

# 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: August 28, 2023**

**RE: August 2023 SOP Updates—Revised  
General Order #23-005**

The following SOPs have been revised:

SOP 1.4, Chief of Police, has been revised by stating the position of Police Activities League (PAL) Director reports to the Chief of Police.

SOP 1.6, Patrol Bureau, has been revised by adding sections regarding Patrol Division commanders, the Night Commander, and the Non-Fatal Shooting Unit.

SOP 1.7, Support Bureau, has been revised by removing transcribers, foreign language transcribers, and the Metal Theft Investigations Squad. The Financial Crimes Squad will now conduct inspections of metal salvage and scrap dealers to verify compliance with applicable state statutes and local ordinances. Language has also been added clarifying the responsibilities of the Firearms Intelligence Squad.

SOP 1.13, Night Commander, has been revised by clarifying the rank, responsibilities, and notification and response of the Night Commander position.

SOP 1.14, Accountability and Improvement Bureau, is a new policy that outlines the personnel, responsibilities, and procedures of the Accountability and Improvement Bureau (AIB).

SOP 2.15, Awards, has been revised by mentioning that members who are under Public Integrity Unit (PIU) or Professional Standards Unit (PSU) investigation can only receive awards at the discretion of the Chief of Police, or their designee. In addition, the Award Nomination form narrative section is now limited to 400 words or less.

SOP 2.35, Force Investigations Review Unit (FIRU), is a new policy that outlines the personnel, responsibilities, and procedures of the FIRU.

SOP 3.7, Legal Requests, has been revised by removing language that allows employees to direct questions, regarding department-related matters, to the First Assistant to the County Attorney. Members will now contact the LMPD Legal Advisor's Office.

SOP 3.9, Internal Communications, has been revised by adding non-fatal shootings to the list of notifications to be included in Significant Activity Report forms.

SOP 4.11, Body Armor, has been revised by clarifying that officers may carry one (1) patrol rifle magazine in a soft or hard pouch, black in color.

SOP 4.16, Vehicle Equipment, has been revised by adding the Laser Technology Inc. (LTI) 20/20 Truspeed S and Stalker Lidar XS to the list of approved lidar that may be purchased by a division/section/unit/officer for departmental use.

SOP 4.18, Inspections and Compliance, has been revised by updating the chain of command structure and responsibilities of LMPD Inspections and Compliance. In addition, riot gear has been added to the list of equipment to be inspected during vehicle inspections.

SOP 4.25, Metro Watch Cameras, has been revised by acknowledging that all requests for recorded video images by LMPD personnel are to be sent to Technical Investigations, and are not sent to the Administrative Services Commander beforehand.

SOP 4.27, Mobile Data Terminals, has been revised by clarifying the proper access, use, and application of the Mobile Data Terminal (MDT) system. Moreover, the Office of Civic Innovation & Technology (CIT) has been renamed "Metro Technology Services (MTS)."

SOP 6.1, Expungements, has been revised by including litigation holds, assaults where the victim is a juvenile, and major crimes where the victim is a juvenile in the list of juvenile records that are not destroyed when a defendant reaches the age of 23. The policy also reflects the change to using DocuSign instead of interdepartmental mail.

SOP 7.12, Traffic Stops and Enforcement, has been revised by adding language clarifying that blood drawn evidence will be obtained by a search warrant. In addition, language has been added clarifying the procedures for completing a Citizen Stop Report on pat downs and individuals who are involved in traffic collisions.

SOP 8.31, LMPD Service Center, has been revised by adding language clarifying the types of reports that the LMPD Service Center will or will not take by phone.

SOP 8.33, Animals, has been revised by adding language clarifying the response procedures of Louisville Metro Animal Services (LMAS) personnel.

SOP 8.36, Crime Scenes, has been revised by removing the Kentucky Regional Computer Forensics Laboratory (KRCFL) and foreign language transcription services from the policy. The Homeland Security Unit (HSU) will now serve as the departmental liaison with the involved federal agency, in incidents involving explosive devices, and the appropriate Louisville Metro Police Department agency will also conduct a parallel, local investigation. In addition, non-fatal shooting has been removed from the list of examples of division-level cases since these are now handled by the Non-Fatal Shooting Unit. Language has been added stating that chaplains must now remain within visual contact of law enforcement officers due to safety reasons.

SOP 8.41, Traffic Guards, has been revised by making the Class B uniform the standard uniform to be worn by all traffic guards. Language has also been added clarifying the appropriate approved types of uniform articles to be worn by traffic guards.

SOP 8.56, Community Engagement Unit, has been revised by updating Special Advisor to Special Events Commander. This policy has also been revised by updating the specialty vehicles list to include the AIR 60 Helicopter, the 1977 Dodge Monaco, and the 1982 Ford “BOSS” Mustang.

SOP 8.57, Homeless Camp Response, has been revised by changing the title of the policy from “Homeless Encampment Response” to “Homeless Camp Response” and revising the definitions and language within the policy as a result of the revision to Louisville Metro Code of Ordinances (LMCO) 131.01-131.02.

SOP 8.59, Digital Forensic Unit (DFU), is a new policy that outlines the responsibilities and procedures of the DFU.

SOP 11.1, Confiscation/Forfeiture of Property, has been revised by requiring officers to contact the Digital Forensic Unit (DFU) Commander for availability before calling the Kentucky Regional Computer Forensics Laboratory (KRCFL) to schedule an appointment for computer-related equipment that requires forensic examination. In addition, references to the Office of CIT have been changed to MTS.

SOP 12.2, Exposure Control and Bloodborne Pathogens, has been revised by updating the exposure determination chart to include all new, or re-named, positions throughout the department, and their risk levels for occupational exposure to bloodborne pathogens.

SOP 12.18, Bicycle and Electric Standup Vehicle (ESV) Patrol, has been revised by adding departmental Class A, B, and C uniforms and equipment to the approved uniforms for Bicycle and ESV Patrol officers.

The following SOPs have been revised by adding language stating that officers may carry one (1) patrol rifle magazine in a soft or hard pouch, black in color, on their gun belt or their external vest. They have also been revised by clarifying that officers must wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) Spray and, if one is not carried, they must have it readily available:

- SOP 4.3 Class A Uniform
- SOP 4.4 Class B Uniform
- SOP 4.5 Class C Uniform
- SOP 4.6 Class D Uniform
- SOP 4.7 Class E Uniform

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: 1.4
	Effective Date: 02/18/04 Prv. Rev. Date: 12/19/22 Revised Date: 09/07/23
	Accreditation Standards: KACP: 2.1, 4.1, 8.1, 8.3
Chapter: Departmental Organization	
Subject: Chief of Police	

## 1.4 CHIEF OF POLICE

### 1.4.1 RESPONSIBILITIES

The Chief of Police is appointed by the Louisville Metro Mayor and reports directly to the Mayor.

The Chief of Police is empowered as the highest authority in the department. Per Louisville Metro Ordinance 36.02, the Chief of Police has the ultimate control over all aspects of departmental operations and command authority over all bureaus, divisions, sections, units, squads, groups, teams, or any other components of the department (KACP 4.1). Additionally, the Chief of Police is responsible for all fiscal matters of the department (KACP 8.1, 8.3).

The Chief of Police directly supervises the following personnel:

- Deputy Chief of Police/Chief of Operations (refer to SOP 1.5)
- Deputy Chief of Police/Chief of Staff
- Legal Advisor
- Special Investigations Division (SID) Commander
- Media and Public Relations (refer to SOP 3.3)
- **Police Activities League (PAL) Director**
- Chief's Adjutant Lieutenant

In the event of an extended absence, the Chief of Police will designate, in writing, an "acting authority."

### 1.4.2 LEGAL ADVISOR (KACP 2.1)

The Legal Advisor provides general legal advice to the department and acts as a liaison between the department and the Jefferson County Attorney's Office. The Legal Advisor is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Chief of Police.

### 1.4.3 SPECIAL INVESTIGATIONS DIVISION COMMANDER (Major)

The SID Commander of the LMPD is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Chief of Police.

The SID Commander coordinates the activities of the following units:

- Public Integrity Unit (PIU)
- Professional Standards Unit (PSU)

The SID Commander assists in officer reinstatement when the officer is returning from certain types of leaves (refer to SOP 2.5, SOP 2.11, and SOP 8.12).

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Subject: Chief of Police	

## 1.4.4 POLICE ACTIVITIES LEAGUE (PAL) DIRECTOR (Sworn)

The PAL Director reports to the Chief of Police. The PAL provides organized, educational, and sports-related activities for youths. The goal of the PAL is to bring officers and youths together to form bonds and foster relationships in order to make youths less apprehensive to both officers and law enforcement.

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 1.6
	Effective Date: 02/18/04 Prv. Rev. Date: 05/29/23 Revised Date: 09/07/23
	Accreditation Standards: KACP: 3.3, 4.2
Chapter: Departmental Organization	
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

### 1.6.2 PATROL DIVISION COMMANDERS

The Patrol Division commanders are appointed by the Mayor, upon the recommendation of the Chief of Police, and report directly to the Assistant Chief of Police/Patrol Bureau (Lieutenant Colonel) (refer to SOP 1.11).

### 1.6.3 NIGHT COMMANDER

The Night Commander is a position of the rank of lieutenant and reports directly to the Assistant Chief of Police/Patrol Bureau (refer to SOP 1.13).

### 1.6.4 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 within the jurisdiction of the Louisville Metro Police Department (LMPD), with the exception of non-fatal shootings that occur during a domestic violence (DV) incident, which will be investigated by the Office of Sexual and Physical Investigations (OSPI), and non-fatal shootings that occur during a robbery or carjacking, which will be investigated by the Robbery/Financial Crimes Unit. Uncontested self-inflicted shootings and non-criminal accidental shootings will be investigated by division detectives.

The Non-Fatal Shooting Unit will place a high emphasis on the Crime Gun Intelligence Model. This model is an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence to identify shooters, disrupt criminal activity, and prevent future violence. The Crime Gun Intelligence Model primarily uses programs, such as the National Integrated Ballistic Information Network (NIBIN) and the Electronic Tracing (e-Trace) system, in conjunction with human intelligence and additional resources, to identify armed, violent individuals for investigation and prosecution.

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Standard Operating Procedures	SOP Number: 1.6
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Chapter: Departmental Organization	Accreditation Standards: KACP: 3.3, 4.2
Subject: Patrol Bureau	

## 1.6.4 NON-FATAL SHOOTING UNIT (CONTINUED)

Some of the terms applicable to the Crime Gun Intelligence Model include, but are not limited to, the following:

- **Crime Guns:** Firearms that department members have probable cause to believe have been used during the commission of a crime.
- **Crime Gun Intelligence:** Facts that include, but are not limited to, information collected and/or developed from seized firearms and ballistics evidence, incident and investigative reports, field interviews, surveillance, seized firearm tracing, laboratory examinations, Including Integrated Ballistics Identification System (IBIS)/NIBIN results and trace evidence and social media monitoring, which are related to illegal firearms use.
- **Electronic Tracing (e-Trace) System:** An internet-based system that allows participating law enforcement agencies to submit firearm traces to the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) National Tracing Center (NTC).
- **Integrated Ballistics Identification System (IBIS):** Technology that allows for the digital imaging of fired ammunition components so that they can be correlated against an electronic database of images to determine whether various shooting incidents can be linked to the same firearm or a particular firearm.
- **National Integrated Ballistic Information Network (NIBIN) Hit:** A confirmed linkage of two (2) or more firearm-related crimes made by two (2) certified firearms examiners.
- **National Integrated Ballistic Information Network (NIBIN) Squad:** Provides support for all departmental members and outside agencies, via the NIBIN Program which is maintained by the ATF. The NIBIN automates ballistics evaluations and provides actionable investigative leads in a timely manner by analyzing and entering scene cartridge cases and test fires from crime guns. NIBIN technicians enter cartridge casing evidence into the IBIS, where these images are then correlated against the NIBIN database.

Other outcomes of the Crime Gun Intelligence Model include, but are not limited to, the following:

- The identification of crime gun sources
- Efficient resource allocation
- Providing decision-makers with the most accurate crime data available
- Increasing case closure rates

The Non-Fatal Shooting Unit will continue its commitment to the Crime Gun Intelligence Model by having a dedicated Strategic Criminal Intelligence Analyst who will be co-located with the Non-Fatal Shooting Unit. Solving gun crimes requires well-coordinated teams to manage the exchanges of data and information, as well as a proper balance of people, processes, and technology. The Strategic Criminal Intelligence Analyst will analyze all crime gun data collected from the NIBIN and e-Trace system, or other forensic analysis, and verify it is assessed, leveraged, and lawfully disseminated to appropriately link crimes, guns, and suspects.



# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 1.7
	Effective Date: 02/18/04 Prv. Rev. Date: 05/29/23 Revised Date: 09/07/23
	Accreditation Standards: KACP: 3.3, 4.2, 13.1, 19.6, 19.7, 22.1
Chapter: Departmental Organization	
Subject: Support Bureau	

## 1.7.2 MAJOR CRIMES DIVISION COMMANDER (CONTINUED)

or property from the business. The Robbery Squad also investigates first-degree and second-degree robberies of employees making bank drops or deposits, when a suspect commits the robbery in order to obtain the money being deposited from the business.

- Investigates first-degree robberies involving motor vehicles, classified as a “carjacking,” where a firearm or deadly/dangerous instrument is used, or a citizen who is not involved in the crime sustains serious physical injury. The Robbery Squad does not investigate second-degree robberies involving motor vehicles, classified as a “carjacking,” where the victim does not sustain serious physical injury and/or a weapon is not used.
- Investigates all first-degree and second-degree robberies of mobile food trucks. This does not include itinerant vendors (e.g., neighborhood ice cream trucks and pushcart vendors), vendors with barbeque smokers on trailers, or temporary food services set up for fairs or festivals (e.g., tents, trailers, or kiosks).
- Investigates first-degree and second-degree robberies of financial institutions (e.g., banks and credit unions), pharmacies, armored cars, or armored car couriers in the performance of their duties.
- Investigates, upon direction from the Major Crimes Division Commander, first-degree street robberies that involve the same perpetrator(s) and span multiple divisions.

The Robbery Squad does not investigate robberies of delivery drivers not occurring on the premises of the business or incidents that begin as shoplifting.

- The **Financial Crimes Squad:**

- Investigates crimes involving forged or counterfeit checks, possession of forgery devices, identity thefts, consumer fraud, business fraud, embezzlement, and pigeon drops.
- Conducts inspections of metal salvage and scrap dealers to verify compliance with applicable state statutes and local ordinances and assists members with issues surrounding metal/salvage locations and their role in ongoing investigations.

The Financial Crimes Squad does not investigate any metal thefts, such as catalytic converters. This is the responsibility of division-level detectives.

## SPECIAL VICTIMS UNIT (SVU)

The Special Victims Unit (SVU) is divided into the following:

- **Domestic Violence (DV) Squad:** Investigates felony domestic/dating violence and abuse incidents. The Domestic Violence Squad will also follow-up on misdemeanor domestic/dating violence and abuse incidents where beat officers have not made an immediate arrest (refer to SOP 8.6).
- The **Office of Sexual and Physical Investigations (OSPI)** investigates the following:
  - Felony sexual assaults;
  - Misdemeanor sexual assaults involving children;
  - Physical abuse allegations where a caretaker is the perpetrator;
  - Reported cases of human trafficking, prostitution, escort services, and violations of the Sex Offender Registry; and

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	Accreditation Standards: KACP: 3.3, 4.2, 13.1, 19.6, 19.7, 22.1
Chapter: Departmental Organization	
Subject: Support Bureau	

## 1.7.4 CRIMINAL INTERDICTION DIVISION COMMANDER (CONTINUED)

The Major Case Unit Lieutenant coordinates the registration and record maintenance related to informants who are used by departmental members.

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The **Focused Intelligence Unit** performs the listed functions:

- **Firearms Intelligence Squad:** Comprised of detectives trained to focus on preserving, documenting, and collecting evidence resulting from firearms-related investigations. Detectives work closely with Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Agents and Evidence and Property Unit (EPU) Technicians with NIBIN technology to identify perpetrators, link criminal activity, and investigate shooting incidents to disrupt the shooting cycle. The cooperative goal is to reach the next level of efficiency and effectiveness in firearms investigations for increased prosecution, firearm-related convictions, and the reduction of gun-related crime.

The Firearms Intelligence Squad of the Focused Intelligence Unit will place a high emphasis on the Crime Gun Intelligence Model. This model is an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence to identify shooters, disrupt criminal activity, and prevent future violence. The Crime Gun Intelligence Model primarily uses programs, such as the NIBIN and the Electronic Tracing (e-Trace) system, in conjunction with human intelligence and additional resources, to identify armed, violent individuals for investigation and prosecution. Other outcomes include, but are not limited to, the following:

- The identification of crime gun sources
  - Efficient resource allocation
  - Providing decision-makers with the most accurate crime data available
  - Increasing case closure rates
- **Louisville Metro Intelligence (LMINTEL) Squad:** Investigates violent street gangs, armed criminals, and criminal enterprises involving gang members, while working with federal partners, including the Federal Bureau of Investigation (FBI), the ATF, the Drug Enforcement Agency (DEA), and the Internal Revenue Service (IRS), leading to successful prosecutions at the state and/or federal level.
  - **Task Force Officers:** Work with various federal law enforcement agencies, as assigned.

