

# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

STEVE CONRAD  
CHIEF OF POLICE

**TO:** All Personnel

**FROM:** Steve Conrad  
Chief of Police 

**DATE:** March 17, 2020

**RE:** State of Emergency—LMPD Facility Public Contacts  
Special Order #20-005

The LMPD is committed to the safety of our employees and the public we serve. Due to the concern over public spaces as a result of COVID-19, the following procedures should be followed when directing the public to departmental facilities:

## **LMPD Evidence and Property Unit (Property Room)**

The public should call (502) 574-2410 to schedule an appointment to retrieve property. The hours for retrieval are:

- Monday through Friday from 7:30 am to 5:30 pm.

## **LMPD Vehicle Impoundment Unit (Tow Lot)**

The public should call (502) 574-7078 to schedule an appointment to retrieve vehicles. The hours for retrieval are:

- Monday through Friday from 8:00 am to 9:00 pm.
- Saturday from 8:00 am to 5:00 pm.
- Sunday from 8:00 am to 4:00 pm.

## **LMPD Service Center**

To obtain a copy of a report, the public may:

- Purchase an accident report online at [www.BuyCrash.com](http://www.BuyCrash.com)
- Purchase an incident report online at [www.BuyCrimes.com](http://www.BuyCrimes.com)

- To have a copy of an Accident Report emailed or sent via the United States Postal Service (USPS) to the citizen's home, email [Impdaccidentreport@louisvilleky.gov](mailto:Impdaccidentreport@louisvilleky.gov) or call one of the following phone numbers, Monday through Friday, from 8:00 am to 4:00 pm:
  - (502) 574-2308
  - (502) 574-6857
  - (502) 574-6881
  - (502) 574-3278
  
- To have a copy of an Incident Report emailed or sent via the USPS to the citizen's home, email [Impdincidentreport@louisvilleky.gov](mailto:Impdincidentreport@louisvilleky.gov) or call one of the following phone numbers, Monday through Friday, from 8:00 am to 4:00 pm:
  - (502) 574-2308
  - (502) 574-6857
  - (502) 574-6881
  - (502) 574-3278

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.