

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 8.1
	Effective Date: 07/20/03 Prv. Rev. Date: 05/31/20 Revised Date: 07/10/20
	Accreditation Standards: KACP: 1.3, 1.4, 19.6
Chapter: Field Operations	
Subject: Search Warrants	

8.1 SEARCH WARRANTS

8.1.1 POLICY

It is the policy of the Louisville Metro Police Department (LMPD) that search warrants are applied for and conducted in an impartial manner, free of bias, and in accordance with applicable laws and the Standard Operating Procedures (SOPs) of this department.

Officers are required to obtain the approval of a commanding officer prior to applying for a search warrant. A commanding officer must be present when the warrant is executed on persons or premises. For the purposes of this policy, acting sergeants will be considered commanding officers.

In unusual or legally complex situations, officers may review the case with the LMPD Legal Advisor, the Jefferson County Attorney's Office, or the Office of the Commonwealth's Attorney, prior to seeking a search warrant.

8.1.2 AFFIDAVIT PREPARATION (KACP 1.4a)

An affidavit supporting the application for a search warrant is required. The accuracy of the affidavit is vital to the validity of the search warrant; therefore, officers should verify that the information is as complete, accurate, and specific as possible. Officers should use the LMPD Affidavit for Search Warrant form (LMPD #19-0002) and the LMPD Search Warrant form (LMPD #19-0001) when preparing the affidavit and search warrant. The affidavit and search warrant will be reviewed by the officer's commanding officer prior to the application for the warrant. The commanding officer will review the investigative efforts to ensure sufficiency of the investigative preparation and probable cause to support issuance of a search warrant.

Where a reliable electronic means is being used in lieu of actual presence before an official authorized to administer oaths, the official administering the oath must be in oral communication with the person completing the affidavit, so that the official administering the oath may comply with the requirements for administering oaths. The official administering the oath shall certify on the affidavit or an accompanying document that the oath was taken while in oral communication, and shall state the name and title of the official administering the oath and the time the affidavit was sworn (refer to Kentucky Rules of Criminal Procedure [(RCr) 13.10(2)]).

8.1.3 DWELLING OR PREMISES SEARCH

In cases where premises are to be searched, references on the affidavit should include:

- The complete street address, including apartment number (if applicable), city, county, state, and zip code.
- The geographical location of the property (e.g. the property is located on the north side of Broadway between 1st Street and 2nd Street). Photographs, maps, or diagrams can help to specify the location in question. Google Maps or other satellite photographs, as well as actual photographs, may be utilized.
- The physical description of the premises, which may include color, size, number of floors, landscaping, and any other specific identifying characteristics.

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8.1.3 DWELLING OR PREMISES SEARCH (CONTINUED)

- All areas officers desire to search should be identified as clearly as possible. In cases where officers wish to conduct a complete search of a home and its surroundings, the affidavit should specify a “premises” to search and identify any outbuildings, such as garages, tool sheds, or barns, where appropriate.
- Motor vehicles present on the property that are also the subject of the search should be specified by make, model, year, color, license plate/tag number, and registration information.

8.1.4 SEARCH OF PERSONS DURING SEARCH WARRANT EXECUTION

When possible, the affidavit should specify the names of the owner, and/or occupant, or a detailed description of individuals to be searched if no names, or full names, are known. Officers who request, on the affidavit, to search all persons found in the premises during the execution of the warrant are advised that this alone does not provide blanket authority to search everyone present. However, an individual's presence at a dwelling to be searched is enough reasonable suspicion for an officer to detain, question, and obtain their identification.

Persons present during the execution of a search warrant may be searched based on consent or under the following circumstances:

- They are named, or described, in the warrant.
- There is reasonable suspicion to believe that they may be armed and dangerous.
- Circumstances, developments, or information obtained at the scene provide the officer with probable cause.
- The individual commits an offense and is searched incidental to arrest.

Prior to searching a person, a person's premises, or a person's vehicle, the officer will inquire as to the presence of needles or other sharp objects, in the areas to be searched, that may cut or puncture the officer and will offer to not charge a person with possession of drug paraphernalia if the person declares to the officer the presence of the needle or other sharp object (Kentucky Revised Statute (KRS) 218A.500(6)(a)).

If the person admits to the presence of a needle or other sharp object prior to the search, the person will not be charged with, or prosecuted for, possession of drug paraphernalia for the needle or sharp object or for possession of a controlled substance for residual or trace drug amounts present on the needle or sharp object.