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The **Violent Crime Unit (VCU)** is comprised of the following:

**Violent Crime Squads:** Address violent crime in the Louisville Metro area utilizing intelligence-led strategies to focus on specific individuals/locations known to be associated with violent criminal activity. Squads will coordinate efforts with detectives at both the LMPD Patrol Division and Major Crime levels, as well as outside local and federal law enforcement agencies to accomplish the following tasks:

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	Effective Date: 07/10/22
	Prv. Rev. Date: 05/29/23
	Revised Date: 09/07/23
Chapter: Departmental Organization	Accreditation Standards:
Subject: Night Commander	

## 1.13 NIGHT COMMANDER

### 1.13.1 POLICY

The Night Commander is a position of the rank of lieutenant and reports directly to the Assistant Chief of Police/Patrol Bureau (Lieutenant Colonel). The function of the Night Commander is intended to:

- Provide the presence of an on-duty command level supervisor during the evening/late watch hours.
- Oversee field operations and provide command level supervision at all significant events and critical incidents, wherein a division-level lieutenant or above is not present.
- Make necessary decisions and issue appropriate orders pertaining to the night operations of the department in the absence of other command level supervision, with the rank of lieutenant or above, in the affected division.
- Act in a manner that maximizes employee safety and maintains the normal development of operational activities.

### 1.13.2 RESPONSIBILITIES

The Night Commander will be notified by MetroSafe and/or a commanding officer within the affected division of all significant events in a timely manner. The Night Commander is responsible for ensuring that all employees under their direct supervision at the scene of a significant event are performing in accordance and compliance with the department's Standard Operating Procedures (SOPs). If necessary, the Night Commander will make decisions and issue orders pertaining to police operational activities. Other responsibilities include, but are not limited to, the following:

- The Night Commander will coordinate with MetroSafe at the beginning of each tour of duty and provide their name and cell phone number.
- While on the scene of a major incident, the Night Commander may be the liaison between the department and the media and should consult the Media and Public Relations Office regarding any media requests for interviews or statements.
- The Night Commander will not provide any statements to the media without first consulting with the Media and Public Relations Office or a member of the executive command staff. All protocol for releasing information will follow the guidelines as instructed by a member of the Media and Public Relations Office.
- Upon the completion of their tour of duty each night, the Night Commander will submit a written report to the Chief's staff that identifies the divisions that were visited and details any significant events.
- The Night Commander will call the Patrol Bureau Commander and Patrol Division Major directly on all critical incidents where an officer is killed or seriously injured in the line-of-duty; where deadly force is used resulting in a death or serious bodily injury; any incident involving the death or serious bodily injury of LMPD civilian personnel; or any incident that may result in high-profile media attention.
- The Night Commander will respond to the scene of each major incident and document the incident on the Night Commander's report.

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Standard Operating Procedures	SOP Number: 1.13
	Effective Date: 07/10/22
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	Revised Date: 09/07/23
Chapter: Departmental Organization	Accreditation Standards:
Subject: Night Commander	

## 1.13.2 RESPONSIBILITIES (CONTINUED)

- The permanent Night Commander will be assigned as Car 10 and will actively monitor the patrol radio channels.

## 1.13.3 SCHEDULE

The normal duty hours for the permanent Night Commander will be Monday through Friday, from 1800 to 0200 hours. A temporary Night Commander will be assigned on Saturday and Sunday, from 1800 to 0200 hours, 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, they will coordinate with another commander to serve as their replacement with the approval of the Assistant Chief of Police/Patrol Bureau.

## TEMPORARY NIGHT COMMANDER

The Assistant Chief of Police/Patrol Bureau, and/or their 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 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. **In the absence of a commanding officer with a rank of lieutenant or above, the Night Commander Lieutenant will notify the Patrol Bureau Commander and Patrol Division Major of the following events:**

- 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 Negotiation Team (HNT) protocol response

# 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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Chapter: Departmental Organization	
Subject: Accountability and Improvement Bureau	

## 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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Chapter: Departmental Organization	
Subject: Accountability and Improvement Bureau	

## 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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Chapter: Departmental Organization	
Subject: Accountability and Improvement Bureau	

## 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.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.15
	Effective Date: 01/01/04
	Prv. Rev. Date: 11/18/21
	Revised Date: 09/07/23
Chapter: Personnel	Accreditation Standards:
Subject: Awards	

## 2.15 AWARDS

### 2.15.1 POLICY

It is the mission of the Louisville Metro Police Department (LMPD) to deliver professional, effective services, fairly and ethically, at all times, to all people, in order to prevent crime, control crime, and enhance the overall quality-of-life for citizens and visitors. The department encourages and promotes community involvement, on all levels, to achieve these ends. The department will honor extraordinary work, by both sworn and professional staff personnel, that reflects the department's creed of "Service & Integrity," as well as the department's mission.

The efforts and accomplishments of LMPD award recipients must be consistent with the values delineated in the acronym "METRO:"

- M** – Making the Community our Primary Focus
- E** – Ethical Behavior and Accountability
- T** – Trustworthy
- R** – Respect for All People
- O** – Objectivity

Members who are under Public Integrity Unit (PIU) or Professional Standards Unit (PSU) investigation can only receive awards at the discretion of the Chief of Police, or their designee.

### 2.15.2 AWARDS COMMITTEE

An awards committee will determine eligibility and recommend awards according to the criteria stated in this policy. All awards will be approved by the Chief of Police.

The committee consists of members of the department and community. The number of individuals will be determined by the Chief of Police.

Members of the committee are eligible to receive awards but may not participate when the committee deliberates and votes.

### 2.15.3 AWARDS PROCESS

Any member, regardless of rank or title, may receive a departmental award or nominate a departmental member, unit, or a private citizen for an award, using the guidelines in section 2.15.4 of this policy.

Any member who wishes to make a nomination must fill out an electronic Award Nomination form, which can be accessed at the following link: <https://louisvilleky.wufoo.com/forms/lmpd-award-nomination-form>. This form can also be found on the LMPD Intranet by clicking on the "Personnel Information & Instructions" button. The Award Nomination form must be 400 words or less. Hardcopies of Award Nomination forms will not be accepted.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.35
	Effective Date: 09/07/23
	Accreditation Standards:
Chapter: Personnel	
Subject: Force Investigations Review Unit	

## **2.35 FORCE INVESTIGATIONS REVIEW UNIT (FIRU)**

### **2.35.1 POLICY**

The Louisville Metro Police Department (LMPD) recognizes the significance of interactions resulting in the use of force between officers and citizens. It is imperative these interactions occur in a constitutional manner that follows LMPD policy. Accurate and consistent first-line investigations, documentation, and assessments of incidents involving use of force are vital to guiding officers in making proper decisions during these interactions. Moreover, the Administrative Incident Reports (AIRs) on reportable use of force incidents must be timely and comprehensive.

The Force Investigations Review Unit (FIRU) will create a standardized methodology for supervisory investigations and documentation of use of force. The unit will facilitate first-line supervisor training related to investigating, articulating, and assessing use of force incidents. The FIRU will manage the internal review process to make sure objective, thorough, and timely investigations of all reportable use of force incidents are completed, via the BlueTeam link, located on the LMPD Intranet. In addition, the FIRU will review incidents to verify that both the officer(s) and supervisor(s) complied with proper reporting procedures and evaluate whether the review of each incident is thorough and complete.

The FIRU will also determine whether there are tactical, equipment, or policy considerations to be addressed.

The FIRU is comprised of one (1) lieutenant, one (1) sergeant, and one (1) Legal Advisor. The FIRU reports directly to the Assistant Chief of Police/Accountability and Improvement Bureau (AIB).

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 3.7
	Effective Date: 03/17/05
	Prv. Rev. Date: 11/18/21
	Revised Date: 09/07/23
Chapter: Communications	Accreditation Standards:
Subject: Legal Requests	

## 3.7 LEGAL REQUESTS

### 3.7.1 WRITTEN OPINION

Any member of the Louisville Metro Police Department (LMPD) who is requesting a written legal research opinion from the Legal Advisor must submit the request to the Legal Advisor's Office, through the appropriate chain of command, via email.

Members will not ask for written opinions pertaining to department-related matters from legal sources outside of the department without approval from the Chief of Police.

### 3.7.2 ORAL OPINION

Members may contact the Legal Advisor's Office directly when seeking an oral legal opinion regarding department-related matters.

Nothing in this policy prevents an employee from discussing their case with the appropriate prosecuting attorney.

### 3.7.3 ATTORNEY GENERAL OF THE COMMONWEALTH OF KENTUCKY

If a member seeks to obtain the legal opinion of the Attorney General regarding department-related matters, they must first submit a written request to do so, through the appropriate chain of command, to the Chief of Police. The officer may proceed with their inquiry only after receiving written permission from the Chief of Police, or their designee.

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<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	

### 3.9.5 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 1<sup>st</sup> 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:

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.3
	Effective Date: 07/12/03
	Prv. Rev. Date: 07/27/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class A Uniform	

### 4.3.10 GUN BELT ACCESSORIES (CONTINUED)

- Departmentally-approved handcuffs and case. Handcuffs will be either black in color or silver, chrome, or other natural colors of metal. Any other colors, excluding handcuffs that have been altered in color by the department, will not be used while on-duty or off-duty.
- Departmentally-approved Conducted Electrical Weapon (CEW) and one (1) spare cartridge (optional for members assigned to plainclothes units and commanding officers with the rank of lieutenant or above).
- Departmentally-approved CEW holster, if applicable. The CEW holster will be positioned on the opposite side of the belt from the firearm.
- Minimum of three (3) belt keepers.

In addition, uniformed officers **must** wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) spray as intermediate weapons. If **one** is not carried, it must be readily available in the officer's vehicle. The following are departmentally-approved impact weapons:

- Standard baton. The baton will be black in color, with the length no less than 20 inches or more than 24 inches. The baton diameter will be no less than 1½ inches or more than 1¼ inches.
- ASP expandable baton and holder.
- Monadnock expandable baton and holder.
- Rapid Containment Expandable Baton (RCB) (21 inches in length) and holder.

Officers may wear **one (1) patrol rifle magazine in a soft or hard pouch, black in color, and a** departmentally-approved tourniquet and hard case, black in color, as optional gun belt **accessories**.

**Officers may wear their patrol rifle magazine in a soft or hard pouch, black in color, as an optional external vest accessory instead of their gun belt.**

### 4.3.11 OPTIONAL UNIFORM ITEMS

#### Necktie

- Must be clip-on type or quick disconnect-type and navy in color.
- May only be worn with the long sleeve Class A uniform shirt or v-neck sweater. If a necktie is worn, it must be tucked beneath the shirt between the second and third buttons from the collar.

#### Jackets

- Heavy winter jackets will be navy in color. Previously issued black is acceptable, until such time that it is necessary to replace the jacket, or until such time as the Chief of Police deems appropriate.
- "Chill Chaser" lightweight jackets (windbreaker style) will be black or navy in color.
- Polyester soft-shell jackets will be black in color.

All of the above jackets will have LMPD shoulder patches, a badge patch (silver for officers, gold for commanding officers) on the left breast area and a name strip (silver for officers, gold for commanding officers) on the right breast area. All jackets will be of the material and design of current contract standards. Any of the above jackets may be worn year-round at the discretion of the member.



# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.4
	Effective Date: 07/12/03
	Prv. Rev. Date: 02/24/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class B Uniform	

#### 4.4.9 GUN BELT ACCESSORIES (CONTINUED)

In addition, uniformed officers must wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) spray as intermediate weapons. If one is not carried, it must be readily available in the officer's vehicle. The following are departmentally-approved impact weapons:

- Standard baton. The baton will be black, with the length no less than 20 inches or more than 24 inches. The baton diameter will be no less than 1½ inches or more than 1¾ inches.
- ASP expandable baton and holder.
- Monadnock expandable baton and holder.
- Rapid Containment Expandable Baton (RCB) (21 inches in length) and holder.

Officers may wear one (1) patrol rifle magazine in a soft or hard pouch, black in color, and a departmentally-approved tourniquet and hard case, black in color, as optional gun belt accessories. Officers may wear their patrol rifle magazine in a soft or hard pouch, black in color, as an optional external vest accessory instead of on their gun belt.

#### 4.4.10 OPTIONAL UNIFORM ITEMS

Optional items that may be worn with the Class B uniform are the same as those for the Class A uniform, with the exception of the necktie and the sweater which are not allowed with the Class B uniform (refer to SOP 4.3).

The utility cap may be worn with the Class B uniform. The utility cap:

- Will be a navy blue, baseball-type cap.
- The Metro Police patch will be embroidered on the front and the word "POLICE" will be embroidered on the back. Lettering will be white for officers and gold for commanding officers.
- Will be worn with the bill facing forward at all times.

#### 4.4.11 ALTERNATE BODY ARMOR CARRIER

The following body armor carrier is an optional Class B uniform item that may be purchased by officers:

- Point Blank Tailored Armor Carrier (TAC) (refer to SOP 4.11).
- Point Blank Outer Duty Carrier (ODC)—Laser Cut (refer to SOP 4.11).

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.5
	Effective Date: 07/12/03
	Prv. Rev. Date: 09/19/22
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class C Uniform	

### 4.5.6 FOOTWEAR

- Solid black athletic shoes.
- Shoes must be clean and free of tears or damage.
- If wearing the Class B uniform pants, the approved Class B uniform footwear may be worn.

### 4.5.7 INNER BELT

- Black and made of the approved material.
- Must be worn under the gun belt, attached by belt keepers.

### 4.5.8 GUN BELT

- Black nylon web gear.
- Accessories must be the same style.
- If wearing the Class B uniform pants, the black Clarino leather belt may be worn.

### 4.5.9 GUN BELT ACCESSORIES

Gun belt accessories will be organized based on the preference of the individual officer. Gun belt accessories include:

- A maximum of one (1) double or triple magazine pouch, containing fully-loaded magazines.
- Departmentally-approved uniform holster (refer to SOP 4.13).
- Departmentally-approved uniform pistol (refer to SOP 4.13).
- Departmentally-approved handcuffs and case. Handcuffs will be either black or silver, chrome, or other natural colors of metal. Any other colors, excluding handcuffs that have been altered by the department, will not be used while on-duty or off-duty.
- Departmentally-approved Conducted Electrical Weapon (CEW) and one (1) spare cartridge (optional for members assigned to plainclothes units and commanding officers with the rank of lieutenant or above).
- Departmentally-approved CEW holster, if applicable. The CEW holster will be positioned on the opposite side of the belt from the firearm.
- Minimum of three (3) belt keepers.

In addition, uniformed officers must wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) spray as intermediate weapons. If one is not carried, it must be readily available in the officer's vehicle. The following are departmentally-approved impact weapons:

- Standard baton. The baton will be black, with the length no less than 20 inches or more than 24 inches. The baton diameter will be no less than 1½ inches or more than 1¾ inches.
- ASP expandable baton and holder.
- Monadnock expandable baton and holder.
- Rapid Containment Expandable Baton (RCB) (21 inches in length) and holder.

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Standard Operating Procedures	SOP Number: 4.5
	Effective Date: 07/12/03
	Prv. Rev. Date: 09/19/22
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class C Uniform	

## 4.5.9 GUN BELT ACCESSORIES (CONTINUED)

Officers may wear one (1) patrol rifle magazine in a soft or hard pouch, black in color, and a departmentally-approved tourniquet and hard case, black in color, as optional gun belt accessories. Officers may wear their patrol rifle magazine in a soft or hard pouch, black in color, as an optional external vest accessory instead of on their gun belt.

## 4.5.10 OPTIONAL UNIFORM ITEMS

The jackets, gloves, and rain jacket outlined in SOP 4.3 and the utility cap outlined in SOP 4.4 may be worn.

## 4.5.11 ALTERNATE BODY ARMOR CARRIER

The following body armor carrier is an optional Class C uniform item that may be purchased by officers:

- Point Blank Tailored Armor Carrier (TAC) (refer to SOP 4.11).
- Point Blank Outer Duty Carrier (ODC)—Laser Cut (refer to SOP 4.11).

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.6
	Effective Date: 07/12/03
	Prv. Rev. Date: 02/24/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class D Uniform	

#### 4.6.5 FOOTWEAR (CONTINUED)

- “Cowboy-type” boots are prohibited.
- Shoes must be clean and free of tears or damage.
- Boots, overshoes, or other rubber footwear may be worn during periods of inclement weather. All such items must be black in color.

#### 4.6.6 INNER BELT

- Black in color and made of the approved material.
- Must be worn under the gun belt, attached by belt keepers.

#### 4.6.7 GUN BELT

Division majors will determine which units require a gun belt to be worn.

If the gun belt is to be worn, the following will apply:

- Black nylon web gear.
- Accessories must be the same style.

