since interview rooms are not secure rooms, all suspects and offenders will be kept under continual supervision while at the facility. A temporary detention room may also be used as an interview room, but the stricter standards for temporary detention rooms apply (refer to SOP 8.30).

Mental Illness/Disability: A state of impaired mental processes, which results in a distortion of a person's capacity to recognize reality due to hallucinations, delusions, faulty perceptions, or alteration of mood, and interferes with an individual's ability to reason, understand, or exercise conscious control over his/her actions. **This includes when these behaviors are caused by a Substance Use Disorder** (refer to SOP 8.42 and SOP 12.20).

Persons of Diminished Capacity: Encompasses all persons encountered in the field who exhibit unusual behaviors commonly referred to as irrational, bizarre, or unpredictable. These outward observable symptoms could be the result of intoxication, drug use, suicidal indication, disability, or medical complications (refer to SOP 12.20).

8.25.2 INFORMATION DEVELOPMENT

Information in criminal investigations may be developed from sources, including, but not limited to, the following:

- Witnesses, informants, and suspects
- Public records and lawfully-obtained private records
- Background investigations (e.g. criminal history)
- Surveillance
- Physical evidence

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8.25.5 AUDIO AND VIDEO RECORDING OF INTERVIEWS/INTERROGATIONS

Any division/section/unit, having audio and/or video recording systems, will use this system to record any criminal interview and/or interrogation of a suspect or potential suspect that the officer has reason to believe has committed, or is wanted on a warrant for committing, a violent felony. For the purposes of this policy, a "violent felony" is defined as:

- Offenses where a suspect has killed a person
- Assault in the First, Second, or Third Degree
- Wanton Endangerment in the First Degree
- Strangulation
- Unlawful Imprisonment in the First Degree
- Kidnapping
- Rape in the First Degree
- Sodomy in the First Degree
- Sexual Abuse in the First Degree
- Arson in the First Degree
- Robbery in the First Degree
- Escape in the First Degree
- Any felony involving a child victim or any physical or sexual assault with a child as the victim

A commanding officer must approve the non-use of audio and/or video equipment for the above list of offenses. If the situation dictates, the recording may be done on Mobile Video System (MVS) equipment or other electronic devices.

If the case involves felony charges, interviews will be documented on an Investigative Letter form (LMPD #05-0002), Investigative Record form (LMPD #0450-02), or transcribed if they have been audio or video recorded.

Other witness and victim interviews/statements may be recorded at the discretion of the supervisor and/or investigator.

The circumstances surrounding the conduct of interrogations and recordings of such interrogations must be fully documented. Officers will turn on the recording equipment prior to entering the room in order to document the full duration of interview/interrogation and prevent allegations of pre-interviews or other irregularities. Documentation should include, at a minimum, the following criteria:

- The location, date, time, and duration of the interrogation
- The identities of officers and others who are present during the interrogation
- The time that Miranda warnings were given and the suspect's/arrestee's responses
- The time at which waivers were provided and whether the suspect/arrestee agreed to sign them
- The nature, times, and durations of any breaks in questioning (e.g. to provide the suspect/arrestee food, drink, use of lavatories, etc.)

The recording will cease at the conclusion of the interview, after the suspect has left the room.

Field interviews/interrogations captured by the MVS are retained pursuant to the MVS policy (refer to SOP 4.1).

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8.25.5 AUDIO AND VIDEO RECORDING OF INTERVIEWS/INTERROGATIONS (CONTINUED)

Audio and/or video recording of interviews and interrogations will be conducted in accordance with applicable laws. **Body-Worn Cameras (BWCs)** will not be utilized as a substitute during in-custody interrogations when the Axon Interview Room Recording System is available and operational. Once the Axon Interview Room Recording System is confirmed operational, members may turn off their **BWC** until the conclusion of the interrogation. If the Axon Interview Recording System is not functional, members **will** use the **BWC** to document the interview.