8.1.5 PERSONAL PROPERTY

Only items described in the search warrant may be seized, with the exception of contraband found in plain view or in a location properly searched pursuant to the warrant (KACP 1.4b). Checking the boxes on the affidavit does not give the officer blanket authority to seize property.

The affidavit should specify, and officers should verify that the warrant includes, the following:

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8.1.5 PERSONAL PROPERTY (CONTINUED)

- Items listed specifically and described in detail. This would include serial numbers, when known. If an item can be dismantled (e.g. firearms, computers), the warrant should authorize a search for parts, pieces, or components of that item.
- All anticipated instrumentalities or documentation of the crime.
- Any current evidence, such as mail, linking the suspect's residency to the location of criminal conduct.

Officers anticipating a search of a computer, or other related high-technology equipment, may consult with the Kentucky Regional Computer Forensics Laboratory (KRCFL) for appropriate language to use in the affidavit and for the procedures governing the seizure of hardware and software.

A search warrant is required to search the contents of a cell phone or other electronic device unless exigent circumstances and probable cause exist. In situations where officers can articulate truly exigent circumstances beyond the basic encryption or remote wipe argument, then the exigent circumstances exception may be applicable to justify a search without a warrant (refer to SOP 8.45).

8.1.6 PROBABLE CAUSE

The inclusion of all facts supporting probable cause allows the reviewing judge to accurately assess the likelihood that evidence or contraband will be found on the premises. The initial section of the search warrant affidavit should detail the information that prompted the investigation. The offense should be described in reference to the appropriate KRS, when possible. Officers should not rely upon personal opinion, unauthenticated third-party information, or hearsay.

Probable cause may be based on:

- Personal observation/knowledge of the officer.
- Information from another law enforcement employee or agency, which has been corroborated, to the extent reasonably possible, by the petitioning officer. The name of the law enforcement employee supplying the information will be included in the affidavit. If the agency is not the LMPD, the agency of the law enforcement employee will be included in the affidavit.
- The information contained in police reports. This should be detailed in the first section of the probable cause portion of the affidavit and include the report number, narrative, description, and name of the suspect, if known.
- Information from a reliable source (e.g. either named or unnamed informant, victim, witness, or suspect). An officer should state when the information was received and when the reliable source obtained the information. In order to protect confidential informants, an officer may state when the information was obtained in more general terms (e.g. "within the past 48 hours").
- Corroborated information from informants. When sources are used, particularly confidential informants, the reliability of the source, and of the information provided, should be specified.

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8.1.7 CREDIBILITY OF INFORMANTS

Establishing the credibility of an informant can be shown in the affidavit by indicating one (1), or more, of the following:

- The informant is a law enforcement officer.
- The name of the informant.
- The statement of the informant was against his/her penal interest.
- The informant has previously given reliable information.
- The informant's information has been duplicated by another independent source.
- The officer has been able to corroborate some of the information through independent investigation.

8.1.8 INDEPENDENT INVESTIGATION

Whenever possible, officers should corroborate and verify investigative information, regardless of the initial source. This section should include every investigative step that the officer took after receiving the initial information. Independent investigation may include:

- Surveillance information.
- Record checks (e.g. arrest, utilities, telephone book, Criss-Cross Directory, city and county directories, Probation and Parole, pawn, auto registration, serial number checks, etc.).
- Witness statements.
- Physical evidence, such as fingerprints or DNA.
- Information from other agencies or individual police officers. An officer may show probable cause by coordinating, and corroborating, the knowledge of several officers.
- Strong circumstantial evidence, when combined with one (1) of the above.

8.1.9 TIME AND METHOD OF SEARCH

A search warrant may be served at any time of the day or night.

Anticipatory search warrants may be sought when it can be shown that the evidence in question will be at a specific location at some time in the near future. The evidence must be in place before the search warrant is executed.

A search warrant may be applied for, and obtained, after the premise has been secured. For example, if an officer responds to a dispatched run and notices contraband or stolen goods, the officer may secure the premises until a search warrant can be obtained.

In securing the premises, the officer may search only for persons and only in places capable of hiding a person. Any other search must wait for a search warrant. However, in the course of searching for persons when securing the premises, any evidence found may also be added to the probable cause listed in the affidavit.