#### 4.6.8 GUN BELT ACCESSORIES

Gun belt accessories will be organized based on the preference of the individual officer. Gun belt accessories include:

- A maximum of one (1) double or triple magazine pouch, containing fully-loaded magazines.
- Departmentally-approved uniform holster (refer to SOP 4.13).
- Departmentally-approved uniform pistol (refer to SOP 4.13).
- Departmentally-approved handcuffs and case. Handcuffs will be either black in color or silver, chrome, or other natural colors of metal. Any other colors, excluding handcuffs that have been altered in color by the department, will not be used while on-duty or off-duty.
- Departmentally-approved Conducted Electrical Weapon (CEW) and one (1) spare cartridge (optional for members assigned to plainclothes units and commanding officers with the rank of lieutenant or above).
- Departmentally-approved CEW holster, if applicable. The CEW holster will be positioned on the opposite side of the belt from the firearm.
- Minimum of three (3) belt keepers.

In addition, uniformed officers must wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) spray as intermediate weapons. If one is not carried, it must be readily available in the officer's vehicle. The following are departmentally-approved impact weapons:

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	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Class D Uniform	

## 4.6.8 GUN BELT ACCESSORIES (CONTINUED)

- Standard baton. The baton will be black, with the length no less than 20 inches or more than 24 inches. The baton diameter will be no less than 1½ inches or more than 1¾ inches.
- ASP expandable baton and holder.
- Monadnock expandable baton and holder.
- Rapid Containment Expandable Baton (RCB) (21 inches in length) and holder.

Officers may wear one (1) patrol rifle magazine in a soft or hard pouch, black in color, and a departmentally-approved tourniquet and hard case, black in color, as optional gun belt accessories. Officers may wear their patrol rifle magazine in a soft or hard pouch, black in color, as an optional external vest accessory instead of on their gun belt.

If a gun belt is not worn, officers will have the same equipment required by plainclothes officers, either on them or readily accessible, while in their Class D uniform (refer to SOP 4.12).

## 4.6.9 OPTIONAL UNIFORM ITEMS

Only the jackets, gloves, and rain jacket outlined in SOP 4.3 and the utility cap outlined in SOP 4.4 may be worn.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 4.7
	Effective Date: 07/12/03 Prv. Rev. Date: 02/24/20 Revised Date: 09/07/23
	Accreditation Standards:
Chapter: Uniforms and Equipment	
Subject: Class E Uniform	

## 4.7.6 FOOTWEAR

- Solid black athletic shoes.
- Shoes must be clean and free of tears or damage.

## 4.7.7 INNER BELT

- Black in color and made of the approved material.
- Must be worn under the gun belt, attached by belt keepers.

## 4.7.8 GUN BELT

- Black nylon web gear.
- Accessories must be the same style.

## 4.7.9 GUN BELT ACCESSORIES

Gun belt accessories will be organized based on the preference of the individual officer. Gun belt accessories include:

- A maximum of one (1) double or triple magazine pouch, containing fully-loaded magazines.
- Departmentally-approved uniform holster (refer to SOP 4.13).
- Departmentally-approved uniform pistol (refer to SOP 4.13).
- Departmentally-approved handcuffs and case. Handcuffs will be either black in color or silver, chrome, or other natural colors of metal. Any other colors, excluding handcuffs that have been altered in color by the department, will not be used while on-duty or off-duty.
- Departmentally-approved Conducted Electrical Weapon (CEW) and one (1) spare cartridge (optional for members assigned to plainclothes units and commanding officers with the rank of lieutenant or above).
- Departmentally-approved CEW holster, if applicable. The CEW holster will be positioned on the opposite side of the belt from the firearm.
- Minimum of three (3) belt keepers.
- Departmentally-approved radio case.
- Departmentally-approved mini flashlight and case.

In addition, uniformed officers must wear a departmentally-approved impact weapon and/or Oleoresin Capsicum (OC) spray as intermediate weapons. If one is not carried, it must be readily available. The following are departmentally-approved impact weapons:

- Standard baton. The baton will be black, with the length no less than 20 inches or more than 24 inches. The baton diameter will be no less than 1½ inches or more than 1¾ inches.
- ASP expandable baton and holder.
- Monadnock expandable baton and holder.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 4.7
	Effective Date: 07/12/03 Prv. Rev. Date: 02/24/20 Revised Date: 09/07/23
	Accreditation Standards:
Chapter: Uniforms and Equipment	
Subject: Class E Uniform	

## 4.7.9 GUN BELT ACCESSORIES (CONTINUED)

- Rapid Containment Expandable Baton (RCB) (21 inches in length) and holder.

Officers may wear one (1) patrol rifle magazine in a soft or hard pouch, black in color, and a departmentally-approved tourniquet and hard case, black in color, as optional gun belt accessories. Officers may wear their patrol rifle magazine in a soft or hard pouch, black in color, as an optional external vest accessory instead of on their gun belt.

## 4.7.10 JACKET

- Light navy over dark navy cycling jacket (bolero type).

## 4.7.11 OPTIONAL PACKABLE RAIN JACKET

- Royal blue in color with LMPD patches embroidered on each sleeve.
- Officers will have a silver badge and commanding officers will have a gold badge embroidered on the left breast area.
- "POLICE" will be printed in reflective lettering on the right breast.
- "METRO POLICE" will be printed in reflective lettering, centered on the back of the jacket.

## 4.7.12 SAFETY EQUIPMENT

- Prescription or wrap-around polycarbonate protective eyewear.
- Black protective helmet with "POLICE" printed in white lettering.
- Black cycling gloves.

## 4.7.13 OPTIONAL SWEATSHIRT

- Navy blue, pullover sweatshirt made of the approved material and design.
- Officers will have a silver badge and commanding officers will have a gold badge embroidered on the left breast area.
- The member's first initial and last name will be embroidered on the right breast area. The lettering will be white for officers and gold for commanding officers.
- "METRO POLICE" will be printed in reflective lettering, centered on the back of the sweatshirt.
- Standard shoulder patches will be worn on each sleeve. The patch will be centered on the shoulder, ½ inch below the top shoulder seam.

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.11
	Effective Date: 09/25/03 Prv. Rev. Date: 07/24/22 Revised Date: 09/07/23
	Accreditation Standards: KACP: 10.5
Chapter: Uniforms and Equipment	
Subject: Body Armor	

#### 4.11.4 ALTERNATE BODY ARMOR CARRIERS (CONTINUED)

The ODC will have:

- The standard LMPD cloth badge or a similar badge made of rubber or a PVC-type of material. It will be attached with Velcro or sewn to the ODC over the left breast area. Officers will have a silver badge and commanding officers will have a gold badge.
- The member's first initial and last name will be printed on a Velcro patch and attached on the right breast area. Lettering will be reflective silver for officers and reflective gold for commanding officers.
- A single "POLICE" identification panel attached with Velcro to the front and to the back of the ODC. Officers will have "POLICE" in silver reflective lettering and commanding officers will have "POLICE" in gold reflective lettering.

The size of the name tape and "POLICE" identification panel will be standardized based on the dimensions of the ODC.

The following duty equipment and pouches are authorized for carry on the ODC:

- Departmentally-approved Oleoresin Capsicum (OC) spray
- Radio
- Issued flashlight
- ASP or similar authorized expandable baton
- Tourniquet pouch
- Medical glove pouch
- Body-Worn Camera (BWC) pouch
- Handcuff pouch and/or strap matching the specific belt worn
- Conducted Electrical Weapon (CEW) utilizing the currently-issued Blackhawk holster. The CEW will be attached in a cross-draw manner if it is mounted on the ODC.
- One (1) patrol rifle magazine in a soft or hard pouch, black in color.

Handgun ammunition pouches are not approved for carry on the ODC.

The above mentioned items are the only approved items listed for wear on the ODC. Additional patches and/or Velcro insignias are not authorized for wear on the ODC.

The protective plates from the officer's issued body armor will be removed and placed in the ODC (refer to SOP 4.11.2).

Information for purchasing an ODC can be found on the LMPD Intranet. Click on the "Research and Development" button, click on the "Other Information" link, and double click on the "Uniform Contracts" folder.

**Mocean External Vest Carrier:** The Mocean External Vest Carrier, in dark navy, is an optional uniform item that may be purchased by any departmentally-certified bike, All-Terrain Vehicle (ATV), or Electric Standup Vehicle (ESV) officer. It is worn on the outside of the uniform.



# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 4.16
	Effective Date: 06/13/05 Prv. Rev. Date: 11/18/21 Revised Date: 09/07/23
	Accreditation Standards: KACP: 19.6, 19.7, 21.3, 22.6
Chapter: Uniform and Equipment	
Subject: Vehicle Equipment	

## 4.16.9 RADAR AND LIDAR UNITS (CONTINUED)

### Departmentally-Owned Radar or Lidar Equipment

Departmentally-owned radar or lidar equipment will comply with all federal and state standards and will only be issued to officers who are trained on radar or lidar operation. Radar or lidar operators are responsible for first-line maintenance, care, and certification of assigned units.

In the case of units used by more than one (1) operator in a division/section/unit, the division commander's designee is responsible for the overall maintenance, care, and certification of the unit. Departmentally-owned radar or lidar units will be certified annually, by a manufacturer-authorized repair agency or technician, so that all units meet calibration standards. The certificate of calibration is retained within the radar or lidar calibration file at the officer's division/section/unit. A copy of the certification will remain with the radar or lidar unit, and a copy will be forwarded to the CLO. Currently, only the following radar or lidar models are approved for purchase by a division/section/unit for departmental use:

- Radar:
  - Stalker DSR
  - Stalker DSR 2X
  - Stalker II MDR
  - Stalker II SDR
  
- Lidar:
  - Laser Technology Inc. (LTI) UltraLyte 100
  - LTI 20/20 Truspeed S
  - Stalker Lidar RLR
  - Stalker Lidar XS

Departmentally-owned radar or lidar units that were purchased prior to September 30, 2015 are considered grandfathered and are allowed to remain in service.

### Personally-Owned Radar or Lidar Equipment

If an officer wishes to use personally-owned radar or lidar equipment, they will submit the Vehicle Marking/Equipment Change Request for Authorization form (LMPD# 04-04-0187), with an attached memorandum, to the Inspections and Compliance Commander for approval. The following should be included in the memorandum:

- Name, code number, and assignment
- Certificate of training for radar or lidar operation
- Vehicle equipment number
- Brand and model number of the unit
- Certification of calibration and the date of last calibration
- Information on how the unit will be installed
- Information on who will perform the installation

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	Effective Date: 06/13/05 Prv. Rev. Date: 11/18/21 Revised Date: 09/07/23
	Accreditation Standards: KACP: 19.6, 19.7, 21.3, 22.6
Chapter: Uniform and Equipment	
Subject: Vehicle Equipment	

## 4.16.9 RADAR AND LIDAR UNITS (CONTINUED)

- A copy of the instruction manual for the radar or lidar unit

Only personally-owned radar or lidar units that derive power from a cigarette lighter plug, power adapter, or are rechargeable will be considered for approval. Radar or lidar units that require permanent modifications to a departmental vehicle will not be authorized. The installation of an approved, personally-owned radar or lidar unit is the responsibility of the officer. Neither the LMPD nor MetroSafe will install a personally-owned radar or lidar unit.

Personally-owned radar or lidar equipment will comply with all federal and state standards and may be used only by officers who are fully trained on radar or lidar operation. Officers are responsible for the overall care, maintenance, and certification of their personally-owned radar or lidar unit.

Every personally-owned radar or lidar unit will be certified annually, by a manufacturer-authorized repair agency or technician, to meet calibration standards. The certificate of calibration is retained within the radar or lidar calibration file at the officer's division/section/unit. A copy of the certification will remain with the radar or lidar unit, and a copy will be forwarded to the CLO. Currently, only the following radar or lidar models are approved for purchase by officers for departmental use:

- Radar:
  - Stalker DSR
  - Stalker DSR 2X
  - Stalker II MDR
  - Stalker II SDR
- Lidar:
  - LTI UltraLyte 100
  - LTI 20/20 Truspeed S
  - Stalker Lidar RLR
  - Stalker Lidar XS

Personally-owned radar or lidar units that were purchased prior to September 30, 2015 are considered grandfathered and are allowed to remain in service.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 4.18
	Effective Date: 08/25/05 Prv. Rev. Date: 11/11/19 Revised Date: 09/07/23
	Accreditation Standards: KACP: 8.7, 10.3, 19.4, 21.5, 27.3
Chapter: Uniforms and Equipment	
Subject: Inspections and Compliance	

## 4.18 INSPECTIONS AND COMPLIANCE

### 4.18.1 PURPOSE

It is the purpose of this policy to establish guidelines for inspections to verify that all personnel, facilities, equipment, and unit operating procedures are in compliance with the Louisville Metro Police Department's (LMPD) Standard Operating Procedures (SOPs).

### 4.18.2 INSPECTIONS AND COMPLIANCE RESPONSIBILITIES

LMPD Inspections and Compliance reports to the Performance Unit Commander in the Performance Division of the Accountability and Improvement Bureau (AIB). Inspections and Compliance conducts inspections, including personnel, facilities, and equipment.

The responsibilities of Inspections and Compliance include:

- Assuring compliance with the department's SOPs and the Kentucky Association of Chiefs of Police (KACP) accreditation standards. This applies to personnel, facilities, and equipment, including the maintenance of stored equipment in a state of operational readiness, the accessibility of required vehicle equipment, and the responsibility for monitoring compliance with the department's inventory policy (KACP 8.7, 27.3).
- Collaborating with the Research and Development (R&D) Supervisor/Accreditation Manager to verify compliance, by departmental personnel, with the acknowledgement of all new and revised Louisville Metro and LMPD policies and procedures, using monthly PowerDMS reports.
- Conducting regular inspections to verify that all members are in compliance with policy and equipment standards and that the departmental facilities are properly maintained. Inspections and Compliance may conduct inspections as directed by the Chief of Police, or their designee, and these inspections may be announced or unannounced.
- Overseeing all secondary employment (refer to SOP 2.4) (KACP 10.3d).
- Conducting an audit of the Evidence and Property Unit (EPU), jointly with the new EPU Commander, upon a change in command.
- Conducting an announced and unannounced annual audit/inspection of the property and evidence held by the department (KACP 27.3).
- Conducting an in-depth staff inspection of every division/section/unit at least once every three (3) years.
- Conducting an administrative review of temporary detention areas/interview rooms at divisions and other locations at least once every three (3) years and reviewing the procedures for those areas at least once every three (3) years (refer to SOP 8.30).
- Conducting yearly audits of departmentally-owned and personally-owned radar or lidar units and confirming that the Court Liaison Office (CLO) maintains a list of all officers who have completed radar or lidar training. The CLO is responsible for forwarding this list to the Jefferson County Attorney's Office.
- Forwarding a copy of all annual audits and staff inspections to the R&D Supervisor/Accreditation Manager for proof of compliance for accreditation.
- Maintaining the annual budget of Inspections and Compliance.

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Chapter: Uniforms and Equipment	
Subject: Inspections and Compliance	

#### 4.18.5 VEHICLE INSPECTIONS (KACP 21.5)

The inspection of vehicles should be an ongoing process; however, formal vehicle inspections will be conducted monthly by division/section/unit commanders, or their designees, to verify that the vehicles are serviceable and in compliance with the standards set forth in the SOP vehicle policy. Supervisors will document the inspection by completing the LMPD Personnel and Vehicle Inspection form (LMPD #17-0001). Copies of the previous month's LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7<sup>th</sup> day of each month.

Additionally, when performing vehicle inspections, the following equipment will be inspected:

- Air-purifying respirator (APR)
- Riot gear
- Vest
- Personal protective equipment (PPE) (refer to SOP 12.2)
- Fire extinguisher and flares

#### 4.18.6 FACILITIES AND INVENTORY

A visual inspection of facilities should be an ongoing, daily process. Facilities include buildings, grounds, and furnishings. An inspection and inventory of LMPD facilities will be conducted monthly by division/section/unit commanders, or their designees, and captured on the LMPD Monthly Building Inspection form (LMPD #11-0030). Copies of the previous month's LMPD Monthly Building Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7<sup>th</sup> day of each month.

Departmental equipment that is stored (e.g., handcuffs, batons, radar, cameras, etc.) will be maintained in a state of operational readiness. This includes care and cleaning, preventive maintenance, repair, workability, and responsiveness of the equipment. Stored equipment will be inspected at regular intervals.

On a daily basis, division/section/unit commanders will inspect and account for any equipment that is signed out on a regular basis (e.g., radios, flashlights, shotguns, etc.).

Agency equipment designated for use in unusual occurrence situations will be inspected at least once a month to verify operational readiness (KACP 19.4).

Division/section/unit commanders, or their designees, are responsible for the following:

- Establishing and updating a division/section/unit inventory. A copy of the inventory will be forwarded, through the appropriate Bureau Commander, to Inspections and Compliance annually.
- Verifying that the equipment needed daily, or for special/unusual occurrences, is available, inventoried, properly maintained, and stored.

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	Prv. Rev. Date: 11/11/19
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards: KACP: 8.7, 10.3, 19.4, 21.5, 27.3
Subject: Inspections and Compliance	

## 4.18.7 SPECIALTY TEAM INSPECTIONS

Part-time specialty team commanders are responsible for conducting annual inspections of team members, equipment, and uniforms specifically related to their specialty team tasks (KACP 27.3). These annual inspections will be documented on the LMPD Personnel and Vehicle Inspection form (LMPD #17-0001). Copies of any of the previous year's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7<sup>th</sup> day of January of each year.

