
	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 1 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

I. PURPOSE

The purpose of this order is to provide police department personnel with guidelines regarding departmental expectations in personnel matters and standard rules of conduct.

II. POLICY

It is the policy of the Ann Arbor Police Department to place no restriction upon its employees that are not restrictions commonly placed upon all employees of the city. However, frequent exceptions to department policies are necessary because of the special nature of the mission and functions of the police.



Police employees are City employees and are therefore required to abide by all current City Human Resources, Administrative, and Financial policies and procedures. Exceptions are only permissible when dictated by other means such as language of a collective bargaining agreement. If a conflict exists between an Ann Arbor Police Department (AAPD) policy and procedure and City policy and procedure, the AAPD policy should be followed unless directed otherwise by a supervisor. Any employee becoming aware of such a conflict will immediately notify the Chief of Police through the chain of command. The Chief of Police or their designee will determine what action, if any, will be taken to address the conflict.

City Human Resources, Administrative, and Financial policies and procedures are published electronically by City Administration and are available to employees through the city intranet site(s).



III. PROCEDURES

A. Personnel Matters

1. Police department employees shall be punctual in reporting for duty at the time and place designated by their supervisor. Members unable to report punctually for duty for any cause must notify their commanding officer one hour prior to the time set for the commencement of their tour of duty, or in case of an emergency, as soon thereafter as possible.
2. Police department employees who fail to appear for duty at the date, time, and place specified without the consent of competent authority are **absent without leave**. Such absences shall be documented on a Personnel Complaint form to be investigated by Professional Standards Section or designated supervisor. All unauthorized and unreported absences shall be considered absence without leave and deduction of pay may be made for the period of absence.

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 2 of 19
	Issued By: Interim Chief Aimee Metzger	<div>CALEA Standards</div> <div></div> <div>12.2.1</div>	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

3. Days off will be assigned in accordance with current Collective Bargaining Agreements (CBA) and departmental policies.
4. Whenever a condition exists that is deemed by the Chief to be of an emergency nature, regular tours of duty may be extended and/or days off and leaves of absences of any or all Departmental personnel may be cancelled.
5. Police department personnel shall report sick only when they or a member of their family is suffering from an illness, sickness that prevents them from properly performing their assigned duties or is contagious and may affect other members of the department. Malingering shall not be tolerated and return to duty shall be as soon as possible.
6. Police department employees reporting sick may be visited by a supervisor, at the discretion of a Deputy Chief or their designee, for the purpose of determining the seriousness of the officer's illness and or rendering any assistance necessary for the welfare of the officer and their family.
7. Requests for leaves of absence must be forwarded in writing at least 30 days prior to the effective date, through channels to the Chief of Police and must carry the approval of a Deputy Chief. Police department employees on leave must submit formal written application for reinstatement at least fourteen (14) days prior to termination of leave.
8. The Chief of Police may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed thirty (30) working days in any calendar year, when submitted through channels and approved by a Deputy Chief.
9. The Chief of Police may authorize a special leave of absence, with or without pay, for any period or periods for the following purposes: attendance at college, police school, university or business school for the purpose of training in subjects related to work of the member and which will benefit the member and the police service, or for military leave and illness.
10. All requests for military leaves of absence as well as requests to return to duty will be in handled in compliance with in [P&P 022-018 \(Military Duty and Reintegration\)](#) and **City Human Resources Policy 4.8**.
11. Permission must be obtained prior to accepting or commencing



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 3 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	12.2.1
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

secondary employment. Any employee of this Department who engages in employment outside of their regular duty hours shall be subject to call at any time to perform the duties and perform the responsibilities of their position with the Department. Secondary employment is permitted only when in compliance with [P&P 001-015 \(Secondary Employment\)](#) and current City and Departmental orders and with approval from the Chief of Police. City Human Resources Policy 3.9 addresses secondary employment.

12. An absence without leave by any department employee for three consecutively scheduled working days shall be considered a resignation.
13. An officer wishing to resign from the department shall forward a written resignation to the Chief of Police at least 15 days prior to the date of resignation and adhere to all procedures outlined in [P&P 022-018 \(Military Duty and Reintegration\)](#) and **Human Resources Policy and Procedure 3.13 Separation of Employment**. Failure to follow this procedure, unusual circumstances excepted, may be reflected in any recommendations furnished to future employers.