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8.1.10 SEALING SEARCH WARRANTS/AFFIDAVITS

KRS 17.150 exempts law enforcement reports and records of ongoing, or incomplete, investigations from public disclosure. KRS 17.150(3) provides that if a demand is made for inspection of the sealed records, the custodian bears the burden to justify the refusal with "specificity." Therefore, an officer must be able to articulate specific reasons for the decision to seal a search warrant and affidavit. Such reasons may include the following:

- Informant confidentiality
- Protecting a juvenile's identity
- Protecting the integrity of an ongoing investigation

Any request to seal a search warrant should be reviewed by the unit commander.

In order to have a search warrant and/or affidavit sealed prior to service, the officer must complete the appropriate order to seal form and then take the order to seal and the original warrant to the judge simultaneously for signing. The judge will submit the original order to seal along with the search warrant/affidavit to the District Court Administrator's Office.

In order to have a search warrant and/or affidavit sealed after service, the officer must complete the appropriate order to seal form and then have the order to seal signed by a judge. It is not necessary to have the same judge sign the order to seal who signed the original search warrant.

Once sealed, the original documents will remain in the possession of the clerk's office until directed otherwise by the court that issued the original order. Nothing in this policy or in KRS relieves an officer from the requirement to provide a copy of the search warrant and inventory, if any, to the owner/occupant of the premises searched, as described in SOP 8.1.12.

Upon receiving a request to unseal the warrant, the clerk's office is responsible for forwarding the sealed documents to the Chief Judge of the appropriate court, who will make the decision about whether or not to unseal the documents.

If information contained in the sealed documents is discovered by the media before the warrant is served, the lead investigating officer should contact the clerk's office. This will allow the clerk's office to investigate and determine if confidential information is being divulged.

8.1.11 APPLYING FOR SEARCH WARRANTS

During the hours when court is in session, officers may have search warrants and affidavits reviewed, and signed in blue ink, by an on-duty District or Circuit Court Judge. The officer will leave an original signed copy of the warrant and affidavit with the authorizing judge.

The process for applying for a search warrant after court hours is as follows:

- The officer calls the District Court Clerk's Office at (502) 595-3000.
- Depending on the preference of the on-call judge, the clerk will either:

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8.1.11 APPLYING FOR SEARCH WARRANTS (CONTINUED)

- Advise the officer to come to the District Court Clerk's Office, located on the 1st floor of the Hall of Justice, where the affidavit and search warrant will be faxed or electronically transmitted to the judge; or
- Give the officer the judge's name, obtain the officer's phone number, and contact the judge.
- If the warrant is to be faxed/transmitted to the judge by the clerk:
 - The officer must go to the District Court Clerk's Office, located on the 1st floor of the Hall of Justice, with an affidavit and search warrant.
 - The clerk will then swear in the officer.
 - The officer will sign the affidavit in blue ink.
 - The clerk will sign the affidavit, noting that the officer was sworn in on that date and time.
 - The clerk will call the on-call judge and fax/transmit the affidavit and search warrant.
 - The on-call judge will review the affidavit and warrant, approve (sign) or deny the request, and fax/transmit the documents back to the clerk's office.
 - The officer will retain copies of both documents.
 - The original affidavit, copy of the search warrant, and order to seal, if applicable, will be retained by the clerk and forwarded to the Court Administrator's Office.
 - The original search warrant will be turned in to the Court Administrator's Office by the on-call judge.
- If the judge prefers to meet the officer in-person, the judge will:
 - Contact the officer and arrange to meet him/her to review the affidavit and warrant.
 - Swear in the officer.
 - Have the officer sign the affidavit and search warrant documents in blue ink.
 - Review the affidavit and warrant, and approve (sign) or deny the request.
 - Retain the original affidavit, search warrant, and order to seal, if applicable, and forward them to the Court Administrator's Office.
- The officer should retain appropriate copies of all search warrant documents.

Under these procedures, the officer may go directly to the District Court Clerk's Office to initiate this process, however, he/she is not required to do so, unless instructed by the clerk.

8.1.12 DISTRIBUTION OF COPIES

Copies will be distributed in the following manner:

- One (1) copy of the search warrant and one (1) copy of the inventory sheet will be left with the owner/occupant of the premises. If the owner/occupant is not present, copies will be left in a conspicuous place on the premises.
- One (1) copy of the search warrant, affidavit, inventory sheet, and order to seal, if applicable, will be retained by the officer for the case file.

