


# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

STEVE CONRAD  
CHIEF OF POLICE

**TO:** All Personnel

**FROM:** Steve Conrad  
Chief of Police 

**DATE:** March 30, 2020

**RE:** Employee Illness Notification Protocol  
Special Order #20-014

The current COVID-19 pandemic has changed some of the procedures the LMPD has previously practiced. The goal of these changes is to help our members remain as safe and healthy as possible. To help better protect our members, the LMPD Health and Safety team needs to be aware of potential COVID-19-related illnesses as soon as possible.

To assist in this endeavor, we are making changes to the required reporting. All members are required to notify their supervisor when they:

- Call in sick for work;
- Are sent home from work for illness by a supervisor;
- Leave work due to illness;
- Exhibit or report any signs of “flu-like symptoms”;
- Call in reporting that they have been admitted to a hospital;
- Call in reporting they are under the care of a medical professional for “flu-like symptoms” or symptoms related to COVID-19;
- Are tested for COVID-19;
- Call in sick for work due to having to care for a dependent who is being treated for COVID-19 or is suspected of having COVID-19;
- Are directed to go into quarantine by a medical professional; or
- Are not able to work for any medical condition.

The supervisor will send a notification email to [LMPDsickcall@louisvilleky.gov](mailto:LMPDsickcall@louisvilleky.gov) as soon as practical. If the situation is an emergency, the supervisor will contact the LMPD Health and Safety Team via a page from MetroSafe to the on-call Health and Safety Officer.

Members are reminded of the below procedures outlined in Special Order #20-006.

### **Fitness for Duty:**

If a member experiences any of the following signs of illness:

- Fever of 100.0 degrees Fahrenheit or greater.
- Coughing
- Shortness of breath

The member will adhere to the following procedures:

- **Off-Duty:** The member will not report for duty. The member will need to report their illness to their immediate supervisor by phone. The supervisor will page the on-call Health and Safety Officer, via MetroSafe, to report the illness and request additional guidance.
- **On-Duty:** If the member is on-duty, the member will immediately report their condition to their supervisor by phone. The supervisor will page the on-call Health and Safety Officer, via MetroSafe, to report the illness and request additional guidance.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special 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 that their personnel are made aware of this information.

This Special 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.