B. Communications and Correspondence



1. All officers shall have access to a telephone where they may be reached immediately if necessary.
2. No employee of this Department shall intentionally make false official reports, or intentionally enter or cause to be entered in any Department book, report, or other record, any false information. Anyone who intentionally falsifies or causes to be falsified any Departmental record will be subject to disciplinary action up to and including termination.
3. Department employees shall not use the Department or any Department facility as a mailing address for private or personal purposes unless approved by the Chief of Police. The Department address shall not be used on any personal motor vehicle registration, operator's or chauffeur's license.
4. Department employees shall not use Department letterheads for personal or private correspondence.
5. Computer and technology use shall follow [P&P 013-007 \(Computer Use\)](#) as well as the City of Ann Arbor Information Technology Policies. IT policies are available for viewing on the City Intranet site.

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 4 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	12.2.1
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

6. All employees will answer department telephones promptly and all conversations will be conducted in a professional manner.
7. No department employee shall use communications facilities, i.e., LEIN/NCIC or their department radio for personal, social, or unofficial purposes.
8. The use of profanity, obscenity, or derogatory remarks is prohibited over Department communications facilities including telephone, radio and computer.
9. All department employees operating the police radio either from a mobile or portable unit shall strictly observe regulations for such operations as set forth in Departmental orders and by the Federal Communications Commission.
10. Department employees shall not divulge to anyone, except other members of the Department to whom it may be necessary in connection with police work, the name of any person giving information. Information presented to this Department in connection with crimes must be carefully guarded. The source of any information shall not be given publicly.

C. Department Property and Equipment

1. All department employees are responsible for the proper care of Department property and equipment assigned to them. Any employee of this department that loses or damages Department property, may be subject to reimbursement charges and appropriate disciplinary action at the discretion of the Chief of Police.
2. Department employees shall immediately report to their commanding officer any loss of or damage to Department property assigned to or used by them. The employees' immediate supervisor shall be notified of any defects or hazardous conditions existing in any equipment or property as soon as such defects or hazards are discovered.
3. If Department property is found bearing evidence of damage which has not been reported, it will be investigated by a supervisor to determine who was responsible.
4. Upon separation from the Department, all employees are required to surrender all Department property in their possession to the Property



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 5 of 19
	Issued By: Interim Chief Aimee Metzger	<div>CALEA Standards</div> <div></div> <div>12.2.1</div>	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

Officer according to Departmental order. Failure to return non-expendable items shall cause the individual to reimburse the Department for the fair market value of the property.

5. Officers and civilians shall not mark or deface any surface in any Department building. No material shall be affixed in any way to any wall in Department buildings without specific authorization from the Chief of Police.
6. Officers and civilians shall not mark, alter, or deface any posted notice of the Department. Notices or announcements shall not be posted on bulletin boards without the permission of a commanding officer. Notices shall not be placed anywhere on Department property except on bulletin boards established for such purposes.
7. Use, operation and assignment of Department motor vehicles shall be according to Departmental order. For further direction, see [P&P 041-040 \(Patrol Vehicle Assignment and Operation\)](#).

D. Criminal and Civil Actions

1. Officers and Civilians shall cooperate with Department personnel who are conducting investigations of criminal matters or incidents involving department members.
2. Officers and civilians shall not seek in any way nor shall they accept from any person money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief in writing of such action and receiving written approval.
3. Department employees shall not file a complaint for damages or engage in any civil action against a private citizen for on duty related actions without permission from the Chief of Police. An exception is made for employment related actions against the department or city.
4. Any officer who becomes involved in a lawsuit as a defendant, or as a witness, shall notify his/her commanding officer without delay.
5. Department employees shall render no assistance whatsoever in civil cases, or advise parties involved except to prevent a breach of the peace or to quell a disturbance commenced.
6. Department employees served with notices that they are being sued as a



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 6 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

result of actions performed in the line of duty shall immediately notify the Chief of Police through the chain of command in writing. Such reports shall include all the facts of the incident and details relating to the civil suit.