After recording an interview or interrogation in an interview room equipped with Axon Interview Room Recording System, the member should select the appropriate category for the interview on the interview room control panel. Interviews recorded by an Axon Interview Room Recording System will be retained in Evidence.com. Members can request hardcopies of interviews through Louisville Metro Police Department (LMPD) **Video** Records.

If the interview or interrogation is recorded by any other digital recording device, copies of the interview/interrogation will immediately be burned, and labeled as such, for inclusion in the appropriate case file. The original disc will be labeled as the original and must never be altered. It will be retained as evidence.

Members are prohibited from altering or deleting original records until applicable records retention schedule timelines have been met. Members may request enhancements or excerpts be made from a copy of the original record. The original record must never be altered.

Evidence is retained pursuant to applicable federal law, state statute, and departmental policy.

8.25.6 JUVENILES

Refer to SOP 10.7 for procedures related to interviews and interrogations of juveniles.

8.25.7 PERSONS WITH MENTAL ILLNESS, DEVELOPMENTAL DISABILITIES, OR PERSONS OF DIMINISHED CAPACITY (KACP 30.8)

Persons with a mental illness, developmental disability, **or persons of diminished capacity** may have limited reasoning and the inability to effectively communicate their thoughts. When interviewing or interrogating a person with a mental illness, developmental disability, **or a person of diminished capacity**, members will follow the procedures outlined in this Standard Operating Procedure (SOP). In addition, members may utilize **measures**, including, but not limited to, the following:

- Stay calm and do not overreact
- Speak simply and briefly
- Modify the style of questioning
- Move slowly
- Remove distractions and upsetting influences from the scene
- Use a less intimidating interview room

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8.25.7 PERSONS WITH MENTAL ILLNESS, DEVELOPMENTAL DISABILITIES, OR PERSONS OF DIMINISHED CAPACITY (CONTINUED)

- Contact the person's parent/guardian/caretaker to explain the situation and/or to attend the interview
- Announce their actions before initiating them
- Be aware that their uniforms and equipment may frighten the person

When Miranda warnings are issued, after the initial Miranda warning is read, members may use simple words to modify the Miranda warning and ask the person to repeat each phrase of the warning, using his/her own words, to check for a genuine understanding, rather than a simple repetition, of the words. It is also recommended that the interview or interrogation be recorded.

Members should refer to SOP 8.42, Americans with Disabilities Act, Title II, for additional guidance on accommodations.

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Subject: General Guidelines	

11.2.1 PROPERTY (CONTINUED)

- **Biohazard/DNA evidence that is wet or not prepackaged:** These items will be stored at the Crime Scene Unit (CSU) until they are dry. Once they have been packaged by CSU personnel, the items will be delivered to the EPU by the CSU technician.
- **Food items:** In cases of theft, shoplifting, etc., food items should be photographed and released to the owner. These items will not be stored in the EPU.
- **Cans, bottles, or coolers containing ice or liquid:** The original container will be photographed and, if testing is required on any liquid, only the amount required for testing will be accepted. Sterile containers are maintained at the CSU in order to collect samples for testing.
- **Animals:** All animals are to be taken to Louisville Metro Animal Services (LMAS), located at **3528 Newburg Road**.
- **Unknown chemical substances:** Chemicals, including precursors used to manufacture narcotics, will not be accepted unless the member has had the substance identified, properly packaged the substance to comply with Environmental Protection Agency (EPA) and OSHA regulations, and weighed the substance prior to having packaged it. Only the amount necessary to be tested will be accepted. Only members with Hazard Materials (HAZMAT) Technician Level training may handle, collect, or transport unknown chemical substances. The EPU Supervisor or a Drug Vault Detective will immediately be notified to place the item(s) in the chemical locker.
- **Pressurized containers containing hazardous materials:** The contents of any pressurized containers that are unmarked, or appear to have been tampered with, must be tested prior to being brought to the EPU. Cylinders or tanks that are unmarked, or appear to have been tampered with, will not be accepted by the EPU (refer to SOP 11.4 and SOP 12.4). If a cylinder or tank is connected to a grill or other device, the cylinder or tank may be removed from the device and the grill or other device can then be stored in the EPU. If the cylinder or tank is clearly marked and has no apparent signs of having been tampered with, the EPU will accept it. It will be stored with the fossil fuel-powered equipment in the outside storage area of the EPU. These items will be handled in the same manner as fossil fuel-powered equipment.
- **Firearms that are loaded with ammunition:** Firearms will not be accepted until the depositing member can demonstrate to the clerk that the weapon is not loaded. Bullet traps are located in the member's lobby for this purpose. Eye and ear protection is available for the clerk and the member (refer to SOP 11.4).
- **Human remains:** These will be retained by the Jefferson County Coroner's Office.

