

MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Steve Conrad
Chief of Police 

DATE: March 13, 2020

RE: State of Emergency – COVID-19
Special Order #20-001

The novel coronavirus (COVID-19) has been declared a global pandemic by the World Health Organization. Mayor Fischer and Governor Beshear have issued executive orders declaring states of emergency in relation to this medical pandemic. In accordance with Mayor Fischer's Executive Order 2020-001, I am declaring a state of emergency for the Louisville Metro Police Department.

To ensure we have the appropriate level of staffing to provide for public safety services and our policing functions, effective immediately the Louisville Metro Police Department will operate under the emergency staffing and reporting guidelines as outlined in the Standard Operating Procedures, Emergency Response Plan, and collective bargaining agreements until further notice.

This declaration specifically includes Article 8 – Lodge Business, Article 15 - Health and Safety, Article 19 - Transfer Rights, Article 27 - Overtime, and Article 30 – Paid and Unpaid Leaves of the Police Officers and Sergeants and Captains and Lieutenants Collective Bargaining Agreements with the River City Fraternal Order of Police Lodge No. 614. This declaration further includes section 11 of the Letter Agreement Regarding Scheduling for 12-Hour Shifts between the Louisville/Jefferson County Metro Government and the River City Fraternal Order of Police Lodge No. 614. This declaration also includes Article 20 – Overtime Pay and Distribution of Overtime of the Civilian Employees of the Louisville Metro Police Department collective bargaining agreement with the Teamster Local Union No. 783. This declaration includes any other emergency provisions of collective bargaining agreements not specifically named.

All members are further directed to comply with guidelines issued by the Centers for Disease Control and the recommendations of the Louisville Metro Department of Public Health and Wellness.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure that their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.



**OFFICE OF THE MAYOR
LOUISVILLE, KENTUCKY**

EXECUTIVE ORDER

NO. 2020-001

March 13, 2020

**DECLARATION OF A STATE OF EMERGENCY RELATING TO PREPARATIONS AND
RESPONSIVE MEASURES REGARDING THE NOVEL CORONAVIRUS (COVID-19)**

WHEREAS, the World Health Organization has declared a global pandemic related to novel coronavirus (COVID-19) which has killed thousands and is expected to increase exponentially across the world; and

WHEREAS, a case of COVID-19 have been confirmed in Louisville Metro as of the date of this ORDER, and multiple cases have been confirmed in the Commonwealth of Kentucky, with that number expected to increase exponentially; and

WHEREAS, the coronavirus (COVID-19) continues to pose a threat to the public health and safety of the citizens of Louisville Metro. The impact of the coronavirus (COVID-19) and attendant consequences are being felt across Louisville Metro, and additional measures are needed to address these challenges; and

WHEREAS, as Mayor, I intend to invoke any and all powers at my disposal to combat, contain, and slow the spread of this condition in order to protect the residents of Louisville Metro; and

WHEREAS, the Governor of the Commonwealth of Kentucky has issued several Executive Orders and may issue more in order to implement measures to address the response to the coronavirus (COVID-19) crisis, including but not limited to Executive Order 2020-15, issued on March 6, 2020, which has declared that a state of emergency exists in the Commonwealth of Kentucky; and

WHEREAS, the Attorney General has urged residents to report any instances of price gouging to his office for investigation; and

WHEREAS, the law of the Commonwealth of Kentucky vests the Chief Executive Officer of a consolidated local government with the authority to declare an emergency, so as to legally invoke

and implement the exercise of extraordinary emergency powers in the manner necessary to protect our residents; and

WHEREAS, this medical pandemic makes it prudent and necessary to declare an emergency and implement measures that are designed to combat, contain, and slow the spread of the coronavirus (COVID-19) in the manner set out in this Executive Order.