7. Department employees who become involved in a criminal investigation in another jurisdiction, either as a complainant or witness, and who identify themselves to local authorities as a member of Ann Arbor Police Department, will notify their supervisor upon their return to work.
8. Department employees who are issued violations, other than parking, that may place their driver's license or driving privileges at risk, shall notify their supervisor prior to their next scheduled tour of duty.
9. Department employees whose driving privileges are suspended, revoked, or denied must notify their supervisor immediately upon their return to duty.
10. Department employees who are arrested or identified as suspects in a criminal investigation by another jurisdiction shall notify their supervisor immediately or, if their supervisor is not available, the on-duty supervisor.

E. Public Activity

1. Department employees shall not seek personal publicity in the course of their employment. Stories, features, or articles on radio, television, in magazines, newspapers, electronic publications, or social media dealing with individual Departmental officers other than day-to-day type news coverage must receive prior approval from the Chief, or their designee, before such work is initiated. For purposes of this order, the Strategic Communications Manager is considered a designee of the Chief.
2. Department employees shall not let their names or photographs be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial that alludes to their position or employment with the Department.
3. No employees of this Department shall address any public or private gathering, or appear on radio, television, online programs, social media, or write articles or manuscripts for publications, wherein he or she is identified as an employee of this Department or wherein the subject



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 7 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

matter relates to the Department, unless duly authorized by the Chief of Police.



4. All requests for public appearances, speeches, demonstrations, etc., will be forwarded to the Office of the Chief of Police for approval.
5. Employees of this department shall not use the influence of their position or seek to influence person(s) for the purpose of personal preferment, advantage, transfer, advancement, or for political reasons. Members of the Department are prohibited from taking part in political management or affairs to include but limited to circulating election petitions, acting as precinct captains or lieutenants, workers, or donate their services whether compensated or not while on duty, in uniform, or while wearing any Ann Arbor Police Department recognizable apparel.
6. Employees may hold membership in and engage in the activity of fraternal, community, or religious organizations that are lawful and do not bring disrepute upon other department employees or this Department.
7. No employee shall be allowed to collect money from citizens for any purpose, or to circulate subscription papers, sell tickets or collect money from citizens for any purpose. There shall be no sale of advertisements, tickets, or any solicitation of funds from the general public by any means for any purpose by a member or a group of members within the department using the name of the Ann Arbor Police Department, without the approval of the Chief of Police, through regular Departmental channels. After such approval has been obtained, no member of this Department shall enter premises licensed to sell alcoholic beverages for the purpose of offering for sale or selling tickets of any kind.
8. Department employees shall resist all attempts to influence their actions and judgments in Department matters by bribe, favor, or coercion. All employees must report in writing every attempt to influence their actions or judgment in this manner. Such report, containing a full account of the incident, shall be submitted immediately after the attempt and shall be forwarded to the Office of the Chief of Police.

F. Personal Conduct

1. Department employees shall conduct themselves in their private and professional lives in such a manner as to avoid bringing themselves or this Department into disrepute.



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 8 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	12.2.1
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

2. All employees of this Department shall treat supervisors, subordinates, and associates with respect, being courteous and civil in their relationships with one another always. When on duty and in the presence of others, and the general public, employees of this department shall conform to the normal standards of courtesy and refer to each other by title or rank.
3. No employee shall use course, profane, or insolent language to a supervisor, a member of this Department, or to any citizen.
4. Department employees shall not smoke or vape at any time while in public view. Smoking or vaping is also prohibited while in or on any police department vehicle.
5. Department employees shall be courteous and efficient in their dealings with the public. In non-restrictive situations, the attitude of each employee should be pleasant and personal; and on occasions calling for regulation and control, the attitude should be firm and impersonal, but avoiding an impression of rudeness. They shall perform their duties in such a manner as to avoid harsh, violent, profane, or insolent language and shall remain calm regardless of provocation to do otherwise. Upon request they shall supply their names, rank, and badge numbers in a professional manner, and shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other individuals of the Department.
6. All department employees shall maintain a completely impartial attitude toward all persons coming to the attention of the Department.
7. Since violations of the law are against the people of the State and not against the individual officer and since all persons are guaranteed equal protection under the law, exhibiting partiality for or against any person shall be considered conduct unbecoming an officer. Similarly, unwarranted interference in the private business of others when not in the interest of justice is also prohibited.
8. Department employees shall not report for duty impaired or intoxicated. The odor of an alcoholic beverage on the breath will not be permitted at any time when the employee is on duty.
9. Department employees in uniform may never consume intoxicants whether on or off duty.
10. Department employees shall not consume intoxicants while on duty

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 9 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	12.2.1
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023			



unless it is necessary in the performance of the police duty, and then only under the specific direction or permission of their commanding officer.