If the item(s) is listed as stolen, instead of depositing the item(s) into the EPU, the officer will:

- Notify the rightful owner to pick up the item(s);
- Photograph the item(s);
- Upload the images into the Digital **Evidence** Management System (DEMS) for evidentiary purposes; and
- Release the item(s) to the rightful owner.

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<h2>Standard Operating Procedures</h2>	SOP Number: 11.2
	Effective Date: 05/03/04 Prv. Rev. Date: 11/10/17 Revised Date: 05/29/23
	Accreditation Standards: KACP: 27.1, 27.2, 27.4
Chapter: Evidence and Property	
Subject: General Guidelines	

11.2.4 DIGITAL IMAGE EVIDENCE (CONTINUED)

- Recovered stolen items that are unusually bulky, large, or are unnecessary to hold for evidentiary purposes will be photographed and released to the owner as soon as possible.
- Any property that is recovered by store personnel in shoplifting cases, prior to the member's arrival, may remain in the custody of the business. It is at the member's discretion if photographs need to be taken. Items must be properly described in all reports.
- Any property in a shoplifting case, which is recovered by the member away from the business and has been out of the control/custody of the business, may be released after photographing the property.

Photographed items will be properly described, and all owners will be identified in all reports.

KRS 422.350 states that in a prosecution of any offense covered in KRS Chapter 514 (Theft and Related Offenses) and Chapter 515 (Robbery), the court will receive, as competent evidence, a photograph of property over which the accused is alleged to have exerted unauthorized control or to have otherwise obtained unlawfully, if the photograph:

- Will serve the purpose of demonstrating the nature and identity of the property; and
- Is otherwise admissible into evidence under all other rules of law governing the admissibility of photographs into evidence.

The member will have to testify to the authenticity of the picture, including the date, time, etc., just as he/she would if the item had been collected as evidence.

Pursuant to KRS 422.350, the fact that it is impractical to introduce into evidence the actual property for any reason including its size, weight, or unavailability, need not be established for the court to find a photograph of that property to be competent evidence. If a photograph is found to be competent evidence, it is admissible into evidence in place of the property and to the same extent as the property itself.

All digital evidence, for discovery purposes, will only be released to the Office of the Commonwealth's Attorney, the Office of the United States (US) Attorney, or the Jefferson County Attorney's Office.

Digital images taken by LMPD members for law enforcement use reside in the main DEEMS server (refer to SOP 4.26).

11.2.5 EVIDENCE REQUIRING SPECIAL HANDLING (KACP 27.1)

Evidence that requires special handling will be processed in compliance with SOP 11.4. Examples of evidence that require special handling include, but are not limited to, **the following**:

- Evidence that requires drying
- Firearms
- Sharps
- Vehicles
- Combustible articles
- Digital images

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11.2.5 EVIDENCE REQUIRING SPECIAL HANDLING (CONTINUED)

- DNA evidence
- Hazardous materials

11.2.6 PLACING EVIDENCE IN THE EPU

Sworn members, Police Report Technicians (PRTs), and CSU technicians will transport evidence to the EPU prior to the end of their tour of duty. EPU personnel are responsible for entering information into the RMS for evidence deposited by sworn members and PRTs.

CSU technicians, using the RMS, will create an evidence voucher for the evidence that they are depositing into the EPU, prior to submission. Members should refer to the RMS Manual for the proper procedures on entering this information into the system.

All evidence requires an ICN.