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8.1.12 DISTRIBUTION OF COPIES (CONTINUED)

- One (1) copy of the search warrant, affidavit, inventory sheet, and order to seal, if applicable, will be forwarded to the Legal Advisor's Office. Officers should not send additional documents with the search warrant documents (e.g. risk assessment matrices, operations plans, currency seizure forms), as anything returned to the Jefferson Circuit Court Clerk's Office is subject to open records inspection.

If a search warrant is not executed, one (1) copy of the search warrant, affidavit, and order to seal, if applicable, must still be sent to the Legal Advisor's Office with the words "Not Executed" written on the first page of the search warrant. At least one (1) copy of each warrant document should be retained by the officer for his/her case file.

If the officer wants the search warrant documents to be exempt from open records inspection, he/she must follow the instructions in SOP 8.1.10 for sealing search warrants.

8.1.13 RISK ASSESSMENT MATRIX/SWAT TEAM RESPONSE (KACP 19.6d)

A Risk Assessment Matrix (LMPD #05-0016) will be completed prior to the service of all search warrants. A commanding officer will complete an Arrest/Search Warrant Information Sheet (LMPD #05-0023) and notify the Special Weapons and Tactics (SWAT) Team Commander to coordinate a response if:

- The Risk Assessment Matrix score necessitates the use of the SWAT Team; or
- The situation requires a mandatory SWAT Team call-out, as listed on the Risk Assessment Matrix, regardless of the score.

Prior to SWAT Team entry, the SWAT Team Commander will be provided a copy of the search warrant, affidavit, and completed matrix. The SWAT Team will only assist with the entry and security search.

All completed matrices will be forwarded, through the appropriate chain of command, to the Support Bureau Commander or Patrol Bureau Commander. A copy of the completed matrix will be forwarded to the SWAT Team Commander.

Nothing in this section prohibits a commanding officer from consulting the SWAT Team Commander, even if the matrix requirements for a call-out are not met.

8.1.14 CLANDESTINE LABORATORY GUIDELINES

Clandestine laboratories pose a serious danger to responders and surrounding neighborhoods. Police officers are prohibited from entering a known clandestine drug laboratory without proper equipment and certifications and prior to conducting air monitoring and an explosive sweep.

Clandestine laboratory-certified officers must be present prior to entry at locations with suspected clandestine laboratories.

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8.1.14 CLANDESTINE LABORATORY GUIDELINES (CONTINUED)

Clandestine laboratories will be treated as hazardous material sites and officers will follow the procedures outlined in SOP 12.4 and SOP 12.12. Officers will have MetroSafe contact the on-call Hazardous Incident Response Team (HIRT) Command Group in the following situations:

- Prior to entering a suspected clandestine laboratory to serve a search warrant, or for any other reason
- If a clandestine laboratory is inadvertently located during other unrelated police activity

8.1.15 HANDLING OF ANIMALS AT SEARCH WARRANT LOCATIONS

In circumstances where officers have sufficient advanced notice that a potentially dangerous domesticated animal (e.g. dog, cat, etc.) may be encountered during the execution of a search warrant, they should develop reasonable contingency plans for dealing with the animal without the use of deadly force. Such plans may include the use of a fire extinguisher, Conducted Electrical Weapon (CEW), Oleoresin Capsicum (OC) spray, or the assistance of Louisville Metro Animal Services (LMAS).

When the officer reasonably believes, based on the facts and circumstances, that the animal on which the force is used poses an immediate threat of injury or damage to the officer, another individual, or property (KACP 1.3b), he/she should use the minimum amount of force necessary to bring the animal under control (KACP 1.3a). Nothing in this policy prohibits any officer from resorting to deadly force to control a dangerous animal if the animal is a danger to the officer or others (refer to SOP 8.33).

If a domesticated animal is injured as a result of an officer using force in response to a humane act or a defensive situation, the officer will complete an Administrative Incident Report (AIR), via the BlueTeam link, located on the LMPD Intranet, including when a CEW is used (refer to SOP 3.1).

If an officer has to shoot and kill an aggressive domesticated animal during the execution of a search warrant, he/she will request that MetroSafe contact LMAS for removal, unless the owner elects to take care of the animal.

8.1.16 TIME LIMITATIONS ON SEARCH WARRANT EXECUTION

A warrant issued to search a place where alcoholic beverages are being sold, or possessed, must be executed the day that the officer receives the warrant.