11. No intoxicating liquor shall be consumed by an employee on property owed or leased by the Ann Arbor Police Department. No unsealed bottles of intoxicating liquor will be brought into or kept in any Department building or part thereof or vehicle, except when officially seized.
12. Department employees, whether on or off duty, if found to be intoxicated and disorderly in a public place, shall be subject to disciplinary action.
13. Employees of this department shall not use habit-forming drugs or addicting narcotics unless such drugs or narcotics are properly prescribed by a physician for an illness or injury.
14. Department employees shall promptly pay all just debts and legal liabilities incurred by them. Neglect to pay a just indebtedness within reasonable and legal time after it was incurred while an employee of this Department shall constitute cause for disciplinary action. Officers and civilians shall not incur debts beyond their means to repay such debts.
15. Department employees shall not engage in controversies, nor attempt to take police action in controversies arising among their relatives and neighbors. Neither shall they make any arrests in their own quarrels nor between themselves and their relatives and neighbors except in self-defense, to prevent injury to another, or when a serious offense has been committed. Such circumstances should be called to the attention of the duty command officer in charge of the station, who shall have disinterested officers investigate and take necessary action.
16. Department employees shall not under any circumstances solicit any gift, service, gratuity, loan, discount, fee or anything of value where there is any direct or indirect connection between the solicitation and their Department membership, unless approved by the Chief of Police.
17. Department employees shall not accept either directly or indirectly any gift, service, gratuity, loan, fee, discount or anything of value arising from or offered because of police employment or any activity connected with said employment. Employees shall not accept any gift, service, gratuity, loan, fee or anything of value, the acceptance of which might tend to influence directly or indirectly the actions of the employee or another employee of this department in any matter of police business, or which tend to cast an adverse reflection on the Department. This rule also

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 10 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023		12.2.1	



includes the acceptance of free meals, snacks, or beverages or partial discounts on such items when the discount is duty or Department connected.

18. No employee of this Department shall receive any gift or gratuity from other employee without the express permission of the Chief of Police.
19. All department employees are prohibited from buying or selling any service or thing of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to the attention or which arose out of their employment except as may be specifically authorized by the Chief of Police.
20. Department employees shall not accept any gift, gratuity, or reward in money or consideration for services rendered in the line of duty to the public or to any person, business, or agency except that which is authorized by the Chief of Police.
21. Any unauthorized gift, gratuity, loan, fee, reward, service, or other thing falling into any of these categories coming into possession of any shall be forwarded to the Office of the Chief. The Chief shall make final disposition of such items.
22. Department employees on or off duty shall not solicit or accept free or reduced admission to theaters, places of entertainment, sports arenas or other activity or place where admission is charged for themselves or others when the free or reduced admission is duty connected unless authorized by the Chief of Police.
23. No games of chance for stakes shall be played in Department buildings.
24. Police Department employees bear a special responsibility and relationship of trust to the City as well as to the citizens they serve. Anyone who intentionally lies will receive severe discipline, with a presumption that termination is the most appropriate penalty, absent some extraordinary mitigating factor(s).
25. Conduct unbecoming an officer shall include any act or conduct not specifically mentioned in any policy and procedural order which tends to bring the Department into disrepute or reflects discredit upon the individual as an officer and shall subject the offending officer to disciplinary action as directed by the Chief of Police.



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 11 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
	Effective: 02/03/2016 Updated: 04/13/2023		
Last Reviewed: 04/13/2023		12.2.1	