Full-time specialty team commanders are responsible for conducting monthly inspections of team members, equipment, and uniforms specifically related to their specialty team tasks (KACP 27.3). These monthly inspections will be documented on the LMPD Personnel and Vehicle Inspection form. Copies of any of the previous month's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7<sup>th</sup> day of each month.

Specialty team commanders, or their designees, will conduct annual inspections of vehicles specifically assigned to their unit. The vehicle inspection should coincide with personnel inspections. The LMPD Personnel and Vehicle Inspection form will be completed. Any copies of the previous year's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7<sup>th</sup> day of January each year.

Specialty team commanders will establish, and annually update, an inventory of equipment and vehicles assigned to their teams, and forward a copy to **Inspections and Compliance**. A copy will be kept on file at the specialty team level.

## 4.18.8 WEAPONS INSPECTIONS

Weapons inspections are the responsibility of the firearms training staff. All weapons will be inspected during regular qualifications, at a minimum of once a year (KACP 27.3), by certified firearms instructors. Weapons are not inspected at the division/section/unit level during formal or informal inspections.

## 4.18.9 MEMBER RESPONSIBILITIES

### Damage to LMPD Equipment or Vehicle

Members are responsible for inspecting all uniform and equipment articles issued to them, or under their immediate control, in order to verify serviceability, as well as checking for damage prior to each tour of duty. Members are required to handle all equipment in accordance with training and manufacturer's guidelines.

Members will make appropriate efforts to prevent the loss, theft, or damage of LMPD equipment. Members will report lost, stolen, defective, or damaged LMPD equipment to their immediate supervisor by completing a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180) before the end of their tour of duty. If the defective or damaged property is a LMPD vehicle, a Vehicle Damage or Collision Report form (LMPD #03-07-0190) will be completed and sent electronically to "LMPD Vehicle Damage Notification," located within the department's email distribution list (refer to SOP 7.7). Any other paperwork (e.g.,

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<h2>Standard Operating Procedures</h2>	SOP Number: 4.25
	Effective Date: 12/14/06
	Prv. Rev. Date: 05/25/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Metro Watch Cameras	

## 4.25 METRO WATCH CAMERAS

### 4.25.1 POLICY

It is the policy of the Louisville Metro Police Department (LMPD) to install and utilize overt cameras, within public areas, for the purpose of public safety. The Metro Watch system utilizes cameras, which are capable of transmitting video images to a secure server, installed within the LMPD. The cameras are selectively monitored by the Real Time Crime Center (RTCC). It is also the policy of the LMPD that operators of Metro Watch cameras will be required to attend user training conducted by Technical Investigations or the RTCC. Nothing in this policy applies to the use of covert cameras utilized to further undercover investigations.

### 4.25.2 ACCESSIBILITY TO VIDEO IMAGES

Video feeds or images from Metro Watch cameras may be accessed, or viewed, by individuals outside of the LMPD only for specific needs, if requested. All such requests from individuals outside of LMPD divisions/sections/units or from MetroSafe will be submitted to, and approved by, the Chief of Police, or their designee.

### 4.25.3 VIDEO IMAGE ARCHIVE

Unless limited by technological constraints, the recordings are maintained in the Metro Watch system hard drive for a period of 30 days.

### 4.25.4 REQUESTING VIDEO IMAGES

In accordance with Metro video retention policies, Metro Watch video images are deleted after 30 days. Video requests must be made prior to the end of the 30-day period. Requests should be made at the earliest available opportunity in order to make certain that the request can be fulfilled. The request for video research from the Metro Watch system must be authorized by a commanding officer. All requests for recorded video images by LMPD personnel will be sent to **Technical Investigations**. Technical Investigations will have the responsibility to provide the recorded video within 72 hours, unless urgent circumstances exist due to the investigative nature of the request. Requests will be made by written memorandum or email and must contain the following information:

- The date and time of the incident
- The location of the incident
- The reason for the request
- The name and contact information of the requesting member
- The name of the authorizing commanding officer
- The date when the video will be needed (if urgent circumstances exist)
- The request should also include the following information, if applicable:

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	Effective Date: 02/24/08
	Prv. Rev. Date: 09/10/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards: KACP: 26.3
Subject: Mobile Data Terminals	

## 4.27 MOBILE DATA TERMINALS

### 4.27.1 PURPOSE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Data Terminal (MDT) system in order to safeguard appropriate access to confidential records from local, state, and national law enforcement databases, and to provide effective electronic communications between departmental members and MetroSafe.

### 4.27.2 DEFINITIONS

**MDT Central:** Authorized facility for issuing, receiving, and servicing MDTs and related equipment. MDT Central is located at 3515 Newburg Road, Building B.

**MDT Coordinator:** Responsible for overseeing the MDT program. Duties include the setup of equipment, acquisition and maintenance of software packages, development of security rules and procedures, coordination of training of members, assistance with training in the use of software, and overall coordination of the MDT program. The MDT Coordinator is an employee of Metro Technology Services (MTS).

**Metro Technology Services (MTS) Service Desk:** Provides support for members regarding Mobile Data Terminals (MDTs) and related software.

**Mobile Data Terminals (MDTs):** Portable computers by which members can access law enforcement databases, or transmit messages, and is restricted to official activities, business-related tasks, and communications that are directly related to the business, administration, or practices of the department.

### 4.27.3 PROCEDURES

Departmental members who are utilizing MDTs will adhere to the following procedures:

- Use the MDTs for proper business purposes and in a manner that does not compromise information deemed confidential, protected, restricted, or sensitive.
- MDTs, installed in LMPD vehicles, are assigned to the vehicles and will remain with the vehicle when the vehicle is reassigned from one (1) officer to another.
- Remove the MDTs from the vehicle prior to shopping the vehicle. This includes repairs at the Newburg Road garage location, as well as any other vendor location (e.g. vehicle dealer).
- Lock the MDTs in vehicles equipped with permanently-mounted docking stations. If the vehicle does not have a permanently-mounted docking station, the MDT will be locked in the trunk or any other locked compartment of the vehicle, or secured in the home of the member, when not in use. For the definition of a departmental vehicle, refer to SOP 4.14.
- Turn in the MDTs to MDT Central if the member is on a leave of absence from the department.

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Subject: Mobile Data Terminals	

## 4.27.3 PROCEDURES (CONTINUED)

MDTs will **not** be:

- Used while the vehicle is in motion, except under circumstances outlined in SOP 4.14.
- Loaded with unapproved software or connected to any unapproved devices. All changes to the MDT software will be coordinated and performed by the MDT Coordinator or MDT Central.
- Altered, in any way, by the member. Members will not attempt to change the settings or configuration of the MDT at any time.

Any member who is utilizing an MDT must be NCIC-certified. When accessing the NCIC, the MDT must be inside of the vehicle (KACP 26.3). When the NCIC is accessed on an MDT in a departmental vehicle, the MDT screen will be positioned so that it is out of the view of any passengers. NCIC **information** will not be left visible on the screen when the MDT is not in use.

The NCIC will only be accessed:

- On secured MDTs that are docked in a departmental vehicle; or
- On departmental computers in an approved, secured area.

Any departmental laptop that is used to access the NCIC must have dual authentication (mobile messenger) installed for operation.

Due to the sensitive nature of the information, members are prohibited from copying, pasting, or otherwise entering 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.

## 4.27.4 MDT SERVICE & REPAIR

When service is required, members will contact the **MTS** Service Desk at (502) 574-4444 to schedule a time to inspect the equipment and resolve the problem. If the problem **cannot be corrected** at the time of the call, a ticket will be opened for the problem to be resolved during normal operating hours.

Any damage to the MDT will be reported, through the appropriate chain of command, on a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180). A member will not attempt to repair the MDT on their own. MDT Central will authorize repairs to the MDT at an approved repair facility.

If the MDT is lost or stolen, in addition to completing a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form, the member will notify the **MTS** Service Desk by email, as soon as is practical, to prevent the potential compromise of information.



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Subject: Mobile Data Terminals	

## 4.27.4 MDT SERVICE & REPAIR (CONTINUED)

If the virus software detects a virus on the computer, the member will immediately shut down the MDT and contact the MTS Service Desk for assistance. The MTS Service Desk will advise the member of the location to bring the MDT for service.

Any repairs needed to the MDT mount will only be performed at the MetroSafe Communication Services, the "Transmitter," located at 3519 Newburg Road.

Requests for new issues of MDTs, or transfers of MDTs, will be made on the MDT/Portable Radio Request form (LMPD #10-0004) and sent, through the appropriate chain of command, to the Technical Services Lieutenant.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 6.1
	Effective Date: 05/10/14 Prv. Rev. Date: 08/06/18 Revised Date: 09/07/23
	Accreditation Standards: KACP: 18.9
Chapter: Expungements	
Subject: Expungements	

## 6.1 EXPUNGEMENTS

### 6.1.1 POLICY

It is the policy of the Louisville Metro Police Department (LMPD) to verify that all criminal records are expunged/sealed in compliance with court orders. This will be done within 60 days of receipt of the expungement order, as stated on the order. At no time will correspondence that contains any identifying information regarding the expunged/sealed case be sent electronically.

### 6.1.2 COURT-ORDERED EXPUNGEMENT (KACP 18.9b)

The Central Records Unit receives expungement orders from the courts. When an expungement order, issued by a judge with jurisdiction in Jefferson County, Kentucky, has been received by the LMPD, the Central Records Unit Supervisor, or their designee, will expunge/seal the affected record within the Records Management System (RMS).

The Inspections and Compliance Commander oversees expungement case file compliance from the divisions in coordination with Records Management (refer to SOP 1.8 and SOP 10.9). The Central Records Unit Supervisor, or their designee, will determine, based on the information in the expungement order and in the RMS, which division/section/unit, as well as which officer/detective, handled the case. They will send a memorandum, via email, to the point of contact (POC) in the appropriate division/section/unit advising them of the expungement order. The memorandum will contain all identifying information regarding the case and the subject who is involved. Upon receipt, the POC will locate all paper records, case files, documents, videotapes/CDs/DVDs, printed photographs, etc. related to the case and the subject who is identified in the expungement order. The POC will contact the officer(s)/detective(s) who handled the case to verify that they have not retained any related records or documents.

If the case is closed, the POC will gather all known paper records, case files, documents, videotapes/CDs/DVDs, printed photographs, etc. related to, and covered under, the expungement order. The POC will change the jacket status and incident type or number to "Expunged/Sealed." The POC will send the original records, all copies, and the memorandum, through interdepartmental mail, back to the Central Records Unit Supervisor. The Central Records Unit Supervisor, or their designee, will place all related case documentation in an envelope, seal the envelope, and write the incident control number (ICN), or arrest report number, and retention date on the outside of the envelope. Expungement orders with similar retention dates may be boxed together to be sent to Metro Archives for storage, in accordance with applicable records retention schedules and Metro Archives policies and procedures for handling expunged/sealed records. A Records Transmittal Form will be attached to the files upon transfer to Metro Archives.

**All departmental records, files, or documents, whether maintained electronically or in any other form, are subject to the regulations governing retention schedules and destruction procedures defined by law and contained in this policy.**

If the case has not been closed or there are other defendants involved, only the person for whom an expungement order has been issued will have all identifying information removed or redacted. If there are other

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	Effective Date: 05/10/14 Prv. Rev. Date: 08/06/18 Revised Date: 09/07/23
	Accreditation Standards: KACP: 18.9
Chapter: Expungements	
Subject: Expungements	

## 6.1.2 COURT ORDERED EXPUNGEMENT (CONTINUED)

defendants, then anywhere there is information that could reveal the identity of the subject of the expungement order will be redacted and the word "Expunged/Sealed" will be entered.

The expungement of all electronic records maintained by the LMPD will be handled by the Central Records Unit Supervisor, or their designee, in Records Management of the Administrative Services Division. However, if any such electronic records are maintained in separate division/section/unit level databases, the POC will verify that they have been removed or redacted.

## 6.1.3 JUVENILE EXPUNGEMENT (KACP 18.9c)

Pursuant to the Commonwealth of Kentucky Records Retention Schedule, juvenile case files will be stored until the defendant reaches the age of 23, unless a signed order to expunge is received from the courts.

The following records are not destroyed when the defendant reaches the age of 23, but are retained in the same manner as adult case files, pursuant to applicable records retention schedules:

- Case files of juveniles who are tried as an adult
- Case files where a juvenile is the suspect in a child abuse case
- Juvenile traffic offense cases
- Juvenile vehicular accident records
- Litigation holds
- Assault where the victim is a juvenile
- Major crime where the victim is a juvenile

The **Inspections and Compliance** Commander oversees juvenile case notifications to verify compliance from the divisions in coordination with Records Management (refer to SOP 1.8 and SOP 10.9). The Central Records Unit Supervisor, or their designee, will run a report twice a week which will show juvenile arrestees within the RMS who have turned 18 years of age and are considered adults. Copies of this report will be distributed to each POC in the divisions and the **Inspections and Compliance** Commander. If the case is closed, the POC will gather all known paper records, case files, documents, videotapes/CDs/DVDs, printed photographs, etc. relating to the subject and specific case on the list. The POC will change the jacket status and incident type or number to "Expunged/Sealed." The POC may send the original records, all copies, and the memorandum, through interdepartmental mail, back to the Central Records Unit Supervisor for storage and/or archiving. The Central Records Unit Supervisor, or their designee, will then place all related case documentation in an envelope, seal the envelope, and write the incident control number (ICN), or arrest report number, and retention date on the outside of the envelope. Juvenile records with similar retention dates may be boxed together to be sent to Metro Archives for storage, in accordance with applicable records retention schedules and Metro Archives policies and procedures for handling expunged/sealed records. A Records Transmittal Form will be attached to the files upon transfer to Metro Archives.

The Central Records Unit Supervisor, or their designee, will also run a report daily to identify juvenile case files where the subject has reached the age of 23. These case files will be expunged in the RMS. The Central Records Unit Supervisor, or their designee, will determine, based on the information on the list and in the RMS, which division/section/unit, as well as which officer/detective, handled the case. They will send a

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	Effective Date: 05/10/14
	Prv. Rev. Date: 08/06/18
	Revised Date: 09/07/23
Chapter: Expungements	Accreditation Standards: KACP: 18.9
Subject: Expungements	

## 6.1.3 JUVENILE EXPUNGEMENT (CONTINUED)

memorandum, via DocuSign, to the POC in the appropriate division/section/unit advising them of the names on the list. The memorandum will contain all identifying information regarding the case and the subject who is involved. Upon receipt, the POC will locate all paper records, case files, documents, videotapes/CDs/DVDs, printed photographs, etc. related to the case and the subject who is identified on the list. The POC will contact the officer(s)/detective(s) who handled the case to verify that they have not retained any related records or documents. This documentation will be sent to the Central Records Unit for expungement/destruction.

If the case has not been closed or there are other defendants involved, only the person on the list will have all identifying information removed or redacted. If there are other defendants, then anywhere there is information that could reveal the identity of the subject on the list will be redacted and the word "Expunged/Sealed" will be entered.

**All departmental records, files, or documents, whether maintained electronically or in any other form, are subject to the regulations governing retention schedules and destruction procedures defined by law and contained in this policy.**

## 6.1.4 REQUESTS FOR FILES FROM METRO ARCHIVES

Before requesting a file from Metro Archives, members will check the case number in the RMS to verify that the case file does not contain any expunged names. If the case file does contain expunged names, the member will redact all references to the person for those charges that have been expunged.

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Standard Operating Procedures	SOP Number: 7.12
	Effective Date: 08/09/04
	Prv. Rev. Date: 03/23/23
	Revised Date: 09/07/23
Chapter: Traffic Control and Collisions	Accreditation Standards:
Subject: Traffic Stops and Enforcement	KACP: 21.1, 22.1, 22.3, 22.4, 22.5, 23.1, 23.2

## 7.12.9 DRIVING UNDER THE INFLUENCE (DUI) (CONTINUED)

- The operator is physically injured to such a degree that they are no longer a danger to themselves, or others, due to intoxication and cannot voluntarily leave the hospital. If the operator is still physically capable of leaving the hospital, the officer must remain with the operator until they are no longer a danger to themselves, or others, due to intoxication, before citing the operator in lieu of arrest.
- Blood evidence has been drawn. This may be done at the request of the officer, by obtaining a search warrant, or for treatment purposes.
- A commanding officer has granted approval for the operator to be cited in lieu of arrest. In these circumstances, the commanding officer will complete an AIR, via the BlueTeam link, located on the LMPD Intranet (refer to SOP 3.1). For the purpose of determining the appropriateness of issuing a citation in lieu of arrest, an acting sergeant is not considered a commanding officer. An acting sergeant may complete the AIR, listing the commanding officer who authorized issuing a citation in lieu of arrest.

## 7.12.10 MOBILE RADAR TRAILERS AND FIXED RADAR SIGNS

The LMPD utilizes mobile radar trailers to promote roadway safety. Some communities have installed fixed radar signs in problem areas. These devices inform drivers of their current speed and alert drivers when their speed exceeds the posted speed limit. The devices are to be used for informational purposes only and should not be used as a measurement of speed when issuing a citation to a violator.