All other search warrants should be executed within a reasonable amount of time, usually within 24-48 hours. If circumstances necessitate a delay in executing a search warrant, the probable cause listed on the affidavit must still exist when the warrant is served. Additional information discovered in the interim, that substantiates probable cause, may be added to the warrant; however, it must be signed again by a judge.

An issued search warrant or affidavit may not be changed in any manner, even to correct spelling, unless it is signed again by a judge.

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8.1.17 PREPARATION FOR SEARCH WARRANT EXECUTION

A commanding officer will be responsible for verifying that the search warrant is valid and that the premise to be searched is the location listed on the warrant. For the purposes of this policy, acting sergeants will be considered commanding officers. The lead officer will complete a Search Warrant Operations Plan form (LMPD #05-0025).

Prior to warrant service, the on-scene commander will act as the Incident Commander (IC) for service of the search warrant and the Incident Command System (ICS) will be implemented and followed. The IC will conduct a briefing with all search team personnel. This briefing will include:

- A review of operations and procedures that the search personnel will follow.
- An analysis of conditions at the premises utilizing maps, charts, and diagrams, when appropriate.
- Tactics and equipment that are to be used in the event of forced entry.
- A pre-planned hospital route.

The IC should also determine if any circumstances have changed that would make executing the search warrant, at that time, undesirable.

MetroSafe will be notified that a search warrant is being executed. For safety reasons, this notification may be made by phone. If the search warrant is executed within another police jurisdiction, that agency will be notified.

When a search warrant is executed in another division, the on-duty supervisor in the affected division will be notified. If requested, a uniformed officer will be provided to assist.

8.1.18 ENTRY PROCEDURES

All members of the search team will wear body armor and will be equipped with a Wearable Video System (WVS). Pursuant to Louisville Metro Code of Ordinances (LMCO) 39.069, no later than five (5) minutes prior to all search warrant executions, members will activate their WVS in recording mode and will not deactivate their WVS any sooner than five (5) minutes following the completion of the execution of the warrant (i.e. once all occupants are secured and the scene has been declared safe).

All non-uniformed officers will be clearly identified as law enforcement officers by a distinctive vest, jacket, or other visible indicator of position and authority. The identification will include the word "POLICE" clearly marked on the vest, jacket, or other visible indicator of position. Members of other agencies assisting the LMPD will be identified by using the procedures of their own agency's policy.

All search warrants in which forced entry is anticipated will have a uniformed officer and a marked police vehicle respond to provide a visible presence outside of the premises prior to any attempts of forced entry. An exception to this rule would be when a tactical situation determines it to be unsafe. In these limited cases, the warrant will be served by the LMPD SWAT Team.

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8.1.19 NOTIFICATION

Pursuant to LMCO 39.069, before entry to the premises is made, any officer executing the search warrant will:

- Physically knock on an entry door to the premises in a manner and duration that can be heard by the occupants;
- Clearly and verbally announce themselves as law enforcement with the intent to execute a search warrant; and
- Absent exigent circumstances, wait a minimum of 15 seconds or for a reasonable amount of time for occupants to respond, whichever is greater, before entering the premises.

Each situation must be considered individually, based on the facts known prior to, and during, the execution of the search warrant. The officer may use whatever force is reasonable to execute the warrant, including forced entry into the building to be searched.

8.1.20 ON PREMISES ACTIVITIES

The lead officer should verify that members of the search team conduct a security sweep of the premises and secure all persons found.

Before undertaking any search or seizure pursuant to the warrant, the lead officer should give a copy of the warrant to the person to be searched, or the person in apparent control of the premises or vehicle to be searched.

Once the premises has been secured, each room or vehicle should be carefully searched. This search should be conducted by pairs of officers or, at a minimum, officers in visual contact with one another. If manpower and time permits, each area should be searched twice by different officers.

The lead officer should verify that the entire search warrant execution process is documented. A written record should be supported by photographs and video recording the entire search site from start to finish.

Members are required to process property, or evidence, in accordance with established policies and procedures of the Louisville Metro Police Department (LMPD).

Members are prohibited from converting for their own use, manufacturing, concealing, falsifying, destroying, removing, tampering with, or withholding any property, or evidence, in connection with an investigation or other police action, except in accordance with established departmental procedures and statutory law.

8.1.21 SEIZED ITEMS

Items to be seized are as follows:

- Items listed specifically in the warrant.
- Instruments of the crime.
- Fruits of the crime.