G. Performance of Duty

1. Officers of the Department shall be charged with the enforcement of federal, state and local laws and ordinances; the preservation of the public peace; the protection of life and property; the prevention of crime; and the detection, apprehension, and prosecution of violators of the law.
2. Police officers shall exhibit the utmost respect for the legal rights of all. They shall not falsify evidence nor deny to anyone the equal protection of the law. They shall attend to all proceedings where their presence is necessary to the administration of justice and shall conduct themselves professionally and respectfully before any court or tribunal. Police reports and records shall adequately reflect the truth as it is known to the officer at the time they are created.
3. While the responsibility to uncover and report knowledge of illegal and unethical conduct belongs to all employees, regardless of rank or assignment, members of the command staff and supervisors may be personally accountable for the actions of the personnel under their command, if they knew or should have known, based on conduct that should have been evident while being engaged with the officers they supervise on a daily basis, that their actions were illegal or contrary to this policy. This places upon the command staff and supervisors a specific duty to proactively prevent, detect, expose, and report improper conduct of the employees they supervise daily. Additionally, command staff and supervisors shall conduct themselves in such a manner as to serve, by uncompromising adherence to these policies, as an example to those who serve under them.
4. Officers on duty shall be constantly alert, observing everything that takes place within their sight and hearing, and shall keep a vigilant watch for needed police services.
5. Officers shall patrol and perform their assigned duties according to departmental procedure. They shall not leave their duty assignment except as directed by a supervisor or in the discharge of police duty.
6. All officers shall employ every lawful means at their disposal in the investigation, arrest and prosecution of any person observed or known to be violating or have violated any statute or any ordinance pertaining to criminal matters, traffic offenses, or vice activities.



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 12 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

7. All officers of the Department shall perform those specific duties and responsibilities assigned to them. They shall perform all such other duties as may be required of them by competent authority.
8. Officers assigned to specialized duties or assignments are not relieved from taking proper action outside the scope of their specialized assignment when necessary.
9. It shall be the responsibility of every employee of this Department to thoroughly familiarize themselves with all policy and procedural orders of the City and the Department, and to conform to and abide by the same. Each officer must have a working knowledge of all laws and ordinances in force. All department employees shall observe all such laws and ordinances and render service to the city with enthusiasm, courage, discretion and loyalty. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, policy or procedure in question.
10. Officers shall discharge their duties in a firm, impartial and efficient manner. Officers shall act together and assist and protect each other in the maintenance of law and order.
11. All officers are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger might be impending.
12. Department employees shall conduct themselves in a manner that will foster the greatest harmony and cooperation between each other and between other governmental departments or agencies. All employees shall abide by the code of ethics.
13. Any officer of the Department, who shall, in the performance of their official duties, display reluctance to properly perform their assigned duties, who acts in a manner tending to bring discredit to themselves or this Department, who fails to assume responsibility or exercise diligence, intelligence and interest in the pursuit of their duties, or whose actions or performance in a position, rank, or assignment are below acceptable standards, may be deemed incompetent and shall be subject to disciplinary action.
14. All members of the Department are equally responsible for the enforcement of laws, ordinances, and police regulations. The delegation of the enforcement of certain laws and ordinances to a division of the



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 13 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

Department does not relieve members of other divisions from taking proper police action for violations coming to their attention. Although certain hours are assigned as on duty time, personnel shall not be relieved from the responsibility of taking proper police action on matters coming to their attention when off duty in the City of Ann Arbor. This is not to imply that off duty officers shall concern themselves with minor regulatory or traffic ordinances and laws. Further direction regarding enforcement and arrests while off-duty can be found in [P&P 074-011 \(Off Duty Arrests\)](#).

15. Unless otherwise directed, officers shall report to daily briefing at the time and place specified, properly uniformed and equipped. There, they shall give careful attention to orders and instructions for the day.
16. All officers and civilians shall remain at their assignment and on duty until properly relieved by another officer or civilian or until dismissed by competent authority.
17. Department employees off duty and not on any official standby shall not remain in Department dress.
18. Department employees may suspend their duties for a 40-minute lunch period in or near their assigned duty areas, subject to modification by their commanding supervisor. Meals and food or beverages shall not be obtained or consumed in private areas or back rooms of restaurants, stores, or eating establishments. An employee may enter a restaurant licensed to sell intoxicants for the purpose of eating lunch. Lunch breaks on Department property shall be taken in suitable rooms not in public view.
19. Officers on duty shall not conceal themselves except for the furtherance of a police objective. They shall be immediately and readily available to the public during duty hours and shall immediately respond to the lawful orders of supervisors and other competent authorities.
20. Although emergency calls take precedence, all calls shall be answered as soon as possible, consistent with normal safety precautions and vehicle laws. Failure to promptly answer a call for police assistance without justification shall constitute cause for disciplinary action. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no officer shall fail to answer any radio call directed to them.