## 7.12.11 HAZARDOUS ROADWAY CONDITIONS

All officers who are encountering hazardous roadway conditions are responsible for reporting these conditions to the appropriate agency for corrective action. If an officer discovers a visual obstruction (e.g., debris, defects in the roadway, missing or damaged road signs, lighting, traffic control devices, or roadside hazards), the officer will immediately contact MetroSafe, via radio or telephone. The officer will report the nature of the problem and the exact location. MetroSafe will contact the appropriate agency which is responsible for addressing or correcting the problem. If the roadway hazard presents a potential danger to motorists, the officer should take the necessary action to address the safety of the motorists and expedite the flow of traffic. If the officer is off-duty, then the officer will request assistance from on-duty personnel. The action taken may require the manual direction of traffic, using temporary control devices requested through MetroSafe or physically removing the obstruction or hazard from the roadway.

Citizen complaints or suggestions regarding traffic engineering deficiencies (e.g., signs, potholes, markings, traffic lights, etc.) should be referred to Metro311 at (502) 574-5000 or 311. Metro311 is responsible for notifying the appropriate agency for improvement or correction.

The Traffic Unit and MetroSafe are responsible for reporting traffic engineering deficiencies and traffic enforcement data to the appropriate agency (e.g., Public Works and Assets, Kentucky Transportation Cabinet, etc.) for improvement or correction.

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	Accreditation Standards: KACP: 21.1, 22.1, 22.3, 22.4, 22.5, 23.1, 23.2
Chapter: Traffic Control and Collisions	
Subject: Traffic Stops and Enforcement	

## 7.12.12 RADIO PROCEDURES

Members should notify MetroSafe, via a monitored dispatch channel, as soon as possible, of any traffic stop in accordance with SOP 3.8 (Communications Equipment Usage).

## 7.12.13 CITIZEN STOP REPORTS FOR TRAFFIC STOPS

Officers will obtain an incident number from MetroSafe or their Mobile Data Terminal (MDT) and complete a Citizen Stop Report for every traffic stop, regardless of whether a citation is written or an arrest is made. Officers will complete the form in the RMS pursuant to SOP 8.8 (Biased Law Enforcement Practices).

Each Citizen Stop Report will contain a narrative describing the probable cause, reasonable articulable suspicion, and/or behaviors that led the officer to initiate the traffic stop. If the officer conducts a pat down of the person(s) involved, the narrative will include the consent given or reasonable articulable suspicion that led the officer to believe that the person was armed and dangerous. If the person or vehicle is searched, the narrative will include the consent given or probable cause that led the officer to conduct a search of the person and/or the vehicle.

Citizen Stop Reports will not be completed on suspects, victims, or other individuals whose contact is a result of a traffic collision, unless the contact provides new information on other criminal activity unrelated to the existing report(s) (e.g., a person who is involved in a traffic accident has property that the officer suspects may be stolen).

Upon completion, the Citizen Stop Report will be submitted by the officer and approved by a supervisor.

## 7.12.14 SUPERVISORY REVIEW

Commanding officers will review all citations and arrest slips issued by the officers under their direct supervision. The citation review includes, but is not limited to, the following:

- Missing/incomplete personal information of the offender
- The Citizen Stop Report incident number (if applicable)
- The appropriate charges
- The arrest or citation date, time, and location
- The arrest or citation narrative, statement of probable cause, and elements of the crime
- The valid court date, time, and location
- The report number, if the citation or arrest is related to clearing a reported incident
- Language indicating how the defendant posed a risk of danger (if applicable) (refer to SOP 10.1)
- Language describing how the defendant failed to follow the officer's reasonable instructions (if applicable) (refer to SOP 10.1)
- Language indicating why there are reasonable grounds to believe the defendant will not appear in court (if applicable) (refer to SOP 10.1)
- Legible handwriting

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 8.31
	Effective Date: 06/15/05 Prv. Rev. Date: 06/05/22 Revised Date: 09/07/23
	Accreditation Standards: KACP: 30.4
Chapter: Field Operations	
Subject: LMPD Service Center	

## 8.31 LMPD SERVICE CENTER

### 8.31.1 PURPOSE

The Louisville Metro Police Department (LMPD) Service Center is an alternative method of handling certain calls for police service. The three (3) main services provided through the LMPD Service Center are telephone reporting, online reporting, and the (502) 574-LMPD (5673) Anonymous Crime Tip Line.

### 8.31.2 PROCEDURES

The LMPD Service Center can be contacted 24 hours a day, seven (7) days a week, by calling (502) 574-LMPD (5673). Calls received through MetroSafe will be evaluated to determine if a transfer to the LMPD Service Center is appropriate.

The LMPD Service Center also evaluates calls received or transferred to them and determines whether the criteria are met to retain the referral or send it back to MetroSafe for an officer to be dispatched.

### 8.31.3 TELEPHONE REPORTING

The LMPD Service Center takes crime reports from citizens over the phone, following the criteria set below.

The LMPD Service Center will take the following incident reports by phone:

- Theft reports (except for thefts of illicit controlled substances).
- Thefts under \$10,000, excluding stolen vehicles.
- Shoplifting incidents.
- Harassment and harassing communications (other than domestic violence (DV)) (KACP 30.4).
- Auto theft/unauthorized use of a motor vehicle.
- Theft of motor vehicle registration plates and decals.
- Theft from vehicle.
- Crimes involving fraud, forgery, identity theft, or criminal possession of a forged instrument.
- Criminal mischief.
- Lost or missing property.
- Missing person reports when the reporting party is a Child Protective Services (CPS) worker, youth center worker or a professional at a listed youth care facility, the child is in the care/custody of the state, or the reporting party is calling from out of the area to report the missing person was last seen in the LMPD's jurisdiction, except in cases where any suspicious or extraordinary circumstances exist (refer to SOP 8.32).
- Any type of miscellaneous report (other than domestic violence (DV)).
- Supplemental reports for any previously reported incidents (unless it is a stolen controlled substance).

The LMPD Service Center or MetroSafe may require an officer to be dispatched to the location of the previously listed crimes at any time, under, but not limited to, the following:

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Chapter: Field Operations	
Subject: LMPD Service Center	

### 8.31.3 TELEPHONE REPORTING (CONTINUED)

- Circumstances regarding the original nature of the report change.
- The suspect returns to the scene.
- The citizen verbally requests the presence of an officer at the scene.
- Suspicious or extraordinary conditions become known.

If an officer is dispatched to the location, the officer will take the report and not refer the person to the LMPD Service Center.

The LMPD Service Center will not take a report by phone when:

- Theft is over \$10,000, excluding stolen vehicles.
- A crime is in-progress and the suspect is at the scene.
- The caller sounds intoxicated.
- Physical evidence needs to be collected.
- The caller knows the location of felony suspects, thereby allowing for a timely identification and/or arrest.
- The caller knows the location of unknown misdemeanor suspects, thereby allowing for identification and/or criminal complaints.
- Missing person reports that do not meet the requirements of SOP 8.32.
- The incident involves a violent felony.
- The incident involves a misdemeanor assault and/or intimidation.
- The incident involves domestic/dating violence and abuse.

Exceptions may be approved by the Assistant Chief of Police/Administrative Bureau, or their designee. Officers, Police Report Technicians (PRTs), or the Crime Scene Unit (CSU) may be dispatched at the discretion of the LMPD Service Center staff as a follow-up if there is a need to identify suspects in the area, make arrests, and/or collect evidence.

### 8.31.4 ONLINE REPORTING

The LMPD Service Center takes crime reports from citizens through the Internet, following the criteria set below. The Data Integrity Unit is responsible for reviewing, accepting, and importing online reports into the Records Management System (RMS).

The following incidents may be reported by citizens through the LMPD Online Reporting System:

- Harassment and harassing communications
- Identity theft
- Lost property
- Non-criminal charge (e.g., for documentation purposes)
- Theft (to include prescribed controlled substances)
- Theft from vehicle
- Theft of gasoline (businesses only)



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	Effective Date: 09/05/04
	Prv. Rev. Date: 09/10/20
	Revised Date: 09/07/23
Chapter: Field Operations	Accreditation Standards: KACP: 1.3
Subject: Animals	

## 8.33 ANIMALS

### 8.33.1 POLICY

Louisville Metro Animal Services (LMAS) has the primary authority to respond to animal-related incidents within Louisville Metro. LMAS will respond to the following:

- Aggressive Animal: Any aggressive loose animal that is stray or owned. Aggressive behavior includes growling, showing teeth, lunging forward, or charging at the person or another animal.
- Rendering Assistance (Police, Fire, Emergency Medical Services (EMS), Sheriff, Other Agency): Any call where police, fire, EMS, or other emergency responders require assistance from an Animal Control Officer (ACO). This includes the removal of deceased animals and owners who are incapacitated, being transported to the hospital, and another responsible adult is unavailable at the location to assume responsibility for the pet.
- Exposure to Bats: Any call for a bat in a residence or a possible exposure to a bat.
- Animal Attack: Any call for an attack on an animal by another animal.
- Bite: Any call for an animal bite to a person.
- Cruelty/Abuse/Neglect: A cruelty/abuse/neglect situation where the health and safety of an animal is in jeopardy because of exposure to extreme weather, or other neglect/abuse factors. This includes dog fighting and cockfighting in-progress. Examples include a dog currently suffering from an injury or illness and could die if treatment is not provided, a lack of shelter during extreme temperatures, or an animal is left in a car during extreme temperatures.
- Stray Sick/Injured: Any call for a sick/injured animal that is life-threatening (i.e. vomiting or defecating blood, trouble breathing, unable to move, hit by a car, visible wounds, bleeding profusely, unable to stand). This includes sick or injured community cats.
- Stray Trapped: Any call for a dog or cat confined in a trap.

The LMAS Intake Center, located at 3516 Newburg Road, is open to the public from 1200-1800 hours, Monday through Saturday. The Intake Center is closed on Sunday; however, they will still take sick, injured, or aggressive dogs or cats from the public.

Should the Louisville Metro Police Department (LMPD) have a stray, sick, injured, or aggressive animal, officers can deliver the animal to the LMAS Intake Center during the above-mentioned hours or contact MetroSafe and they will notify an LMAS ACO. LMAS has ACOs on the street from 0730-2130 hours.

From 2130-0730 hours, LMAS has one (1) ACO who is on-call to respond to emergencies only. The LMPD must respond, confirm the call, and be standing by for the ACO to respond. To contact LMAS during these hours, officers will contact MetroSafe.

### 8.33.2 USE OF FORCE

#### Humane Destruction of Domesticated Animals

When an officer believes a seriously injured, domesticated animal (e.g., dog, cat, etc.) should be destroyed to relieve its pain and suffering, they will first attempt to contact the owner. If the owner can be contacted,

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## 8.33.2 USE OF FORCE (CONTINUED)

they will be instructed to take their pet to a licensed veterinarian for treatment and/or humane euthanasia. If the officer believes the injured domesticated animal may be a danger to its owner, or others, due to its injuries, the officer will contact MetroSafe and have them contact Louisville Metro Animal Services (LMAS) **to have an ACO respond to the scene.**

If the owner cannot be contacted, the officer will contact MetroSafe and have them contact LMAS and allow its ACOs a reasonable amount of time to remove the animal. If the officer is advised that LMAS cannot respond, or the ACO is taking an unreasonable amount of time to respond, the officer will request that MetroSafe contact an LMAS supervisor.

Officers are prohibited from loaning their weapons to any person for the purpose of destroying an animal.

### Humane Destruction of Wild Animals

When an officer believes a seriously injured, non-domesticated (wild) animal (e.g., deer) should be destroyed to relieve its pain and suffering, they will notify their supervisor that the animal was destroyed. The officer will request that MetroSafe contact the appropriate agency (e.g., Metro Public Works and Assets, Kentucky Transportation Cabinet) for removal on a right-of-way, roadway, or highway.

### Defense of Self, Others, and Property

Force used against animals is authorized in defense/protection of oneself, another, or property. When the officer reasonably believes, based on the facts and circumstances, the animal on which the force is used poses an immediate threat of injury or damage to the officer, another, or property (KACP 1.3b), they will use the minimum amount of force necessary to bring the animal under control (KACP 1.3a). Conducted Electrical Weapons (CEWs) have been found to be effective against aggressive animals. Officers will only use the minimum number of CEW cycles necessary to bring the animal under control (KACP 1.3a).

Deadly force against an animal is authorized in defense of oneself, another, or property when the officer reasonably believes, based on the facts and circumstances, the animal against which the force is used poses an immediate threat of death, serious injury, or substantial damage to property. Justification for the use of deadly force must be limited to what reasonably appears to be the facts known, or perceived, by an officer under the circumstances. Deadly force, as with all uses of force, may not be resorted to unless other reasonable alternatives have been exhausted, would clearly be ineffective, or exigent circumstances exist.

If an officer has to shoot and kill an aggressive domesticated animal (e.g., dog, cat, etc.) during the execution of a search warrant, they will request that MetroSafe contact LMAS for removal, unless the owner elects to take care of the animal (refer to SOP 8.1).

### Documentation

If a domesticated animal is injured as a result of an officer using force in response to a humane act or a defensive situation, a commanding officer will complete an Administrative Incident Report (AIR), via the BlueTeam link, located on the Louisville Metro Police Department (LMPD) Intranet, including when a CEW is

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## 8.33.2 USE OF FORCE (CONTINUED)

used (refer to SOP 3.1). If an officer uses their firearm for the destruction of a wild animal, no report is required.

## 8.33.3 REMOVAL OF ANIMAL CARCASSES

An officer should attempt to remove an animal carcass from the roadway or highway if it constitutes a traffic hazard. If the carcass cannot be moved, the officer should remain on-scene and request that MetroSafe contact the appropriate agency (e.g., Metro Public Works and Assets, Kentucky Transportation Cabinet) for removal. If no hazard exists, the officer does not have to remain on-scene and should request that MetroSafe contact the appropriate agency for removal.

## 8.33.4 ANIMAL BITES

LMAS will respond to animal bite incidents. They will take a report and investigate these incidents. LMAS can be contacted via MetroSafe.

LMAS ACOs will respond to the scene of all animal bite incidents and will complete an incident report.

LMPD officers will respond to the scene if the animal is still posing a threat or if the victim was severely injured.

## 8.33.5 WILDLIFE

The Kentucky Department of Fish and Wildlife Resources (KDFWR), licensed nuisance wildlife control operators, and licensed wildlife rehabilitators are responsible for responding to complaints of non-domesticated (wild) animals.

LMAS will respond to the following:

- An ACO will respond to all animal bites and bat exposures. If a bat has bitten a pet or human in the living quarters of a residence, it is considered an emergency call to which the LMAS will respond. The bat will not be quarantined at LMAS. It will be euthanized and sent to the lab for analysis.

The KDFWR will respond to calls involving large-sized nuisance or injured wildlife (e.g., deer, coyote, etc.) on the exterior/yard of the home. The KDFWR can be contacted at (800) 858-1549. Calls involving large-sized sick or injured birds of prey (e.g., falcons, hawks, vultures, owls, eagles) are referred to Raptor Rehabilitation of Kentucky. Raptor Rehabilitation of Kentucky can be contacted at (502) 491-1939.

Licensed nuisance wildlife control operators will respond to calls involving general nuisance wildlife (e.g., raccoons, squirrels, opossums, snakes, etc.) on the exterior/yard of the home, inside of a home, etc. Licensed nuisance wildlife control is provided by permitted operators who charge a fee for their services. A list of licensed nuisance wildlife control operators can be found at <https://app.fw.ky.gov/NuisanceControlNew/>.

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Chapter: Field Operations	
Subject: Animals	

### 8.33.5 WILDLIFE (CONTINUED)

Licensed wildlife rehabilitators will respond to calls involving general sick and/or injured wildlife. A list of licensed wildlife rehabilitators, including the types of animals that they rehabilitate, can be found at <http://app.fw.ky.gov/rehabilitatorNew/>.

Except as noted above, a homeowner or landowner is responsible for the removal of a dead animal found on the exterior/yard of the home or on private property.

If the call involves a deer being struck by a vehicle, an LMPD officer will respond.

If an officer has an issue/question regarding any wildlife call, they should contact the KDFWR at (800) 858-1549.

### 8.33.6 DOMESTICATED ANIMAL COMPLAINTS

LMAS is the primary agency responsible for responding to complaints of domesticated animals (e.g., loud barking, nuisance property offenses, animal fights, habitual roaming, leash/tether offenses, cruelty/neglect/abuse, etc.).

LMPD officers will only be dispatched on complaints that present a threat, or danger, to persons/property or when LMAS ACOs are unavailable or refuse the run.

### 8.33.7 SURRENDERING OWNERSHIP OF PETS

LMPD officers are prohibited from letting citizens surrender ownership of their pet(s) to them. Any citizen who wishes to surrender ownership of their pet(s) should visit the LMAS website at the following link: <https://louisvilleky.gov/government/animal-services/pet-resources>. Citizens can also contact LMAS, via email, at [animals@louisvilleky.gov](mailto:animals@louisvilleky.gov) or by calling (502) 574-5546. Any citizen who wishes to surrender ownership of their pet(s) is required to complete a Pet History form, either in-person at LMAS or at the link provided above.