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8.1.21 SEIZED ITEMS (CONTINUED)

- Contraband, or items illegal to possess, such as illegal drugs or stolen property, that are either in plain view or found within the scope of the search (KACP 1.4b).

Suspected stolen articles may not be manipulated, or moved, for the sole purpose of checking for serial numbers or other identifying markings. If, for example, an officer lifts a television set to search for drugs, and notices a serial number that has been listed as belonging to a stolen television, the television can be seized, but the officer must be able to articulate the reason that the television was moved.

A logging officer should document the collection of, and be responsible for, the preservation of evidence until the items are transferred to an evidence custodian. All seized items should be photographed, or their location documented, prior to being taken to the logging officer.

The logging officer should complete an inventory sheet that includes the following:

- Items seized.
- Location seized.
- Time seized. Preferably one (1) timepiece should be used to avoid discrepancies.
- Name and code number of the seizing officer.

If an inventory sheet is not utilized, the logging information should be written on the search warrant.

The lead officer will verify that a copy of the search warrant (but not the affidavit) and a list of seized items are left at the site of the search.

The officer in charge must verify that all reports and evidence control forms are completed before the end of his/her tour of duty. The seizing officer will verify that all evidence is properly packaged and turned in prior to the end of his/her tour of duty, unless otherwise directed by competent authority.

8.1.22 DOCUMENTATION OF DAMAGES

If damage occurs during entry that may leave the premises vulnerable, arrangements should be made to secure the premises in a reasonable fashion.

An AIR will be prepared on the actions that caused the damage, including a detailed description of the nature and extent of the damage. The damage will be photographed and the images will be uploaded to the Digital Image Management System (DIMS), via any LMPD DIMS upload station. The images will also be uploaded to BlueTeam when completing the AIR (refer to SOP 3.1).

8.1.23 MOTOR VEHICLE TRACKING (KACP 1.4a)

Motor vehicle global positioning system (GPS) tracking during the course of a law enforcement investigation constitutes a search under the Fourth Amendment. Therefore, installing GPS devices on any vehicle or using the data from factory-installed GPS devices to obtain information regarding a suspect's activities or location,

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8.1.23 MOTOR VEHICLE TRACKING (CONTINUED)

without consent, requires a search warrant, unless there are exigent circumstances which would justify the immediate installation or retrieval of data (e.g. a kidnapping suspect's vehicle) (KACP 1.4c). Officers obtaining a search warrant to install a GPS tracking device on any motor vehicle or using the data from a factory-installed GPS device should have the search warrant and affidavit sealed by a Circuit Court Judge prior to installation/use (refer to SOP 8.1.10) and comply with the requirements of the warrant and/or affidavit. These requirements may include, but are not limited to, the following:

- The amount of time allowed to install the GPS tracking device on the motor vehicle (e.g. within ten (10) days)
- The allowance for trained personnel to covertly replace the batteries, as needed, within the time frame allowed in the narrative of the affidavit
- The geographic area, if known, in which the GPS tracking device may be placed or the data may be used (e.g. within the boundaries of Jefferson County, etc.)
- The total amount of time that the GPS tracking device may be installed/placed on the motor vehicle or the data from factory-installed GPS devices may be used

Any extension of time for the placement of GPS tracking devices on a vehicle or the use of factory-installed GPS data requires the renewal of the search warrant and/or affidavit (e.g. every 30 days).

Any questions regarding the availability of GPS tracking devices or equipment should be directed to the Technical Investigations Commander before a search warrant is sought.

8.1.24 CELL PHONE PINGS

Cell phone pings are an important investigative tool to track the location of cell phones. Cell phone pings result in financial costs to the department from cell phone providers. As a result, cell phone pings should only be used for felony investigations and when all other investigative means have been exhausted. Cell phone pings are primarily utilized by the Major Crimes Division and the Narcotics Division. All cell phone ping requests require an official search warrant application, search warrant, and order to seal. All non-exigent cell phone ping requests will be coordinated through the Technical Investigations Commander. All exigent cell phone ping requests will be coordinated through the on-duty Real Time Crime Center (RTCC) Supervisor.

Cell phone ping orders will not extend beyond 30 days unless approval has been obtained from the Technical Investigations Commander. Any cell phone ping order exceeding 30 days, without prior approval, will be denied. Extensions to a cell phone ping order will be requested through Technical Investigations three (3) days prior to the expiration date of the order. If a cell phone ping order is no longer needed, the investigator will immediately notify Technical Investigations.