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 14 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

21. Department employees taking any property into custody in connection with their official duties shall as soon as practicable record such property in accord with the Departmental record system and place such property in the designated location consistent with Departmental order.
22. Departmental employees are prohibited from suggesting or recommending attorneys to prisoners or from employing any person as an attorney or counsel for a prisoner with a view to his defense. They shall not be concerned in any promise or arrangement between thieves or criminals and persons who have suffered by their acts with a view to permitting prisoners to escape the penalties provided by law.
23. All employees are prohibited from entering into any financial or business transaction whatsoever with any arrestee, person under investigation or any person acting on behalf of such parties.
24. Arresting officers, detectives, and supervisors shall promptly take any person in their custody before competent medical authority whenever there is any visible or reasonable evidence of the need for medical attention or where the prisoner claims to need such attention.
25. Department employees are prohibited from engaging in the following activities while on duty with the exceptions noted herein:
 - a. Sleeping, dozing, or loitering
 - b. Recreational reading
 - c. Conducting private business
 - d. Carrying or purchasing of groceries, sundries, and other articles, except in the performance of a police duty
 - e. Drinking of intoxicating beverages and gambling, except in the performance of a police duty, and then only under the specific direction of a commanding officer and never in uniform
26. Department employees shall not solicit or accept so-called kickbacks from individuals or companies receiving business because of Department activities. Kickbacks mean anything of value and include money, services, favors, gifts, considerations, discounts, etc. All kickbacks are prohibited including those received from tow truck operators, ambulance services, hospitals, clinics, auto repair shops, lawyers, undertakers, drug stores,

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 15 of 19
	Issued By: Interim Chief Aimee Metzger	<div>CALEA Standards</div> <div></div> <div>12.2.1</div>	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

drive-ins, restaurants, companies selling or providing equipment or service to the Department and others.



27. Department employees are prohibited from associating on a social basis with individuals whose character, reputation, or background are such to bring discredit upon the officer, civilian or Department, unless so directed by the Chief of Police.
28. Business relationships with such individuals must be avoided unless it can be demonstrated that such business dealings are necessary, legal, ethical, and cannot be made with some other party.
29. Department employees are prohibited from visiting, attending, entering, or patronizing, other than strictly in the line of duty, any premises or establishments where illegal activities, i.e., gambling, prostitution, use of narcotics, consumption of illegal liquor, or illegal consumption of liquor are known, believed or suspected to take place. If required to enter any such place a member shall report the fact to a superior officer or the officer in charge.
30. All patrolling officers shall, before going on duty, make notes of all pertinent orders and get an accurate description of all persons and property requiring police attention.
31. Department employees shall not drive to their posts in their privately-owned vehicles unless permission is granted by the commanding officer.
32. Officers shall take appropriate action concerning any known violation of law or of a city ordinance.
33. Department personnel will only use reasonable force to accomplish lawful objectives and apply de-escalation techniques when possible. Any employee whose action(s) or use of force in an official capacity that results in death or serious physical injury, shall be removed from line-duty assignment, pending an administrative review.
34. Excessive or unauthorized force is never justified. Employees of the Ann Arbor Police Department who observe a department employee or employee from another agency using force that is clearly beyond that which is objectively reasonable under the circumstances, will when in a position to do so, safely intercede to prevent the use of such excessive force. Departmental employees will promptly report these observations to include but not limited to violations of department policy, local ordinance,

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 16 of 19
	Issued By: Interim Chief Aimee Metzger	<div>CALEA Standards</div> <div></div> <div>12.2.1</div>	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

state, and federal law to a supervisor.