### 8.33.8 STRAYS

When an officer observes, or is dispatched on a run involving, a stray animal, they should attempt to ascertain the owner's name and notify them. If the animal can be secured, LMAS may be notified for removal. An officer may also deliver the secured stray animal to LMAS, located at 3516 Newburg Road, during normal operating hours. Officers are not allowed to take the stray to any other location or shelter. The LMAS Field Services hours of operation are from 0730-2300 hours, seven (7) days a week.

LMAS will require the following information from the officer:

- The original location of the animal
- The name, address, and phone number of any persons who are involved with the animal or owner, if known

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## 8.33.8 STRAYS (CONTINUED)

- The reason the officer has possession of the animal
- If there is a court case or any other important information pertaining to the animal

If the stray animal is secured outside of the normal operating hours of LMAS the officer will contact MetroSafe and have them contact the on-call LMAS representative to receive instructions on picking up/delivering the stray animal. Before an officer takes an animal to, or drops off an animal at, an overnight animal hospital, they must contact LMAS. The LMAS veterinary team will assist and utilize the on-call process.

## 8.33.9 ANIMAL CRUELTY/NEGLECT/ABUSE

LMAS is the primary agency responsible for responding to complaints of animal cruelty/neglect/abuse. Officers who observe, or are dispatched on a run involving, animal cruelty/neglect/abuse, during the normal operating hours of LMAS (e.g., 0730-2130 hours), may contact MetroSafe to have LMAS send an ACO to the scene to assist. If the case occurs outside of the normal operating hours of LMAS (e.g., 2130-0730 hours), the officer may contact MetroSafe and have them contact the on-call LMAS representative to respond to life-threatening emergencies only. ACOs may assist the officer in determining whether the case meets the criteria to be a felony or a misdemeanor and if the animal needs to be impounded, pursuant to Louisville Metro Code of Ordinances (LMCO) Chapter 91.

In incidents where the animal is in danger/distress (e.g., animal locked in a car in extreme temperatures), the officer will contact MetroSafe and have them contact LMAS to have an ACO respond to the scene. If the ACO is unavailable or is taking an unreasonable amount of time to respond, the officer will have MetroSafe contact an LMAS supervisor for assistance. An LMPD commanding officer may approve an entry into a vehicle using the least intrusive means available. Officers will only attempt to gain entry into a vehicle if LMAS is unavailable or refuses the run **and** the life of the animal is in danger. If there is any property damage while attempting to gain entry, the commanding officer will complete an AIR, via the BlueTeam link, located on the LMPD Intranet (refer to SOP 3.1).

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Chapter: Field Operations	
Subject: Crime Scenes	

## 8.36.4 AIDING THE INJURED (CONTINUED)

If the victim or suspect is transported to a medical facility, another officer should accompany them in the ambulance to document any comments made and to preserve evidence (e.g., clothing, personal items). If no officers are available to accompany the victim/suspect, the officer will stay at the scene and request medical personnel to preserve physical evidence and document any comments made by the victim/suspect.

## 8.36.5 PROTECTING THE CRIME SCENE

### Establishing Perimeters (KACP 20.3b)

The initial responding officer will have the responsibility of establishing and defining the boundaries of the crime scene. The officer will erect physical barriers (e.g., barricades, cones, tape) to define the boundaries.

Boundaries should include the area in which the actual crime occurred, potential points and paths of entry and exit, and locations where evidence or involved individuals may have been moved.

Additionally, officers should establish a control perimeter. The control perimeter is a buffer zone established to protect the primary crime scene from contamination. The control perimeter should be large enough to incorporate the possibility of additional crime scenes while maintaining the integrity of the primary scene.

The crime scene will be protected from entry by unnecessary or unauthorized persons so that physical evidence is not altered, moved, destroyed, lost, or contaminated. An officer will be designated as the Crime Scene Entry Log Recorder and will be stationed at a selected entrance/exit point to the control perimeter. The Crime Scene Entry Log Recorder will maintain the integrity of the scene by denying access to nonessential personnel (e.g., media, political figures, officers who are not working the case) and documenting the arrival and departure times of legitimate persons who are involved (e.g., EMS, Fire Department personnel, investigating officers) using the Crime Scene Entry Log (LMPD #05-08-0138). The Crime Scene Entry Log Recorder will also notate on the Crime Scene Entry Log which officers have **Body-Worn Cameras (BWCs)**. All division commanding officers will notify the lead investigator if any of their personnel were at the crime scene.

### Limiting Contamination of the Crime Scene

The initial responding officer should preserve the scene with minimal contamination and disturbance of physical evidence. Whenever possible, they should establish a path from the entry point to the primary crime scene in order to limit the possibility of contamination from outside sources (e.g., medical personnel or additional officers).

Officers should make efforts to further minimize contamination by guiding medical or fire personnel to the victim while pointing out potential physical evidence in order to avoid its destruction/contamination. The officer will document the original location of the victim and/or objects that are moved during the course of lifesaving measures.

All persons will be prohibited from performing the following acts while at the crime scene:

- Eating and/or drinking.

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Chapter: Field Operations	
Subject: Crime Scenes	

## 8.36.5 PROTECTING THE CRIME SCENE (CONTINUED)

- Smoking and/or chewing tobacco.
- Littering.
- Spitting.
- Using the telephone.
- Using the bathroom or restroom.
- Moving any items, including weapons, unless necessary for the safety and well-being of persons at the scene.
- Adjusting the thermostat or opening windows or doors.
- Touching anything unnecessarily. Officers should be cautious of handling evidence due to DNA crossover or contamination.
- Repositioning moved items.

The initial responding officers should document the following to preserve the integrity of a crime scene:

- List observations made at the crime scene, including the location of persons and items of interest.
- Note the conditions upon arrival (e.g., lights on/off, shades up/down, etc.).
- Record their actions and the actions of other persons who are present.
- Document all instances of scene alteration, regardless of how insignificant the event or item appears.

The officer may need to effect measures to preserve/protect evidence that may be lost or compromised due to environmental concerns (e.g., rain, snow, wind, sprinklers, etc.) and/or the presence or arrival of other responders (e.g., footsteps, tire tracks, etc.). Any measures taken to protect such evidence from destruction/contamination will also be documented.

**Secondary Crime Scene:** The secondary crime scene may consist of additional evidence outside of the scope of the primary crime scene. If a secondary crime scene is discovered, the initial responding officer will establish the same procedures used for the primary crime scene. Special attention should be granted if the scenes are in close proximity (e.g., blood trails, paths from one location to the next, etc.).

## 8.36.6 CONTROLLING PERSONS AT CRIME SCENES

The initial responding officer should prevent individuals from altering or destroying physical evidence, by restricting their movement, location, and activity. Officers will:

- Identify all individuals who are present.
- Secure and separate the suspect(s).
- Separate the witnesses.
- Remove bystanders from the scene after determining that the bystanders are not suspects or witnesses. Families and friends of persons who are involved may need to be controlled at the crime scene. Officers should show compassion while dealing with these individuals. If necessary, officers should request the assistance of the police chaplains to help with the family's emotional needs. **For safety, a chaplain must remain within visual contact of an officer at all times and may request the accompaniment of an officer.**

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## 8.36.6 CONTROLLING PERSONS AT CRIME SCENES (CONTINUED)

If witnesses attempt to leave or indicate that they must leave the scene prior to being interviewed by the lead investigator, officers will explain the importance of obtaining accurate and timely information. If the witness or bystander is still persistent about leaving, the officer will notify the lead investigator of the situation. The officer should **attempt to** obtain the following information for the lead investigator, prior to releasing the witness:

- Full name
- Address
- Identification (ID) number (e.g., Social Security Number (SSN) or driver's license number, etc.)
- Date of birth (DOB)
- Phone number(s)
- General description of the witness (e.g., clothing, hair color, height, weight, etc.)
- Any information relevant to the investigation

## 8.36.7 LEAD INVESTIGATOR (KACP 17.4)

The lead investigator may assume control of the scene from the initial responding officer after the initial responding officer has provided a detailed briefing regarding the incident and the crime scene. The initial responding officer may continue to assist the lead investigator, as needed or until relieved.

If the crime is determined to be a division-level case (e.g., burglary, felonious assault, theft, wanton endangerment, etc.), depending on the type of crime, the lead investigator may either be the initial responding officer, a division detective, or another officer who is designated to investigate the offense.

## 8.36.8 CRIME SCENE PROCESSING

Qualified personnel are available 24 hours a day, 365 days a year to process crime scenes (KACP 27.6).

### Crime Scene Unit (KACP 27.1)

The Crime Scene Unit (CSU) will assist the lead investigator at a crime scene by photographing, preserving, collecting, processing, packaging, and transporting evidence which requires special handling, or testing, by the Kentucky State Police (KSP) Forensic Laboratory or another appropriate outside testing facility. This will be accomplished by using the established procedures found in the CSU Operations Manual, which is kept on file in the CSU. The crime scene will be photographed and/or videotaped per the criteria set forth in the CSU Operations Manual.

Materials and substances will be collected from a known source, whenever available, for submission to the appropriate laboratory for comparison with the physical evidence collected. The CSU will not be required to respond to a scene merely to transport and place evidence in the Evidence and Property Unit (EPU). The lead investigator, an officer, or a Police Report Technician (PRT) will remain on-scene while the CSU processes the scene.



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## 8.36.9 RESPONSE GUIDELINES FOR SPECIFIC CRIMES/SITUATIONS

### Suicides

The initial responding officer will not alter the scene, unless lifesaving measures or external threats exist.

- Hangings: Officers will only cut the victim down in order to save the victim's life. If this is necessary, officers are to cut between the securing point and the victim. Officers will refrain from cutting or undoing the knot around the victim or the securing point.
- Pills: Officers will refrain from moving or handling pills at a scene; however, EMS may need to obtain information from the pills or pill bottles to aid in the treatment of the victim.
- Weapons: If a weapon is used in the attempt or commission of a suicide and the weapon is not in the way of lifesaving measures, it will be left in its original state. If the weapon prevents the safe treatment of the victim, or if left unsecured will cause safety issues, the officer will secure the weapon, noting its original condition and location. When a weapon is involved, the CSU will determine when to use Gun Shot Residue (GSR) analysis and whether to bag the hands for further examination.

### Death by Natural Causes

When death appears to have been caused by natural means, the scene will be handled as a homicide scene, until determined otherwise by the coroner.

### Dying Declarations

Officers will attempt to obtain a dying declaration, whenever possible. The declaration should be recorded if the officer has access to a **BWC**, Mobile Video System (MVS), or tape recorder. The recorded declaration will be released to the lead investigator for evidentiary control.

### Business Robberies

When arriving at a scene of a confirmed business robbery, the initial responding officers will:

- Obtain a detailed description of the suspect(s), including the weapon displayed or indicated.
- Advise other responding officers of the suspect's last known direction of travel.
- Request the assistance of support units (e.g., Canine Unit, Air Unit, etc.).
- Close the business to additional patrons by locking the doors.
- Request that all transactions be suspended with patrons who are currently in the establishment.
- Protect possible fingerprint evidence at the scene (e.g., counters, doors, merchandise, etc.).
- Inquire if a working video surveillance system is on the premises.

### Sex Crimes

Special considerations will be granted to victims of sex crimes. Officers should show concern for the victim and their emotional state while trying to maintain evidence. The initial responding officers should be aware that the victim is the primary crime scene. Victims should be advised, but cannot be compelled, to not do any of the following (refer to SOP 8.50):

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## 8.36.9 RESPONSE GUIDELINES FOR SPECIFIC CRIMES/SITUATIONS (CONTINUED)

- Eat, drink, or smoke
- Wash or clean-up
- Change clothes
- Use the restroom

Officers are also prohibited from requiring victims of sexual offenses to submit to a polygraph examination as a requirement for pursuing the investigation or prosecution of the offense (refer to SOP 8.28).

### Explosive Devices

Bomb Squad personnel will be in charge of a scene when explosives, hazardous devices, or military ordinances are located or in any situation where there is a post-blast investigation. Once all of the evidence has been collected and the scene is considered safe, the investigation will be turned over to the appropriate investigative unit. Incidents involving explosive devices typically require a response by either the Federal Bureau of Investigation (FBI) or the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), where they become the lead investigative agency. When this is the case, the Homeland Security Unit (HSU) will serve as the departmental liaison with the involved federal agency. In addition to cooperating with the federal agency which is leading the investigation, the appropriate LMPD unit will also conduct a parallel, local investigation. If the explosive device causes a death or serious physical injury, the Homicide Unit will lead the follow-up investigation for the LMPD. In all other instances, the HSU will assume lead investigative responsibility. Bomb Squad personnel will coordinate with the lead investigator and assist in the identification and processing of evidence, identifying subjects who are responsible for criminal acts, and court preparation.

## 8.36.10 LABELING AND PACKAGING

For labeling and packaging requirements for evidence that is being entered into the EPU, members should reference the EPU Operations Manual for requirements. The EPU clerk can assist with this.

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Subject: Traffic Guards	

## 8.41.3 ASSIGNMENT (CONTINUED)

stating the school, location, and times of the opening. Any traffic guard who is interested in the named school will respond to the Traffic Guard Supervisor(s), in writing, within five (5) working days.

The selection and assignment will be based on seniority, distance between posts, and job ability. The only exception will be of a traffic guard who is losing their post due to a school closing or post deletion. The displaced traffic guard will be given priority. The final decision of assignment will be made in accordance with the current collective bargaining agreement.

## 8.41.4 RESPONSIBILITIES (KACP 7.2c)

Traffic guards are responsible for the safety of students and pedestrians at various assigned intersections throughout Louisville Metro. Traffic guards are also responsible for the coordination of traffic flow into, and out of, these intersections.

Traffic guards will be punctual when reporting for duty and will remain at their assigned posts and be visible outside of their vehicles for the duration of both morning and afternoon shifts.

Traffic guards will attend mandatory bi-weekly traffic guard meetings on Wednesdays throughout the school year. Each traffic guard will wear their official uniform at these meetings. If the traffic guard is unable to attend, they will notify the Traffic Guard Supervisor(s) as soon as practical. In-service training may be provided during the meeting.

If a traffic guard witnesses a traffic accident or any other emergency while on-duty, they will assist, in whatever manner possible, to prevent further damage or injury. This includes dispatch notification/calling 911 and traffic direction and control. The traffic guard will also provide the investigating officer with witness information as soon as practical. The traffic guard will also provide the Traffic Guard Supervisor(s) with this information, in writing, as soon as practical.

If a traffic guard witnesses a driver speeding, driving recklessly, or any non-compliance with their verbal requests, they will provide the Traffic Guard Supervisor(s), if possible, with the vehicle license number and description of the vehicle. Traffic guards will not engage in any physical or verbal confrontations with motorists.

Traffic guards will call Metro311 at (502) 574-5000 or 311 and notify them of any repairs needed to traffic control equipment and/or the repair to, or replacement of, any sidewalks, crosswalks, or related thoroughfare markers.

Traffic guards do not have the power of arrest or any other law enforcement powers held by sworn officers (KACP 7.2a-b).

## 8.41.5 UNIFORM/EQUIPMENT (KACP 7.2d)

The Class B uniform is the standard uniform to be worn by all traffic guards, both on-duty and while engaging in secondary employment. All members will possess and maintain a Class B uniform.

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## 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

The following uniform items will be initially issued by the department for use by newly-hired traffic guards:

### Utility Cap:

- Will be a navy blue, baseball-type cap.
- The LMPD Traffic Unit patch will be embroidered on the front with the word "TRAFFIC" embroidered on the back strap in silver letters.
- Will be worn with the bill facing forward.

### Polo Shirt:

- Short and long sleeve shirts that are made of a high-visibility yellow polyester material and have integrated 1 ½" reflective strips on the back and ½" strips on the front and sleeves. All short and long sleeve polo shirts will have an LMPD Traffic Unit patch embroidered on the left breast area and the name strip embroidered on the right breast area. The short and long sleeve polo shirts will only be worn with the approved cargo pants or cargo shorts.

### Pants:

- Navy or khaki 5.11 Brand Tactical Series – TacLite Class B pants made of the approved material and design, navy or khaki Propper Brand Tactical pants made of lightweight ripstop material or navy Elbeco Brand ADU pants made of lightweight ripstop material.
- Black pants are not permitted.
- The pants will not be tucked into footwear.

### Skirt:

- Navy blue, long skirt made of 100% polyester, or 65% polyester and 35% cotton twill blend (issued in lieu of cargo pants).

### Winter Coat:

- High-visibility yellow 3-in-1 reversible parka with shoulder patches, the LMPD Traffic Unit badge over the left breast area, and the name strip on the right breast area. If used in lieu of the reflective vest, it must meet or exceed the ANSI/ISEA 107-2020, Type R, Class 3 standard and all departmental uniform policies.

### Other Supplied Uniform Items:

- Flashlight or traffic baton (with batteries) for use with hand signals in darkness or periods of reduced visibility.
- Departmental identification (ID) card.
- Reflective vest for use, at all times, that complies with current Federal Highway Administration/Department of Transportation (DOT) standards (Meets or exceeds ANSI/ISEA 107-2015 or ANSI/ISEA 107-2020, Type R, Class 3 standard and all departmental uniform policies).