Stolen, found, recovered, and evidentiary property files are maintained in the EPU, via the RMS, by using unique serial numbers.

KRS 422.350 allows evidence to be photographed for prosecution of offenses defined in KRS 514 (Theft and Related Offenses) and 515 (Robbery). Once it is photographed, the property may be returned to its owner, pursuant to EPU property release procedures and SOP 11.6.

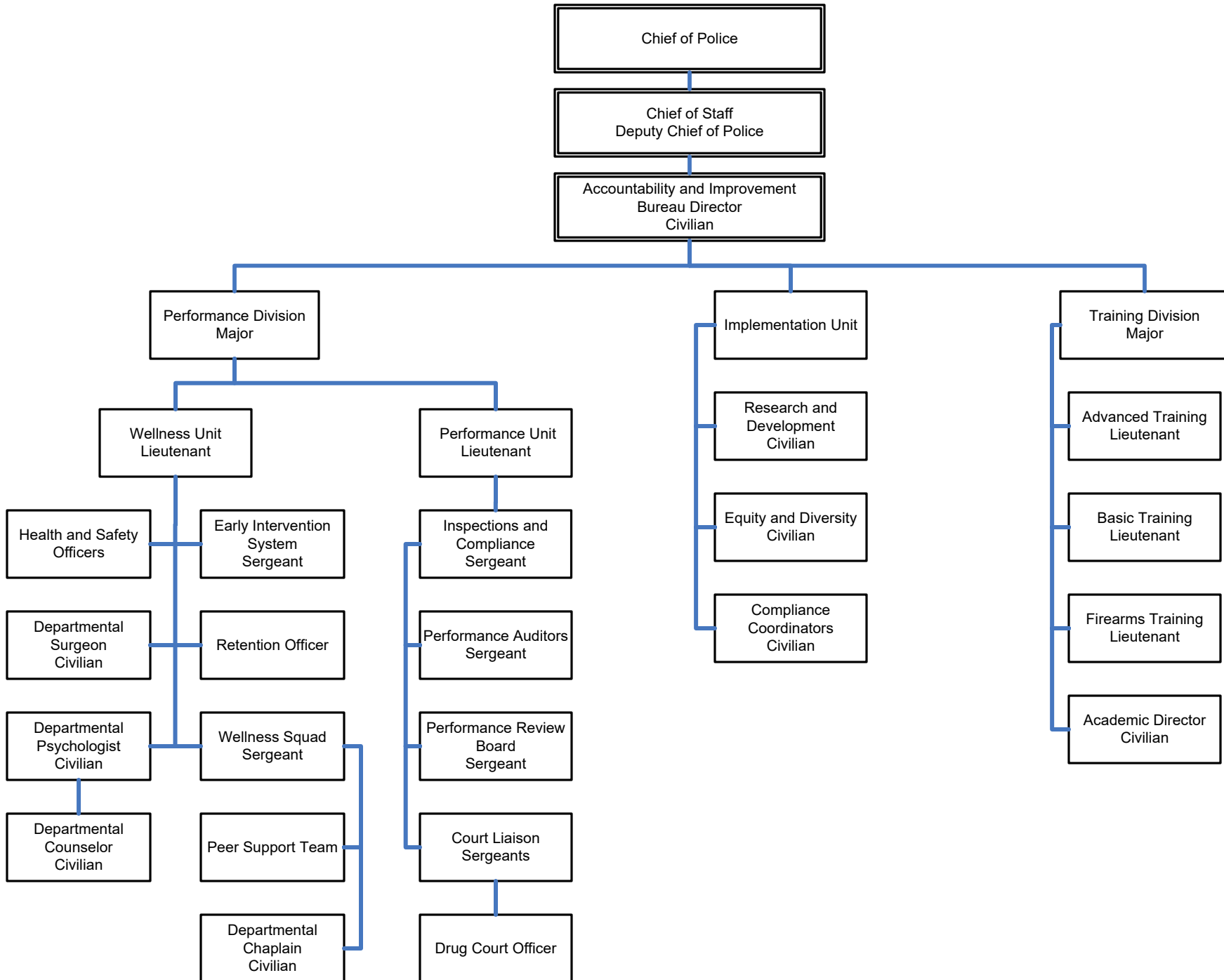
11.2.7 OPERATOR'S LICENSES AND MOTOR VEHICLE REGISTRATION PLATES

Any operator's license which has been suspended or revoked by court order, or by the Kentucky Transportation Cabinet, may be seized from a driver who is still in possession of the license. If the driver is cited for driving with a suspended or revoked operator's license and the license is seized, the officer will state in the narrative of the citation that the operator's license was seized. Officers will immediately deliver the seized operator's license to the Circuit Court Clerk's Office. If the license is seized outside of the normal working hours of the Circuit Court