H. Transmission of Information

1. Accredited members of the news media are entitled to information concerning police incidents and investigations. Release of such information shall be according to Departmental order.
2. No department employee shall use the news media as a means of personal publicity.
3. No employee of this Department, without the consent of the Chief of Police, shall offer to allow their opinion to be utilized by the press, nor shall they verbally formulate Department policy that has not been issued by the Chief of Police or their designee. Any discussion with members of the press shall be confined only to the facts of the situation or incident.
4. Department employees shall not reveal confidential police information outside the Department except as provided elsewhere by policy and procedure, or as required by law or competent authority. Information contained in police records, other information ordinarily accessible only to employees of this Department, and names of informants, complainants, witnesses, and other persons known to the police are considered confidential, and silence shall be maintained to safeguard such information.
5. Every employee of this Department is encouraged to bear their share of the public information function of the Department. It is essential that they not only perform their work in a manner to gain the highest public approval, but they also learn to represent the Department professionally on all occasions where their actions will have strong impact upon the reputation and general public acceptance of the Department.
6. The spread of allegations, gossip, hearsay, rumor and anonymous uncorroborated information shall not be tolerated within or outside the Department.
7. Department employees shall not discuss or impart confidential information to anyone except those from whom it was intended, or as directed by their supervisors, or under due process of law.
8. Department employees shall not make known to any person the contents of any directive or order that they may receive, unless so required by the



	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 17 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			
		12.2.1	

nature of the order.

9. No employee of this Department shall openly contradict, ridicule, or criticize any policies of this Department.
10. No official record(s) of the Department shall be removed, altered, destroyed, or added to, except as directed by the Chief of Police or under due process of law.
11. It shall be the duty of every department employee to properly report any information given them in good faith by any citizen regarding matters that indicate the need for action or recording by the Department.
12. Department employees shall promptly submit such reports as are required by the performance of their duties or by competent authority.
13. All proper information, not prohibited by Departmental orders or sound police practice, shall be given to persons requesting same, carefully, courteously, and accurately, avoiding all unnecessary conversation and controversy.
14. All information that would tend to bring extreme embarrassment or scorn to the innocent victim of a crime if publicized is to be considered confidential.
15. Department employees shall not obtain or attempt to obtain any information from Department files, sources or reports other than that to which they are entitled in accordance with their duties and assignments.
16. Department employees shall not use information received or acquired during the course of employment or duty for personnel use.
17. Information from Department records, files, or sources shall not be passed on to other parties within or outside of the Department except as required by law, duty or assignment.



I. Miscellaneous

1. The approval of the Chief of Police is necessary before a Departmental order is issued.
2. All personnel records regarding individual employees shall be filed in the Office of the Chief of Police and maintained by the personnel of that office

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 18 of 19
	Issued By: Interim Chief Aimee Metzger	<div>CALEA Standards</div> <div></div> <div>12.2.1</div>	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			

or the city Human Resources Department as appropriate.

3. Department employees shall keep the interest of the city in mind. They shall report matters of importance to other departments, such as bad order of the streets, etc., as directed.
4. Department employees shall be especially mindful of the necessity of properly recording any incident which would probably result in a civil suit against the city.
5. Department employees shall use care not to divulge information which would later embarrass the city in a civil suit.
6. No employee shall contact representatives of the legislature or judicial branches of the city government to procure intervention in matters of administrative decision.
7. No employee shall publicly and as a representative of the Department express opinions on religious, political, or racial questions that are controversial. They shall not speak slightly of the nationality or race of any person.
8. No employee shall publicly and as a Department representative criticize the notions of legislators, the courts, the merits of law or legal decisions, nor the qualifications of persons running for public office. This section does not interfere with the rights of officers to take such actions as bona fide representatives of recognized police professional organizations.
9. No employee shall conduct any investigation for other than law enforcement purposes. No employee shall conduct a criminal investigation as an agent of any person or interest outside the Department, except when furnishing officially approved cooperation to other law enforcement agencies in the line of duty.
10. An officer who deserts their fellow officer under fire, or when physical danger is present, or who permits serious injury to another, citizen or officer, through fear for their own safety shall be disciplined.
11. Any member feeling aggrieved at the treatment or orders of a supervisor or wishing to call attention to any matter of police business or neglect of duty shall submit a report through channels to the Chief of Police or Division Deputy Chief. Failure of a supervisor to forward a communication through channels shall be treated as a serious dereliction of duty.

	POLICY AND PROCEDURAL ORDER		012-012
	Personnel Regulations		Page 19 of 19
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 02/03/2016	Updated: 04/13/2023		
Last Reviewed: 04/13/2023			12.2.1

12. Regular channels must be followed in addressing official communications; however, in accordance with good personnel practices, every member shall be permitted to have an interview with the Chief of Police regarding unusual situations which cannot be dealt with through the regular chain of command. A member may request an interview through official channels.