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### 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

- Handheld stop sign for use, at all times, with the exception of very windy days.
- Whistle with lanyard.
- Black gloves with fluorescent green reflective stripes for use at all times.

The following uniform items are required, but are not supplied by the department:

#### Footwear:

- Black, smooth, plain-toed, leather or leather-like shoes, or boots, with the heels and soles no greater in height than 1 ½ inches.
- “Cowboy-type” boots are prohibited.
- Shoes must be clean and free of tears or damage.
- Boots, overshoes, or other rubber footwear may be worn during periods of inclement weather. All such items must be black in color.

#### Socks:

- Black and worn with approved cargo pants.
- White, crew-style and worn with approved cargo shorts.

#### Belt:

- Black or khaki in color.

#### T-Shirts:

- A white or black t-shirt with a plain ribbed crew neck, or white mock turtleneck of no more than two (2) inches, will be worn under the short sleeve uniform shirt. V-neck t-shirts are prohibited with the short sleeve uniform shirt. The sleeve of the t-shirt must not be visible when wearing the uniform short sleeve shirt.
- A black t-shirt with a plain ribbed crew neck, or black mock turtleneck of no more than two (2) inches, will be worn under the long sleeve uniform shirt.
- No lettering, logos, or other markings may be visible.
- Unless specifically authorized for a particular uniform, full turtleneck shirts are not permitted.

The following uniform articles are optional and may be purchased at the traffic guard’s own expense:

#### Scarf:

- Black and may be worn with a winter coat only.

#### Utility Cap:

- High-visibility yellow baseball-type cap.

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### 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

- Will be worn with the bill facing forward.
- No lettering, logos, or other markings may be visible.

#### Winter Hats:

- Toboggans may be worn, but they must be black or high-visibility yellow. Toboggans must fit close to the head. Toboggans will not have logos or markings.
- Black earmuffs may be worn.

#### Rain Boots:

- Black and may be used during periods of inclement weather, including deep snow or standing water. Tucking pants into boots is prohibited.

#### Rain Scarf:

- Clear plastic without any designs. May be worn in conjunction with a raincoat during periods of light drizzle.

#### Lightweight Jacket:

- Black or high-visibility yellow and will have departmental shoulder patches, the LMPD Traffic Unit badge sewn on the left breast area, and the name strip sewn on the right breast area. If used in lieu of the reflective vest, it must meet or exceed the ANSI/ISEA 107-2020 Type R, Class 3 standard and all departmental uniform policies.
- A reflective vest will be worn with a black jacket.

#### Tactical (TAC) Twill Cargo Shorts:

- Cargo shorts will be dark navy blue and made of 65% polyester and 35% cotton twill blend.
- Cargo shorts are permitted for use during the months of May through September.

All traffic guards will adhere to SOP 4.2, Uniform Guidelines, as to the wearing of the uniform, the member's hair, jewelry, umbrellas, and body art.

### 8.41.6 HAND SIGNALS

Traffic guards will use their issued handheld stop sign and whistle at school posts, in conjunction with uniform hand signals, for traffic direction and control. In darkness or periods of reduced visibility, the issued flashlight/traffic baton will also be used with hand signals to increase visibility.

Some of the common hand signals include first pointing at a driver to gain their attention, swinging the arm in a horizontal 90 degree direction to signify a turn, a vertical palm(s) toward the driver to signify stop, and moving

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 8.56
	Effective Date: 09/05/20 Revised Date: 09/07/23
	Accreditation Standards:
Chapter: Field Operations	
Subject: Community Engagement Unit	

## 8.56 COMMUNITY ENGAGEMENT UNIT

### 8.56.1 RESPONSIBILITIES

The Community Engagement Unit has the primary responsibility of enhancing the department's community policing initiative by building public trust and addressing crime issues.

The Community Engagement Unit reports directly to the Special **Events Commander**.

The Community Engagement Unit is made up of the following:

- **Community Policing Officers:** Community Policing Officers work on a comprehensive plan with community organizations to reduce crime through partnerships, problem solving, and non-enforcement strategies.
- **Volunteers in Police Service (VIPS):** Provides volunteer civilian support to any unit within the department during non-enforcement operations and provides on-site assistance during major events.
- **Citizens Police Academies (CPAs):** Provides education to the public, both at the adult and youth levels, regarding police-related services. Adult graduates of CPAs may apply for membership to the CPA Alumni Association.
- **Specialty Vehicles:** Schedules the department's show vehicles including the Louisville Metro Police Department (LMPD) Hummer, the static **AIR 60 Helicopter, the 1977 Dodge Monaco, and the 1982 Ford "BOSS" Mustang.**
- **Neighborhood Watch:** Coordinates neighborhood watches around the Louisville Metro area.
- **Police Chaplains:** Provide crisis intervention and value-based guidance services for departmental members and also respond to requests to provide citizens with similar services in a time of personal tragedy.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 8.57
	Effective Date: 11/18/21
	Prv. Rev. Date: 02/20/22
	Revised Date: 09/07/23
Chapter: Field Operations	Accreditation Standards:
Subject: Homeless <b>Camp</b> Response	

## 8.57 HOMELESS **CAMP** RESPONSE

### 8.57.1 POLICY

The Louisville Metro Police Department (LMPD) recognizes homelessness in our community is a complex and critical issue requiring a multi-tiered approach to address such issues. The LMPD's primary role in any situation involving homeless **camp**s will be to provide support and safety related to the Louisville Metro Government agencies and community organizations tasked with assessing and providing outreach services to the **camp** residents and the cleaning or clearing of **camp**s. In no circumstances will the LMPD be the lead agency directing the clearing of any **camp**s.

### 8.57.2 DEFINITIONS

**Camp:** Public property where one (1) or more persons are camping (Louisville Metro Code of Ordinances (LMCO) 131.01).

**Camp Cleaning:** The process of cleaning, sweeping, and/or the removal of waste material in **camp**s, with the exception of items not included within the **camp** or identified as personal items.

**Camp Clearing:** The final steps of the removal process where sanitation crews would remove all materials or remaining items from the **camp** location on the date of an order.

**Camping:** The use of public property for temporary living accommodation purposes by the occupation or habitation of an area, through the use of temporary shelters, recreational vehicles, and/or camping paraphernalia (LMCO 131.01). Camping on public property for more than 12 consecutive hours, or between sundown and sunrise, without a written permit issued by a Metro Government department is unlawful (LMCO 131.02).

**Camping Paraphernalia:** The equipment or supplies used by a person(s) to facilitate camping, which includes, but is not limited to, grills, outdoor cookers, lanterns, latrines, temporary shelters of whatever kind, or similar type equipment or supplies (LMCO 131.01).

**Personal Items:** Any item that is reasonably recognizable as belonging to a person and has apparent utility and does not include items that have no apparent utility or in an unsanitary condition, including, but not limited to, identification documents, birth certificates, and other personal documents and effects (LMCO 131.01).

**Public Property:** Any real property owned **by, or leased to**, Metro Government **located within the boundaries of Jefferson County**, which includes, but is not limited to, green spaces, open spaces, right-of-ways, public sidewalks, cross-walks, streets, curbs, public alleyways, public passageways, publicly-owned commercial lots, publicly-owned residential lots, publicly-owned vacant lots, **or** publicly-owned cleared lots. This does not include the public parks owned, leased to, or managed by the Louisville Metro Parks Department; property owned, leased to, or managed by the Waterfront Development Corporation; property owned, leased to, or managed by the Parking



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## 8.57.2 DEFINITIONS (CONTINUED)

Authority of the River City ("PARC"); property leased by Metro and managed by the Kentucky Administrative Office of the Courts; or property owned, leased, or managed by the Commonwealth of Kentucky or its agencies (LMCO 131.01). This does not apply to camping paraphernalia that has been present less than **72** hours.

**Recreational Vehicle:** A motor vehicle, trailer, or hybrid trailer that is equipped with amenities and features intended for the owner, or others, to use for the purposes of leisure activities, camping, and/or sleeping, including, but not limited to, motor homes, travel trailers, camper vans, truck campers, pop-up campers, teardrop trailers, fifth-wheels, toy haulers, or motor homes (LMCO 131.01).

**Temporary Shelter:** A non-permanent accommodation that is intended to be used by a person(s) for protection from the various weather elements while camping, which includes, but is not limited to, tents, huts, cots, beds, sleeping bags, bedrolls, knapsacks, hammocks, tarpaulins, canvases, lean-to's, or other similar types of equipment or structure (LMCO 131.01).

## 8.57.3 RESPONSE

The Office of Resiliency and Community Services (RCS) is Louisville Metro Government's primary contact regarding issues surrounding homelessness. MetroSafe should direct all non-emergency calls regarding homelessness to the RCS. Individuals who need assistance with homeless-related issues should call 911 if it is an emergency or Metro311 at (502) 574-5000 or 311 for a non-emergency. If the call is received outside of the normal working hours of the RCS or Metro311, MetroSafe will contact the on-duty patrol division commanding officer to relay the non-emergency information. The division commanding officer will then forward this information to the Division Resource Officer (DRO) or a division lieutenant for follow-up in accordance with this policy.

The LMPD's response to homeless **camp** cleaning, clearing, or relocating will be a support and safety role only. If there is a homeless issue on public property, the DRO or a division lieutenant will be responsible for communicating this, via phone and email, to the RCS. This communication should include the issue, the complainant (if applicable), and the location. The Downtown Area Patrol (DAP) Lieutenant will be the department's liaison to the RCS and will be responsible for coordinating responses to issues surrounding homelessness between the RCS and the LMPD. Patrol divisions will copy the DAP Lieutenant on any correspondence between the LMPD and the RCS within the parameters of this policy.

Private property owners are generally not subject to the prohibitions of LMCO 131.01-131.03 and may request anyone trespassing on their property to be removed. When any officer receives a complaint of an unlawful **camp** on private property, they are legally allowed to make an arrest for trespassing if the property owner desires to prosecute. This would only be necessary in those instances where a person is unwilling to leave the location, when requested to do so. Officers are not permitted to remove, clear, or destroy the **personal items** of anyone who they remove for trespassing. The RCS should be contacted, via the DRO or a division lieutenant, to follow-up services to any homeless person(s) subject to these circumstances; including instances where **personal items** need to be removed.

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## 8.57.3 RESPONSE (CONTINUED)

Nothing in this policy will preclude officers from responding to calls for service or performing appropriate law enforcement duties within any **camp**, as they would anywhere else in the community. Should officers determine they have discovered an unlawful **camp**, they should follow the protocol above and notify the RCS, via the DRO or a division lieutenant.

Nothing in this policy will prevent officers from participating in routine outreach efforts.

The LMPD's DROs may assist in community outreach efforts related to homeless **camp**s in a support and safety role after being properly requested, in writing (an email is acceptable), by the requesting agency or outreach group; in coordination with, and following, the approval of the RCS.

## 8.57.4 CLEANING OR CLEARING OF **CAMPS**

The LMPD will only serve in a support and safety role for the cleaning and clearing of **camp**s located on public property. The DROs will be responsible for responding to requests for assistance from the RCS if they have concerns for their safety, and will assist with perimeter security during the cleaning and clearing process, if requested.

The LMPD will respond and standby upon the following:

- A written request for LMPD assistance
- Verification that a member from the RCS is present and provides a written order as to what operation is being completed

The LMPD will NOT physically participate in the removal or destruction of any property in a homeless **camp**. Once the clearing has been verified according to the aforementioned criteria, the LMPD will respond in a support and safety role only. A member from the RCS and Public Works must be present for the duration of the clearing. The LMPD will not remain on-scene of any cleaning or clearing without RCS and Public Works personnel on-site. LMPD members will activate their Body-Worn Cameras (BWCs) for the entire clearing or cleaning, including the capture of the verified paperwork and authenticity of the 21-day posted notice pursuant to LMCO 131.02.

If a person is arrested for any reason, the arrestee's property, excluding their backpack with identifying personal **items**, will remain on the premises. Their backpack will be taken to the Evidence and Property Room (EPU) for safekeeping.

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 8.59
	Effective Date: 09/07/23
	Accreditation Standards:
Chapter: Field Operations	
Subject: Digital Forensic Unit	

## 8.59 DIGITAL FORENSIC UNIT

### 8.59.1 POLICY

The Digital Forensic Unit (DFU) is responsible for the examination and analysis of handheld cellular devices and laptops, the submission and analysis of historical call detail records, electronic surveillance, and social media/networking digital platforms, vehicle infotainment systems requests, and the analysis of digital evidence for investigations. The DFU also maintains and updates the digital search warrant database on the Louisville Metro Police Department (LMPD) Intranet and acts as a liaison for LMPD personnel with local and federal law enforcement partners.

### 8.59.2 RESPONSIBILITIES

The DFU is a specially-trained digital evidence unit that assists investigators, prosecutors, and partner agencies with the collection, analysis, and training in the field of digital evidence. DFU personnel provide members with forensic support and advice for the preparation of search warrants, the seizure of digital evidence, and the recovery and examination of relevant evidence.

DFU personnel are responsible for duties, including, but not limited to, the following:

- Basic and intermediate data extraction techniques from cellular devices to achieve manual, logical, file system, and physical (invasive and non-invasive) extractions.
- Mobile device chip-offs.
- Performing post-extraction analysis and advanced search techniques using Physical Analyzer, in a forensically sound manner.
- Submitting electronic surveillance requests to social media companies, such as Facebook, Instagram, Google, etc., and assisting with investigations from the Pen Register Trap and Trace (PRTT) evidence.
- Submitting, analyzing, and examining Call Detail Records (CDRs) and cell site dumps.
- Submitting electronic surveillance, mapping, and analysis for LMPD units.
- Submitting and handling tech-related search warrants, while assisting personnel with an analysis of information (e.g., Apple, Google, T-Mobile, AT&T, Verizon, etc.).
- Identifying, acquiring, and analyzing data obtained from vehicle infotainment systems.
- Assisting investigators with the analysis and planning of digital evidence seizure and processing for investigations.
- Utilizing software for computer analysis and extraction.
- Maintaining and updating the digital search warrant database on the LMPD Intranet.

When situations occur where exigent circumstances exist and DFU personnel are needed immediately, a member's supervisor may contact the DFU Commander for assistance from DFU personnel. Exigent circumstances where DFU personnel may be requested to assist include, but are not limited to, the following:

- Submitting requests to cellular providers
- Submitting requests to social media companies (e.g., Facebook, Instagram, etc.)
- Forensic examination of handheld cellular devices
- Vehicular infotainment systems

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Chapter: Field Operations	
Subject: Digital Forensic Unit	

## 8.59.3 SEARCH WARRANTS AND OTHER LEGAL AUTHORITY FOR DIGITAL EVIDENCE

Officers are not authorized to conduct a warrantless search of a cellular device, or any other form of digital media, incident to arrest (*Riley v California*). Warrants to search a cellular device, or any other form of digital media, must state, with a particularity, the evidence of information upon the device for which there is probable cause to search and seize such data.

Officers are not authorized to obtain CDRs without a search warrant (*Carpenter v United States*) Search warrants sent to cellular providers (e.g., T-Mobile, AT&T, and Verizon) will be submitted to the DFU, which is responsible for submitting the search warrant and the evidence will be returned and analyzed.

Officers are not authorized to use the real time cell site location information of a citizen's telephone number without a search warrant, absent probable cause and an articulable exigent circumstance (*Commonwealth v Reed*). Search warrants related to pen registers and live location information will be submitted to the DFU. If exigent circumstances exist, officers must be able to articulate the facts supporting the exigency, and a search warrant will be written within a reasonable amount of time.

Digital evidence search warrants should be written in accordance with current LMPD policy. The investigator must be able to articulate a link between the electronic data to be searched and seized and evidence of, or related to, criminal activity.

If an investigator, who is otherwise lawfully on the premise, develops probable cause to believe that an electronic device may be seized, and that device is located in an area in which an individual has a reasonable expectation of privacy, a search warrant (or warrant exception) will be required to enter that location and seize evidence. A forensic examination of the device or storage media generally requires a separate search warrant than the warrant to search a particular location where the device may be found.

A warrant exception, such as consent or exigent circumstance, must exist for an investigator to search digital evidence without a warrant. "Such exigencies could include the need to prevent the imminent destruction of evidence in individual cases, to pursue a fleeing suspect, and to assist persons who are seriously injured or are threatened with imminent injury" (*Riley, supra*).

Templates or "go-bys" for digital evidence search warrants can be found on the LMPD Intranet by clicking on the "Investigative Apps" button.

## 8.59.4 REQUESTS FOR DATA EXTRACTION FROM A CELLULAR DEVICE

Members who are requesting data extraction from a cellular device will login to the Cellebrite Guardian Investigator Portal at <https://prelog-louisville-ky.guardian.cellebrite.cloud/login.php> to submit a new lab request. Members who require access to the Cellebrite Guardian Investigator Portal will have their supervisor contact the DFU Commander to request a user login.

Investigators will complete the lab submission and attach a copy of legal authority, such as a search warrant, court order, written consent, etc. Once the submission has been completed, the investigator will print the label provided by Cellebrite Guardian associated with their cellular device and submit it to the DFU.

