

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 1.14
	Effective Date: 09/07/23
	Accreditation Standards: KACP: 3.3, 4.2, 4.6, 5.1, 6.1, 26.1
Chapter: Departmental Organization	
Subject: Accountability and Improvement Bureau	

## 1.14 ACCOUNTABILITY AND IMPROVEMENT BUREAU (AIB) (KACP 3.3)

### 1.14.1 ASSISTANT CHIEF OF POLICE/ACCOUNTABILITY AND IMPROVEMENT BUREAU (AIB) (Lieutenant Colonel)

The Assistant Chief of Police/Accountability and Improvement Bureau (AIB) 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/AIB may assume all responsibilities as the department's Chief Executive Officer (CEO) (KACP 4.2).

The Assistant Chief of Police/AIB oversees the Accountability and Improvement Bureau (AIB) for the Louisville Metro Police Department (LMPD) and coordinates the activities of the following:

- Implementation
- Equity and Diversity
- Research and Development (R&D)
- Training Division
- Performance Division
- Force Investigations Review Unit (refer to SOP 2.35)

### 1.14.2 IMPLEMENTATION (Professional Staff)

Implementation consists of Compliance Coordinators who report directly to the Assistant Chief of Police/AIB. The Compliance Coordinators track, manage, and report departmental compliance with requirements of departmental policy and federally-mandated operational procedures.

### 1.14.3 EQUITY AND DIVERSITY (Professional Staff)

The Equity and Diversity Manager reports directly to the Assistant Chief of Police/AIB. The Equity and Diversity Manager develops and implements diversity initiatives that relate to hiring, special assignment opportunities, promotions, and retention in order to create and maintain a diverse workplace. The Equity and Diversity Manager supports and enforces all Office of Equity initiatives and goals by developing and maintaining internal and external partnerships within the agency and the community. The Equity and Diversity Manager also provides guidance and training related to policy updates so that the management and training staff are legally compliant.

### 1.14.4 RESEARCH AND DEVELOPMENT (R&D) (Professional Staff)

The R&D Supervisor reports directly to the Assistant Chief of Police/AIB. The R&D Supervisor will receive specialized Accreditation Manager training within one (1) year of appointment to the position. The R&D

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## 1.14.4 RESEARCH AND DEVELOPMENT (R&D) (Professional Staff) (CONTINUED)

Supervisor is responsible for maintaining and monitoring the departmental accreditation standards for the Kentucky Association of Chiefs of Police (KACP).

R&D is responsible for the following:

- Conducting research in areas affecting policy development
- Completing and/or conducting surveys
- Maintaining the department's Standard Operating Procedures (SOPs) and forms (KACP 4.6a)
- Completing special projects assigned by the command staff
- Developing and publishing the department's Annual Report (KACP 5.1, 6.1a-d)
- Developing and publishing the department's newsletter
- Maintaining the Forms folder, the Policy and Procedures folder, and the SOP Searchable on the network
- Complying with KACP accreditation standards as they relate to policy
- Maintaining compliance for accreditation standards
- Performing other duties as instructed by the Chief's Office

R&D reviews all proposed or revised policies, procedures, rules and regulations prior to dissemination, in order to verify that they do not conflict with other existing agency directives or applicable law(s).

R&D is responsible for the procedures of formatting, indexing, purging, writing, revising, and disseminating correspondence as follows (refer to SOP 3.4) (KACP 4.6a):

- The R&D Supervisor reviews the correspondence. When the review is complete, the correspondence is sent, through the appropriate chain of command, to the Assistant Chief of Police/AIB.
- Once all of the comments/suggestions have been made, the final draft is submitted to the Chief of Police, or their designee, for approval and, once approved, disseminated to all division/section/unit personnel (KACP 4.6b).
- Unique identifying numbers are issued for each particular correspondence to be sent out. In addition, R&D specifies the manner in which the particular correspondence is cross indexed. A numerical list of all current correspondence is included in the index.

## 1.14.5 TRAINING DIVISION (Major)

The Training Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/AIB. The Training Division is responsible for coordinating, training, and maintaining all training records for the department (refer to SOP 1.10).

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## 1.14.6 PERFORMANCE DIVISION COMMANDER (Major)

The Performance Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/AIB. The Performance Division Commander is responsible for the following:

### Departmental Physician (Professional Staff)

The departmental physician reports to the Performance Division Commander. The departmental physician is responsible for performing medical examinations and reviewing medical records to determine the physical fitness of individual members to return to active duty following a line-of-duty injury, and in cases involving extended absences resulting from sickness or non-duty-related injuries. The departmental physician is also responsible for performing medical examinations and reviewing medical records to determine whether applicants for the LMPD are physically fit and able to enter active duty.