Clerk's Office (e.g. 0830 to 1630 hours, Monday through Friday), the officer will take the license to the EPU. Under no circumstance may an operator's license be placed in interdepartmental mail or kept in an officer's possession.

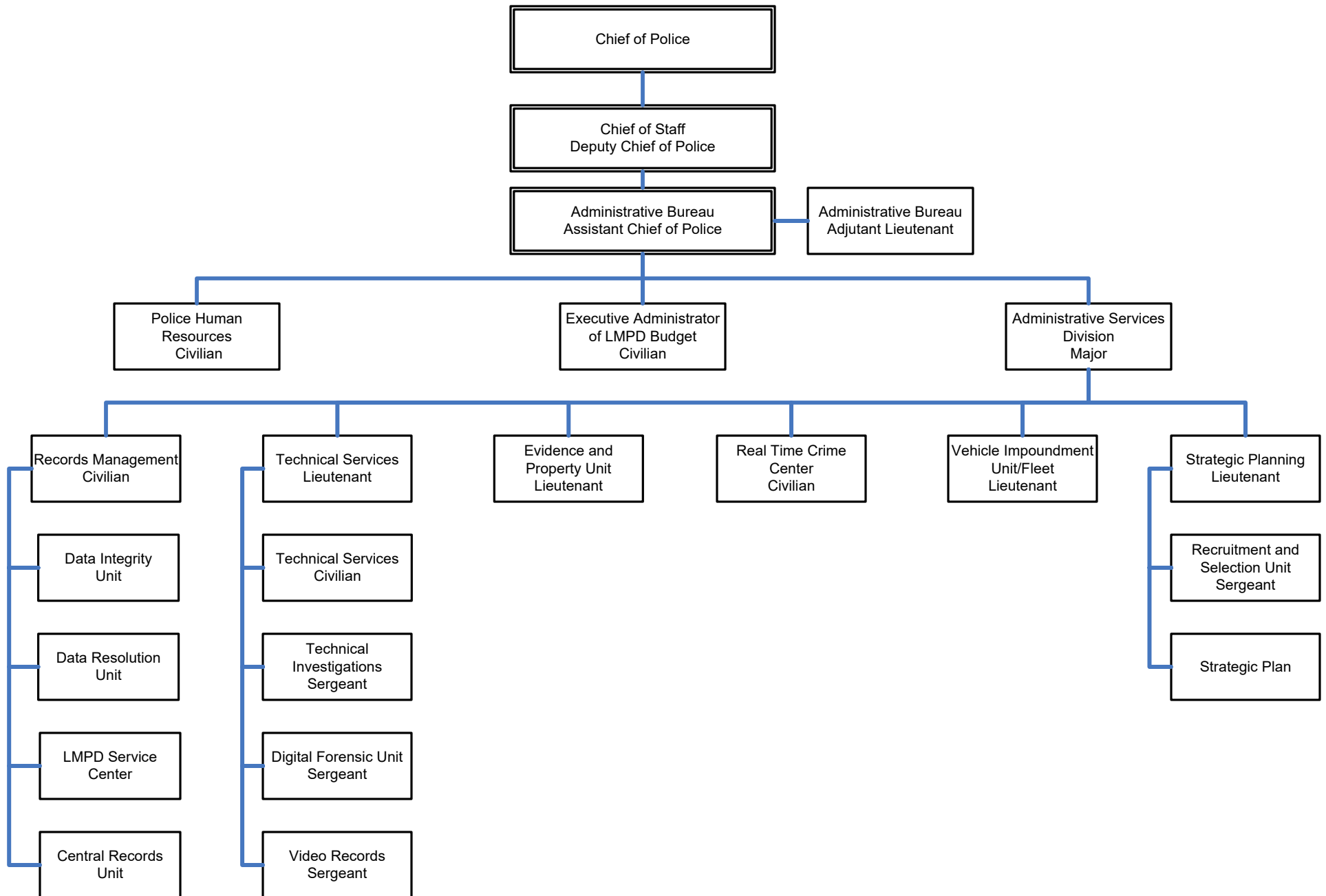
Per KRS 186.181, officers have the authority to seize any registration plate bearing a cancelled number and to report such seizure to the appropriate department (e.g., Jefferson County Clerk's Office). The officer will seize the cancelled registration plate from any vehicle on publicly accessible property. Registration plates may not be seized from any vehicle that is parked on the curtilage of private property. When the registration plate has been seized, it will either be delivered to the Jefferson County Clerk's Office or taken to the EPU, as soon as possible, prior to the end of the seizing officer's tour of duty. If the registration plate is evidence of a crime, it will be deposited as evidence into the EPU. Under no circumstance may a registration plate be placed in interdepartmental mail.

