

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 3.9
	Effective Date: 05/04/06 Prv. Rev. Date: 12/19/22 Revised Date: 09/07/23
	Accreditation Standards: KACP: 17.1, 30.5, 30.7
Chapter: Communications	
Subject: Internal Communications	

3.9 INTERNAL COMMUNICATIONS (KACP 17.1)

3.9.1 COMMUNICATIONS POLICY

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

3.9.2 COMMUNICATION METHODS

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

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

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

3.9.3 WANTED FLYER

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

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

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

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3.9.3 WANTED FLYER (CONTINUED)

Information contained in Wanted flyers is privileged, confidential, and intended for **OFFICIAL USE ONLY**. Wanted flyers may be distributed to other law enforcement individuals/agencies for official law enforcement purposes.

Wanted flyers distributed to non-law enforcement individuals/agencies or for public viewing (e.g., LMPD website) will have approval from a commanding officer, with the rank of lieutenant or above, and authorization from the Media and Public Relations Office, with the exception of the Louisville's Most Wanted flyers. The suspects depicted in these Wanted flyers will have active arrest/bench warrants. These Wanted flyers, including Louisville's Most Wanted flyers, will not contain sensitive personal identification information (e.g., Social Security Numbers (SSNs), dates of birth (DOB), addresses, victim's name, victim's address, etc.) and are not intended for official use.

Any requests for revisions to the LMPD website (e.g., adding information, changes, deletions, etc.) should be submitted, via email, to Strategic Planning.

3.9.4 ATTEMPT TO LOCATE (ATL) FLYER

If a member is seeking a subject or a vehicle for questioning or an investigation, they will internally disseminate an ATL flyer (LMPD #06-0047), after supervisory approval. No other forms are permitted.

After locating a subject from an ATL flyer, a member can only ask the subject to remain at the location. They cannot detain the subject if the subject refuses to remain at the location.

If the subject refuses to remain at that location, the member will seek basic personal information (e.g., address, DOB, phone number, etc.) regarding the subject.

An ATL flyer is used in situations where there is no warrant or probable cause to arrest the subject.

In order to impound a vehicle listed on an ATL flyer, the member will refer to SOP 7.9.

Information contained in ATL flyers is privileged, confidential, and intended for **OFFICIAL USE ONLY**. ATL flyers must not be distributed to non-law enforcement individuals/agencies.

3.9.5 SIGNIFICANT ACTIVITY REPORT

The LMPD produces a Significant Activity Report to provide the timely notification of significant activities that occurred during the previous 24-hour period.

The Significant Activity Report is compiled by the Real Time Crime Center (RTCC) and disseminated to all LMPD sworn members.

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3.9.5 **SIGNIFICANT ACTIVITY REPORT (CONTINUED)**

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

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

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

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

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

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3.9.5 SIGNIFICANT ACTIVITY REPORT (CONTINUED)

- Very specific information that could jeopardize an informant's safety.
- Unique details regarding an ongoing investigation. As an example, members should not include information regarding specific trauma or a suspected cause of death in a criminal investigation where few details have been released to the general public.

Nothing in this policy prevents division/section/unit commanders from requiring their personnel to send notification emails on incidents not contained in this list.

3.9.6 COMMAND NOTIFICATION PROCEDURE

The Chief of Police, or their designee, will be contacted as soon as possible, via a Command Page through MetroSafe, in the event of any incident that is extraordinary, may result in a liability issue, have an adverse impact on the department, or may spark increased public or media attention. These incidents may include, but are not limited to, the following:

- Serious injury or death of a member
- Death caused by a violent criminal act or traffic crash
- Use of force incident
- Major disaster
- Civil disturbance/disorderly crowd
- Major situation of a sensitive nature

3.9.7 RMS ORGANIZER

The RMS Organizer allows members to send messages regarding suspect information, case files, "alerts," etc. All members who use the RMS will check their RMS Organizer inbox a minimum of once per tour of duty and approve or fix errors on any reports that are in their inbox, as needed. The RMS Organizer is to be used only for information contained in the RMS.