### Departmental Psychologist (Professional Staff)

The departmental psychologist reports to the Performance Division Commander. The departmental psychologist is a licensed state-certified psychologist who provides routine and emergency/crisis clinical psychological evaluation to employees and their immediate families, by providing assessment, psychotherapy, consultation, and referral services. The police psychologist serves as a clinical advisor to the Wellness Unit, Peer Support Team (PST), Hostage Negotiation Team (HNT), and Crisis Intervention Team (CIT).

### Departmental Counselor (Professional Staff)

The departmental counselor reports to the departmental psychologist. The departmental counselor is responsible for, when requested, providing short-term counseling and crisis intervention to departmental personnel, and/or their families, and make referrals to other professional counselors, when applicable. The departmental counselor will respond to officer-involved shootings or other incidents in which deadly force was used by, or against, an officer.

## PERFORMANCE UNIT (Lieutenant)

The Performance Unit Lieutenant reports to the Performance Division Commander. The Performance Unit utilizes data, inspections, reviews, and audits to measure member performance and compliance with SOPs, local ordinances, and state and federal law.

The Performance Unit consists of the following:

- Performance Audits
- Court Liaison Office (CLO)
- Inspections and Compliance
- Performance Review Board (PRB)
- Photo Lab

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## 1.14.6 PERFORMANCE DIVISION COMMANDER (CONTINUED)

### Performance Audits (Sergeant)

The Performance Audits Sergeant reports to the Performance Unit Lieutenant. Performance Audits is responsible for conducting internal performance reviews of the LMPD, unless another unit is specifically assigned to do so by the Deputy Chief of Police/Chief of Staff or an external third party is engaged to conduct an internal review. Internal audits of an individual bureau, division, section, or unit may also be conducted.

These audits and reviews will be conducted in accordance with generally accepted auditing standards to determine departmental adherence to Kentucky Revised Statutes (KRS), departmental policies and procedures, local ordinances, and training (refer to SOP 8.58).

### Court Liaison Office (CLO) (Sergeant)

The CLO Sergeants report to the Performance Unit Lieutenant and act as a liaison between the LMPD and external criminal justice system agencies that interact within the court system. The CLO is responsible for entering subpoenas received from sources other than the Jefferson County Courts and prosecutors (e.g., federal courts, other counties, private attorneys). The CLO is also responsible for monitoring court attendance and court attire. The CLO monitors members' attendance in court by conducting a daily audit of court attendance and audits dismissed felony cases to verify compliance with this procedure (refer to SOP 8.2).

Violations discovered during inspections and audits are documented, in writing, and forwarded to the Assistant Chief of Police/AIB.

### Jefferson County Court Liaison (Sworn)

The Jefferson County Court Liaison Officer functions as a liaison between the LMPD and the Jefferson County Specialty Court staff. The Jefferson County Court Liaison Officer reports directly to the CLO Sergeants. They attend Specialty Court proceedings, as needed, as well as court staff meetings. If the Jefferson County Court Liaison Officer is unable to attend a Specialty Court or court staff meeting, they will communicate any issues to the respective staff prior to that meeting.

The Jefferson County Court Liaison Officer:

- Assists the Specialty Court staff in assessing participants for the program.
- Maintains participant information in the Records Management System (RMS).
- Maintains participant Consent/Probable Cause Search forms (LMPD #06-0036).
- Monitors Specialty Court participants for compliance with curfew checks, portable breathalyzer test (PBT) checks, home visits, and work verifications. These are documented in the Specialty Court Management Information System (MIS) for tracking.
- Coordinates the apprehension of all Specialty Court absconders.
- Trains officers and recruits on the purpose and benefits of the Specialty Court Program.

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## 1.14.6 PERFORMANCE DIVISION COMMANDER (CONTINUED)

The Jefferson County Court Liaison Officer will attend Specialty Court conferences and additional training on Specialty Court-related issues to maintain the highest standards according to Specialty Court policy and procedures.

### Inspections and Compliance (Sergeant)

The Inspections and Compliance Sergeant reports to the Performance Unit Lieutenant and is responsible for inspectional service duties, which include tracking departmental inventory, conducting staff and field inspections, and assisting in the reinstatement of officers after extended absences from duty. Inspections and Compliance conducts inspections at the direction of the Performance Unit Lieutenant (refer to SOP 4.18).