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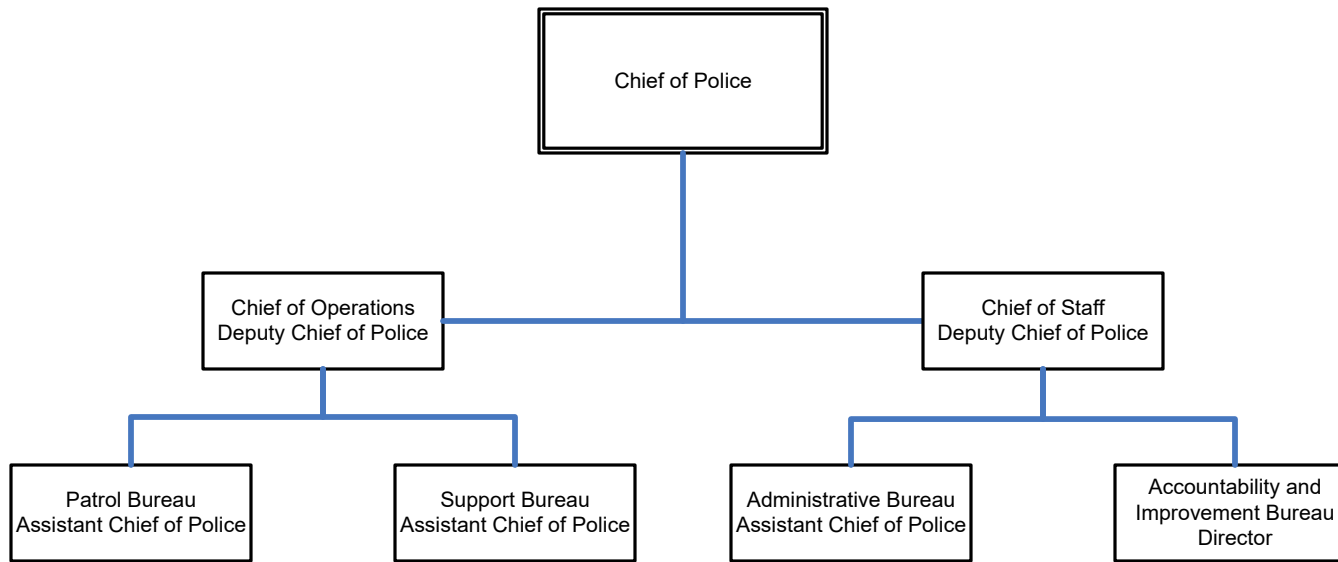
Accountability and Improvement Bureau Organizational Chart