Once the lab request has been submitted for forensic examination of a cellular device, the member will then bring the evidence label and cellular devices to:

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## 8.59.4 REQUESTS FOR DATA EXTRACTION FROM A CELLULAR DEVICE (CONTINUED)

- The DFU, located at 834 E. Broadway, 5<sup>th</sup> floor.
- If a search warrant has been granted after-hours (e.g., 1600-0700 hours) and there are no exigent circumstances for DFU personnel to be called in, the cellular device will be secured at the LMPD CSU office, located at 701 E. Ormsby Ave.
- Once inside the main entrance to the CSU office, the member will place the cellular device and evidence label inside of a cellular device locker.
- The locker will be secured and the key placed inside of the lockbox located on the wall next to the cellular device locker. The investigator will send an email to [DigitalForensic@louisvilleky.gov](mailto:DigitalForensic@louisvilleky.gov), indicating the locker where the evidence has been secured.

Members will be able to monitor the status of their lab submission through the Cellebrite Guardian Investigator Portal. Once the submission has been completed by a member of the DFU, an email will be sent to the member, indicating the lab request has been completed. The notification will include the original unit case number(s), the DFU case number, and the name of the DFU personnel. DFU personnel will also provide the member with the following:

- The DFU's Forensic Investigation Report.
- A copy of the requested evidence or electronic image from one (1) of the DFU's applications.
- An analysis of the evidence that was obtained.

Once DFU personnel have completed the request, the member will take custody of the cellular device, located at the DFU, and will refer to SOP 11.2 for the purposes of storing evidence in the LMPD Evidence and Property Unit (EPU).

## 8.59.5 ELECTRONIC SURVEILLANCE AND CALL DETAIL RECORDS

Electronic surveillance (cell phone pings and pen registers) is an important investigative tool to track the location of cellular devices. Electronic surveillance results in financial costs to the department from cellular/social media providers. As a result, electronic surveillance should only be used for felony investigations. Electronic surveillance is primarily utilized by the Major Crimes Division and the Criminal Interdiction Division (CID). All electronic surveillance requests require an official search warrant affidavit, search warrant, and if applicable, an order to seal.

All non-exigent cellular device electronic surveillance requests will be submitted through the DFU by sending an email to [DigitalForensic@louisvilleky.gov](mailto:DigitalForensic@louisvilleky.gov). All exigent cellular device electronic surveillance requests will be approved by a commanding officer and coordinated through the on-duty MetroSafe supervisor. DFU personnel may be called for assistance. For the purposes of this policy, acting sergeants will not be considered commanding officers. Exigent electronic surveillance requests will only be conducted in situations involving an imminent risk of death or serious physical injury.

Cellular device electronic surveillance orders will not extend beyond 30 days unless approval has been obtained from the DFU Commander. Any electronic surveillance request order exceeding 30 days, without prior approval, will be denied.

All CDR requests will be submitted through the DFU to the respective cellular providers and require an official search warrant affidavit, search warrant, and order to seal (if applicable). Requested data will be returned to the

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## 8.59.5 ELECTRONIC SURVEILLANCE AND CALL DETAIL RECORDS (CONTINUED)

DFU. Geolocation and CDR analysis/examination will be completed only by trained DFU personnel at the request of the lead detective.

Unless otherwise approved by the DFU Commander, social media PRTT search warrants will only be utilized for the following offenses:

- Any Criminal Homicide or Death Investigation
- 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

Search warrants for other online based companies may be submitted through the DFU. Digital evidence returned from social media and other technology companies can be processed and analyzed for court proceedings through forensic tools from DFU personnel.

## 8.59.6 REQUESTS FOR DATA EXTRACTION FROM A VEHICLE INFOTAINMENT SYSTEM

Members who are requesting the forensic examination of motor vehicle infotainment systems will send an email to [DigitalForensic@Louisvilleky.gov](mailto:DigitalForensic@Louisvilleky.gov).

Members must first determine if a motor vehicle infotainment system is supported by the software used by the LMPD. This can be accomplished by contacting DFU personnel. Once it is determined the motor vehicle infotainment system is supported, the member can proceed in obtaining legal authority, or consent, for the infotainment to be processed.

The member should attempt to obtain a key for the vehicle to be processed. Some vehicles are unable to be processed without a key. If a key is not obtained for the vehicle, members will contact the examiner to see if the vehicle can be processed without it or for other options to obtain a key for the vehicle.

DFU personnel who are receiving a request for analysis must receive a copy of legal authority, such as a search warrant, court order, written consent, etc., from the requestor.

The member will then contact DFU personnel to arrange the removal and processing of the infotainment.

Once DFU personnel have completed the request, the member will take custody of the infotainment system (if not placed back in the vehicle) and will refer to SOP 11.2 for the purposes of storing evidence in the LMPD EPU.

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## 8.59.7 KENTUCKY REGIONAL COMPUTER FORENSIC LABORATORY (KRCFL)

The KRCFL provides high quality digital forensic services and assistance to any law enforcement agency with jurisdiction in the state of Kentucky, including the seizure and examination of computers, computer systems, computer media, and cellular devices. The KRCFL is an American National Standards Institute (ANSI) National Accreditation Board (ANAB)-accredited laboratory, guaranteeing examiner qualifications and quality control procedures. Forensic examiners offer court testimony explaining how they conducted their examinations and what they discovered as a result.

The KRCFL will maintain a chain of custody for evidence (e.g., computer equipment, media, software, and related peripherals) submitted to the laboratory for examination (KACP 27.1).

To request assistance from the KRCFL, the member will call (502) 423-6740 to schedule an appointment. The office is located at 440 North Whittington Parkway, Burhans Hall, Room 255, Louisville, KY 40222. The hours of operation are from 0800 to 1600 hours, Monday through Friday.

## 8.59.8 DIGITAL MEDIA EVIDENCE

Digital Media Evidence can be defined as evidence contained within any form of magnetic or electronic media. Digital evidence is found in, but is not limited to, computers/laptops, cellular devices/smartphones, digital cameras, hard drives, solid state drives (SSDs), universal serial bus (USB) drives, recordable discs, compact discs (CDs), digital versatile/video discs (DVDs), Blu-ray discs (BDs), flash memory cards, magnetic tape, secure digital (SD) cards, subscriber identity module (SIM) cards, Internet of Things (IoT) devices and other digital data provided by cellular carriers, online companies, and electronic devices.

- Any investigator who encounters digital evidence that they believe may contain evidence of a crime should determine if there is probable cause or request consent for the seizure of the system or device.
- If probable cause is established, a search warrant will be obtained and/or an Electronic Device Consent Search form (LMPD #21-0007) will be completed for the seizure of the data to be examined. If there is an imminent articulable basis to believe the electronic evidence may be destroyed, altered, or overwritten (i.e. exigent circumstances), the evidence should be safeguarded and secured pending a search warrant or warrant exception (e.g., consent)
- Unless exigent circumstances require it, digital and electronic evidence media should not be accessed without first consulting with DFU personnel.
- If circumstances require access to evidence prior to an acquisition or examination, the investigator will document the date, time, and description of evidence viewed or accessed, and will provide that written detail to DFU personnel.
- To accommodate helpful citizens, electronic devices that are voluntarily provided by bystanders and uninvolved parties are only to be searched as reasonably necessary and at the discretion of the lead investigator.

When handling all digital evidence, investigators must be mindful of what they access. Alterations of the mobile device's settings as described in the following are a necessary procedure that allows for proper acquisition of the mobile device's data for the case investigation. Manually searching the mobile device will cause changes in the evidence (e.g., browsing through text messages can change "unread" message flags to "read"). When collecting a mobile device, extreme care must be taken to isolate the device from any network (i.e. cellular, Wi-Fi, and/or Bluetooth) connections. If additional questions arise, contact the DFU for assistance.

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## **8.59.8 DIGITAL MEDIA EVIDENCE (CONTINUED)**

When legally permissible, the investigator should make a concerted effort to get the password, personal identification number (PIN), or other security measures for the mobile device.

## **8.59.9 EVIDENCE RETENTION**

The DFU will maintain custody of evidence (e.g., cellular device, laptop, media, software, and related peripherals) submitted for forensic examination.



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Standard Operating Procedures	SOP Number: 11.1
	Effective Date: 01/15/04 Prv. Rev. Date: 03/26/21 Revised Date: 09/07/23
	Accreditation Standards: KACP: 30.3
Chapter: Evidence and Property	
Subject: Confiscation/Forfeiture of Property	

## 11.1.6 COMPUTER EQUIPMENT

Whenever computers or computer-related equipment are used in the commission of a crime, the items may be seized and placed in the EPU. If the investigating officer is seeking the forfeiture of such items, they will follow normal forfeiture procedures outlined in this SOP.

Officers who are seizing computers and computer-related equipment requiring forensic examination will contact the Digital Forensic Unit (DFU) Commander, via email at [DigitalForensic@louisvilleky.gov](mailto:DigitalForensic@louisvilleky.gov), for availability before calling the Kentucky Regional Computer Forensics Laboratory (KRCFL) at (502) 423-6740 to schedule an appointment.

If the forfeiture of the computer or computer-related equipment is granted, the officer will complete the Request for Inspection of Forfeited Computer form (LMPD #05-11-0172) and forward it to Metro Technology Services (MTS).

The MTS Director will complete an assessment of the items to determine whether the computer or computer-related equipment complies with established standards (refer to SOP 4.20) and will recommend whether it should be retained for use by the department.

If the MTS Director approves the computer or computer-related equipment for departmental use, the priority placement of the items is designated as follows:

- MTS
- DFU
- KRCFL
- The seizing officer's division/section/unit
- Other divisions/sections/units

If the forfeited computer or computer-related equipment does not meet the established MTS standards, it will be sold at auction or properly destroyed.

If the computers or computer-related equipment are not forfeited, the items will be released according to the procedures outlined in SOP 11.6.

## 11.1.7 MISCELLANEOUS PROPERTY

When an officer wishes to secure the forfeiture of seized property, other than items previously mentioned, they will:

- Complete and email a Request for Forfeiture form (LMPD #03-11-0071) to "LMPD Forfeitures," located within the department's email distribution list, by the end of their tour of duty.
- Print a paper copy of the Request for Forfeiture form for their commanding officer.
- The commanding officer will review and initial the paper copy of the form and then forward it to the division/section/unit commander. If the forfeiture is approved by the division/section/unit commander, the form will be distributed as follows:

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	Effective Date: 09/16/04
	Prv. Rev. Date: 06/05/22
	Revised Date: 09/07/23
Chapter: Special Response	Accreditation Standards:
Subject: Exposure Control and Bloodborne Pathogens	KACP: 29.1, 29.2, 29.3, 29.4

## 12.2.3 EXPOSURE DETERMINATION (CONTINUED)

Job Classification	Risk Level for Occupational Exposure		
	High	Moderate	Low
Chief of Police		X	
Deputy Chief - Colonel		X	
Assistant Chief – Lieutenant Colonel		X	
Major		X	
Captain		X	
Lieutenant	X		
Sergeant	X		
Officer/Detective	X		
Special Police	X		
Part-Time Officer	X		
Recruit		X	
Academic Director			X
Administrative Assistant			X
Administrative Assistant S3			X
Administrative Clerk			X
Administrative Coordinator			X
Administrative Secretary			X
Administrative Specialist			X
Chaplain		X	
Civilian Investigator			X
Clerk Typist II			X
Compliance Coordinator			X
Crime Center Manager			X
Crime Center Supervisor			X
Crime Scene Unit (CSU) Technician I	X		
Crime Scene Unit (CSU) Technician Trainee	X		
Criminal Justice Specialist			X
Criminal Justice Supervisor			X
Curriculum Development Coordinator			X
Digital Forensics Specialist			X
Equity & Diversity Manager			X
Equity & Diversity Specialist			X
Executive Administrator			X
Executive Assistant			X
Firearms and Toolmark Examiner		X	
Firearms Instructor		X	

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Chapter: Special Response	Accreditation Standards: KACP: 29.1, 29.2, 29.3, 29.4
Subject: Exposure Control and Bloodborne Pathogens	

## 12.2.3 EXPOSURE DETERMINATION (CONTINUED)

Job Classification	Risk Level for Occupational Exposure		
	High	Moderate	Low
Grants Coordinator			X
Grant Writer			X
Group Violence Victimology Specialist			X
Firearm Technician		X	
Information Processing Technician			X
Information Processing Technician II			X
Information Systems Supervisor			X
Keeper I			X
Latent Fingerprint Technician		X	
Licensed Counselor – Police		X	
Licensed Psychologist – Police		X	
LMPD Service Center Technician			X
Management Assistant			X
Marketing Manager			X
National Integrated Ballistic Information Network (NIBIN) Technician		X	
Non-sworn Rotorcraft Pilot		X	
Open Records Specialist			X
Performance Analyst			X
Personnel Coordinator			X
Personnel Specialist			X
Photographer Technician			X
Police Data Analyst			X
Police Performance Auditor			X
Police Report Technician (PRT)		X	
Polygraph Technician			X
Property Room Clerk		X	
Property Room Clerk Trainee		X	
Property Room Supervisor		X	
Public Information Specialist			X
Records Manager			X
Records Supervisor I			X
Records Supervisor II			X
Statistical Research Analyst			X
Storage Equipment Operator		X	
Strategic Criminal Intelligence Analyst			X
Systems Analyst			X

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	Effective Date: 09/16/04 Prv. Rev. Date: 06/05/22 Revised Date: 09/07/23
	Accreditation Standards: KACP: 29.1, 29.2, 29.3, 29.4
Chapter: Special Response	
Subject: Exposure Control and Bloodborne Pathogens	

### 12.2.3 EXPOSURE DETERMINATION (CONTINUED)

Job Classification	Risk Level for Occupational Exposure		
	High	Moderate	Low
Tactical Criminal Intelligence Analyst			X
Technology Program Manager			X
Tow-In Equipment Operator		X	
Traffic Control Officer II			X
Traffic Guard I, II, and III			X
Traffic Guard Supervisor			X
Training Academy Instructor	X		
Vehicle Impoundment Supervisor			X
Vehicle Impoundment Supervisor II			X
Victim Services Specialist I		X	
Victim Services Specialist II		X	
Victim Services Supervisor		X	
Video Forensics Specialist		X	
Videographer		X	
Word Processing Clerk			X

Departmental members can reasonably anticipate coming into contact with human blood and OPIM in the course of their duties. Incidents that involve a significant risk of exposure include, but are not limited to, the following situations:

- Responding to assaults
- Conducting corpse investigations
- Aiding injured/sick persons
- Responding to injury accidents
- Handling intoxicated persons
- Conducting crime scene searches
- Handling evidence
- Aiding in child birth
- Arresting and searching individuals
- Handling mental patients
- Serving search warrants

### 12.2.4 BODY SUBSTANCE ISOLATION

Body substance isolation, formerly known as “universal precautions,” will be observed in order to prevent contact with blood or OPIM. Departmental members will treat human blood, body fluids, and OPIM as if they are known to be infectious for bloodborne pathogens. Therefore, eating, drinking, smoking, applying cosmetics/lip

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<h2>Standard Operating Procedures</h2>	SOP Number: 12.18
	Effective Date: 07/10/10 Prv. Rev. Date: 05/23/16 Revised Date: 09/07/23
	Accreditation Standards: KACP: 21.3
Chapter: Special Response	
Subject: Bicycle and Electric Standup Vehicle (ESV) Patrol	

### 12.18.3 OPERATIONAL PROCEDURES (CONTINUED)

Bicycle and ESV Patrol officers will not initiate motor vehicle traffic stops or pursuits and will not be used to block traffic.

Bicycles and ESVs will not be used to carry passengers.

When a bicycle or ESV officer makes an arrest while on patrol, they may request assistance from a patrol officer to transport the suspect to Louisville Metro Department of Corrections (LMDC). Once this is accomplished, the assisting unit will return to normal patrol. The arresting officer is responsible for completing the arrest citation and/or any applicable paperwork.

### 12.18.4 UNIFORM

Officers who are assigned to the Bicycle and ESV Patrol will wear the approved departmental Class A, B, C, or E uniform and equipment (refer to SOP 4.3, SOP 4.4, SOP 4.5, and SOP 4.7). If Bicycle and ESV Patrol officers are not riding due to inclement weather, injury, or reassignment, the Class E uniform will not be worn.

The wearing of body armor will be in compliance with departmental policy (refer to SOP 4.11).

### 12.18.5 EQUIPMENT

Officers will wear the following equipment, at all times, when riding departmental bicycles and ESVs (refer to SOP 4.7):

- Departmentally-approved safety helmet
- Departmentally-approved cycling gloves
- Departmentally-approved eye protection
- Departmentally-approved radio

Safety helmets will be replaced according to the manufacturer's recommendations, after impact, or after five (5) years, whichever comes first. Safety helmets will be provided to Bicycle and ESV Patrol officers by the department. Safety helmets will be replaced by the department, when needed.

Departmental bicycles will be equipped with the following:

- White headlight, red taillight, and reflectors (for riding at night or in other dim conditions for visibility)
- Equipment pouch/saddle bag (including relevant arrest/citation forms)

Departmental ESVs will be equipped with the following:

- Two (2) Power Modules
- LED emergency lighting package