Inspections and Compliance assists the Accreditation Manager with accreditation inspections and compliance, as directed by the Performance Unit Lieutenant. Inspections and Compliance and the Research and Development (R&D) Supervisor verify that all LMPD personnel are in compliance with the acknowledgement requirements of all new and revised Louisville Metro Government (LMG) and LMPD policies and procedures, using monthly PowerDMS Document Management System reports.

Inspections and Compliance oversees juvenile case file expungement compliance from the divisions in coordination with Records Management when the juveniles reach the age of 18 (refer to SOP 6.1 and SOP 10.9). Expungement notifications are disseminated by the Central Records Unit (KACP 26.1).

Inspections and Compliance has oversight of all secondary employment (refer to SOP 2.4).

### Performance Review Board (PRB) Coordinator (Sergeant)

The PRB Coordinator reports to the Performance Unit Lieutenant. The PRB analyzes significant events and provides a learning opportunity for the improvement of the department. The scope of the PRB analysis includes all areas of the department, such as departmental SOPs, organizational structure, supervision, training, tactics, equipment, and technology. The PRB critically reviews and candidly discusses incidents, with the goal of identifying action items that may improve performance and/or safety (refer to SOP 2.34).

### Photo Lab (Professional Staff)

The Photo Lab photographer technicians report to the Performance Unit Lieutenant. The Photo Lab processes all film and digital images taken by the department and surrounding law enforcement agencies. Their other duties include producing photo identification (ID) cards for departmental members and photographing special events, as assigned by the Chief of Police.

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## 1.14.6 PERFORMANCE DIVISION COMMANDER (CONTINUED)

### WELLNESS UNIT (Lieutenant)

The Wellness Unit Lieutenant reports to the Performance Division Commander. The Wellness Unit is committed to advancing the wellness and resiliency of all members through education, research, resources, communication, and professional care, to reduce or remove interference to their wellness, whether professionally or personally-induced.

The Wellness Unit consists of the following:

- Early Intervention System (EIS)
- Health and Safety Officers (HSOs)
- Retention Officer
- Peer Support

### Early Intervention System (EIS) Coordinator (Sergeant)

The EIS Coordinator reports to the Wellness Unit Lieutenant. The Early Intervention System (EIS) actively intervenes and provides guidance and assistance to members who may be experiencing personal issues or displaying at-risk or potentially problematic behavior. The EIS allows supervisors to monitor, identify, and guide members who may need such assistance.

The EIS is a non-disciplinary and non-punitive program and will not be utilized for investigative or promotional purposes; it will only be used for employee assistance and well-being. It will be applied without discrimination and in a fair and equitable manner to promote and maintain the highest professional standards of performance and accountability, while preserving the privacy rights of each member (refer to SOP 2.28).

### Health and Safety Officers (Sworn)

The Healthy and Safety Officers (HSOs) reports to the Wellness Unit Lieutenant. The HSOs assist LMPD members when they are involved in a bloodborne, chemical, or airborne exposure, including when a prisoner has come in contact with hazardous materials (HAZMAT). This includes assisting with paperwork and verifying that the proper lab work is completed regarding the source subject and the member. These officers are on-call for exposure incidents involving LMPD members on a rotating basis.

### Retention Officer (Sworn)

The Retention Officer reports to the Wellness Unit Lieutenant. The Retention Officer is responsible for providing guidance and information to members regarding benefits and retirement.

### Peer Support (Sergeant)

The Peer Support Sergeant reports to the Wellness Unit Lieutenant. The Peer Support Sergeant provides support for all departmental members by developing education, resources, communication, and professional

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## 1.14.6 PERFORMANCE DIVISION COMMANDER (CONTINUED)

care that can reduce or remove interference to the departmental members' wellness, whether professionally or personally-induced. The Peer Support Sergeant also facilitates programming within the LMPD Wellness Center.

### Peer Support Team (PST) (Sworn)

The Peer Support Sergeant serves as the PST Commander. The PST assists departmental members who have been involved in critical incidents, such as police-related shootings or serious injuries. PST supports officer wellness through trauma-informed interventions and emotional support with a focus on normalizing stress reactions to critical/traumatic incidents. The PST provides support to any departmental member in need for both on-duty and off-duty incidents.

### Departmental Chaplain (Professional Staff)

The departmental chaplain reports to the Peer Support Sergeant. The departmental chaplain provides crisis intervention and value-based guidance services for departmental members and responds to requests to provide citizens with similar services in a time of personal tragedy.