Louisville Metro Police Department Administrative Bureau Organizational Chart

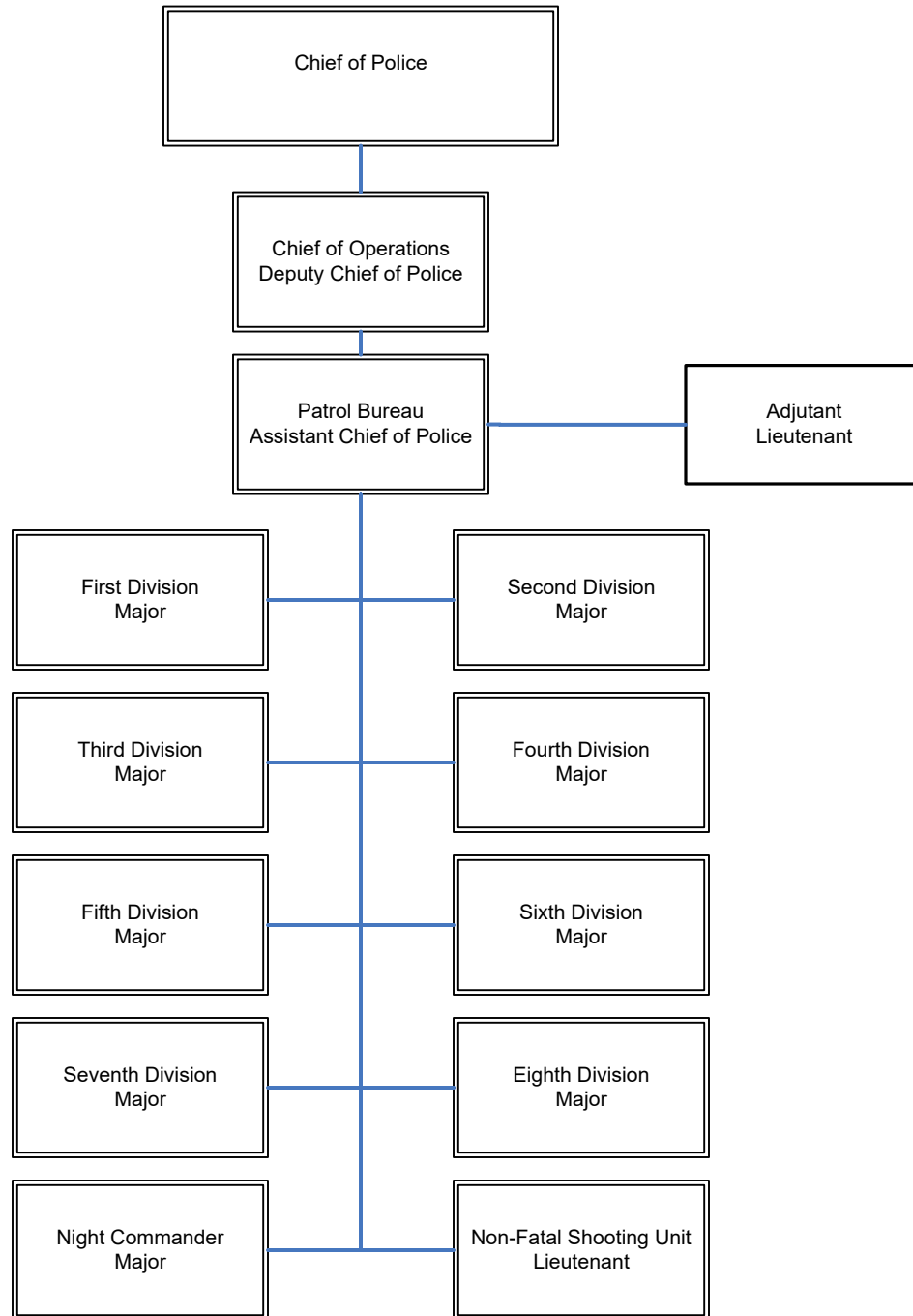


Louisville Metro Police Department Deputy Chief of Police Organizational Chart



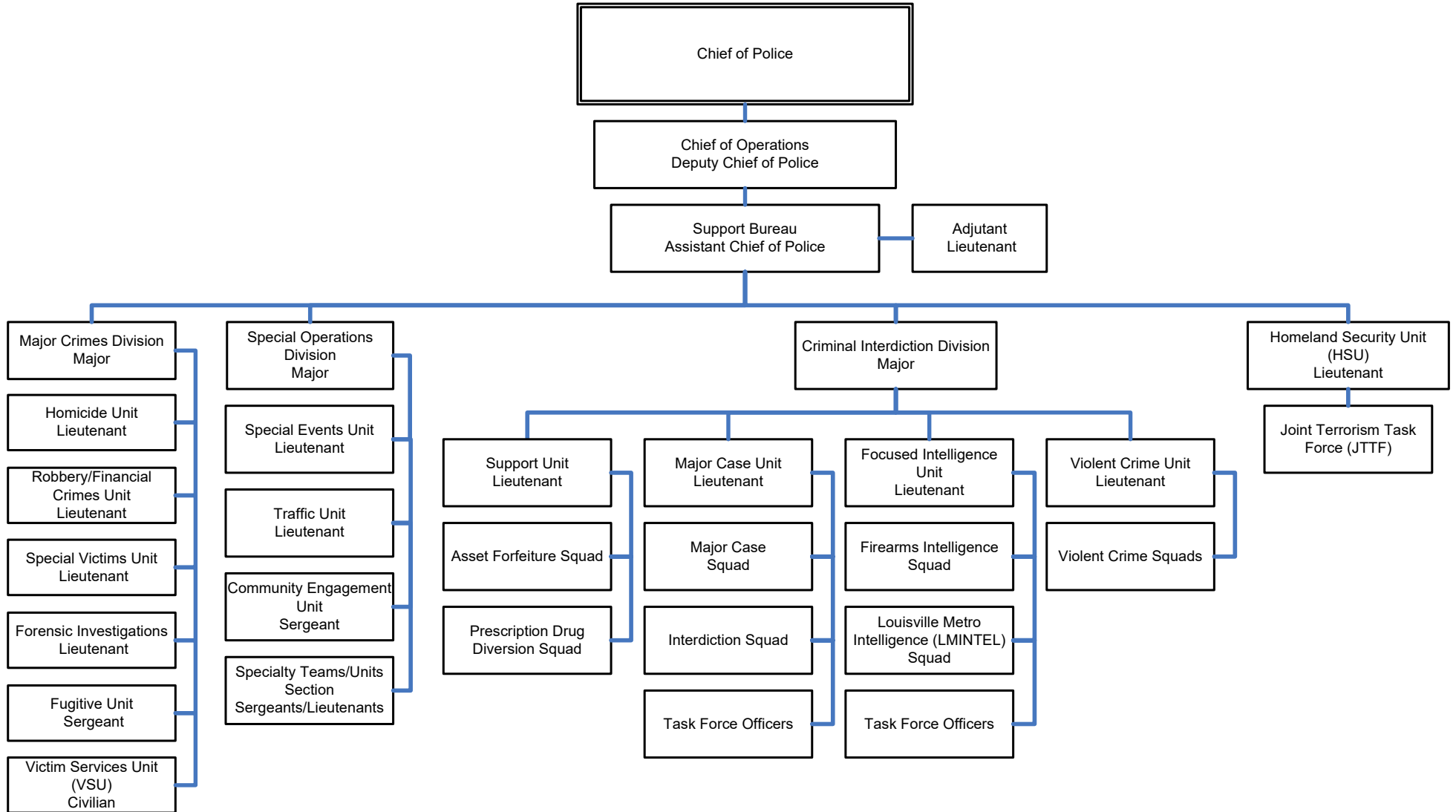
Louisville Metro Police Department

Patrol Bureau Organizational Chart



Louisville Metro Police Department

Support Bureau Organizational Chart



Louisville Metro Police Department

Accountability and Improvement Bureau

Training Division Organizational Chart

