


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Steve Conrad
Chief of Police 

DATE: March 16, 2020

RE: State of Emergency—Calls for Service Response
Special Order #20-004

It has become necessary to limit our in-person response to many non-critical calls for service in an attempt to reduce the number of situations which could increase the risk of exposure to the current COVID-19 outbreak, both for our personnel and the public.

Effective today at 1900 hours, we will no longer respond to most non-violent criminal incidents requiring a police report. These calls will be sent to the LMPD Service Center, where a telephone report may be filed. Persons involved in non-injury traffic collisions, including hit-and-run collisions, will now be provided information from the call takers on how to obtain and complete the Kentucky Civilian Traffic Accident Reporting form. Additionally, we will cease responding to some low-level calls for service where no one is in imminent danger.

All crimes reported during this period will be investigated in the same manner as before. These changes are part of our Emergency Response Plan (ERP) and the attached document details the specific changes we will be implementing. We will be operating under Calls for Service Limitations Plan B.

These changes are necessary to continue to provide our community with a high level of service while protecting the safety of our members and the public. Thank you all for your courage and dedication during this challenging time.

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.

EMERGENCY
RESPONSE PLAN



CALLS FOR SERVICE LIMITATIONS

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I. CALLS FOR SERVICE LIMITATIONS

Limitation of calls for service may be initiated for a variety of reasons, including, but not limited to, severe weather, personnel shortages, or unexpected incidents or disasters. The Patrol Bureau Commander, or his/her designee, may implement one of the following plans to limit calls for service when needed. These limitations will apply only to non-incident related calls for service and calls which do not pose a risk to human health or safety.

Whenever there is a limitation imposed on calls for service, MetroSafe call-takers will inform the citizen the reason for the limitation and what further steps the citizen might take (e.g. calling at a later date, reporting the crime to the Louisville Metro Police Department (LMPD) Service Center, picking up state accident forms at the nearest division, or filing a report through the online reporting system).

CALLS FOR SERVICE LIMITATIONS	PLAN A	PLAN B	PLAN C
Theft (any amount)	LMPD SC	LMPD SC	LMPD SC
Non-injury Accident	State Forms	State Forms	State Forms
Hit and Run Accident – (non-injury)	State Forms	State Forms	State Forms
Criminal Mischief (any amount)	LMPD SC	LMPD SC	LMPD SC
Loitering	X	X	X
Trespass	X	X	X
Burglar Alarms	X	X	X
Burglary 3 rd & 2 nd Degree with no items stolen, no suspects, and no other associated crimes	Dispatch	LMPD SC	LMPD SC

CALLS FOR SERVICE LIMITATIONS	PLAN A	PLAN B	PLAN C
Disorderly Person	Dispatch	X	X
Drinking in Public	X	X	X
Intoxicated Person	X	X	X
Attempt to Locate/Notify	Dispatch	X	X
Check on the Welfare	Dispatch	Dispatch	X
Loud Music/Noise Complaints	X	X	X
Found Property	Administrative clerk	Administrative clerk	Administrative clerk
Missing Person (not a juvenile, elderly, or handicapped, and where suspicious or extraordinary circumstances do not exist)	LMPD SC	LMPD SC	LMPD SC
Annoying or Obscene Phone Calls	X	X	X
Reckless Driving	X	X	X
Neighborhood Complaints	Dispatch	X	X
Illegal Parking	X	X	X
Handle Traffic	X	X	X
Speeding	X	X	X

Legend:

LMPD SC – Calls will be sent to the LMPD Service Center.

State Forms – Citizens will be advised to visit the following link to file a civilian traffic collision report: <https://kentuckystatepolice.org/civilian-collision-reports/>

Dispatch – Officers will be dispatched.

X – No officer will be dispatched.

Administrative clerk – Citizen will be asked to come to a division facility, if possible.