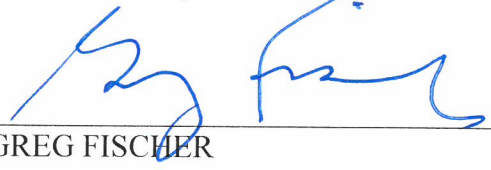
NOW, THEREFORE, I, Greg Fischer, as Mayor of Louisville/Jefferson County Metro Government and, pursuant to Chapters 39A and 39B of the Kentucky Revised Statutes, HEREBY DECLARE that an EMERGENCY exists within Louisville Metro related to the public health of our citizens due to the coronavirus (COVID-19). To that end, I hereby ORDER AND DIRECT THE FOLLOWING:

1. That, effective today, Louisville Metro hereby adopts the Emergency Sick Leave policy (Section 16.16) (attached hereto as Exhibit A). The purpose of this policy is to allow employees who are symptomatic of the coronavirus to remain home and not report to work, and continue to be paid even if they do not possess any sick days to cover their absences. This action will eliminate the need for a sick or potentially sick employee to report to work which could potentially endanger his or her fellow co-workers and the residents of Louisville Metro. I hereby direct the Director of Louisville Metro's Human Resources agency to fully implement, interpret and, if necessary, modify this policy, to accomplish the purposes set forth in this paragraph.
2. That the Chiefs of the agencies of Louisville Metro who are responsible for executing the operations of government and the provision of essential services to our residents are hereby directed to comply with the guidelines issued by the Center for Disease Control and the recommendations of the Department of Public Health and Wellness. These guidelines and recommendations include, but are not limited to, social distancing, tele-commuting (where appropriate), and staggered staff work hours to minimize human contact. The Chiefs of the agencies of Louisville Metro are also directed to shift responsibilities and amend duties of our Metro employees, as necessary and appropriate, so as to ensure that city duties and services are continuously delivered to our residents. All actions taken should be in conjunction with and approved by the Louisville Metro Human Resources Department.
3. That the Department of Procurement of Louisville Metro is hereby empowered, pursuant to KRS Chapters 39A and 39B, to procure any goods and services and take other necessary actions to ensure public health and safety for Louisville Metro employees and our citizens. I further direct the Office of Management and Budget to engage and work with the Metro Council to re-direct funding from the current budget to assist Metro agencies in addressing issues related to the coronavirus (COVID-19) outbreak.
4. That all agencies of Louisville Metro that issue permits related to public gatherings review all permits that have been issued for events for the next 30 days. If, after review, and in accordance with the guidelines issued by the Center for Disease Control

and the Department of Public Health and Wellness, it is determined that said permits should be revoked for the health and well-being of our residents, then they shall be revoked immediately.

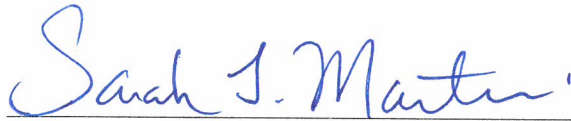
5. That this Executive Order shall be interpreted, if necessary, to be consistent and in harmony with any and all ORDERS issued by the Governor of the Commonwealth of Kentucky.

This ORDER shall remain in effect for 30 days from the date of execution.



GREG FISCHER
MAYOR

APPROVED FOR FORM & LEGALITY
MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY



DATE: 3-13-20

EXHIBIT "A"

Louisville Metro Government
Personnel Policies

Effective 03/xx/2020

16.16 Emergency Sick Leave

- 16.16(1) In the event that the Mayor declares a state of emergency to be in effect owing to a medical pandemic, symptomatic employees or employees under medically directed isolation shall receive up to ten (10) calendar days of paid emergency sick leave.
- A. Employees are symptomatic if they display symptoms as described by health professionals from the federal, state, or local government, and can vary by the nature of the specific epidemic.
 - B. FMLA leave is not required to use the full ten (10) days of emergency sick leave.
- 16.16(2) Employees shall notify their supervisor or the individual(s) designated by the agency to request sick leave per Personnel Policy 16.2 Sick Leave.
- 16.16(3) Once an employee has used all of emergency sick leave, then they may use their accrued sick leave per Personnel Policy 16.2 Sick Leave.
- 16.16(4) If an employee's position allows teleworking, the employee may telework using intermittent regular time while symptomatic; however, under no circumstances shall Emergency Sick Leave exceed ten (10) calendar days.