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	Issued By: Chief Andre Anderson		<div>CALEA Standards</div> <div>22.2.5; 22.3.5</div> 
Effective: 09/09/2002	Updated: 04/14/2025		
Last Reviewed: 04/14/2025			

I. PURPOSE

The purpose of this procedural order is to establish standards and procedures to govern off-duty or secondary employment by members of the Ann Arbor Police Department.

II. POLICY



The department has a well established right to enforce limitations on secondary employment. This right is based on its law enforcement and public service mission, for which the maintenance of public credibility and the highest professional standards are paramount. The policy of the department is to allow, but regulate, permissible secondary employment as approved by the Chief of Police.

III. DEFINITIONS

- A. Secondary Employment: To own or have ownership in a business, outside the department. To work for a consideration off-duty, outside the Ann Arbor Police Department, for self or another. Volunteer work for a charity or fraternal organization is not considered secondary employment.
- B. Consideration: A wage, salary, fee, goods or service received for work performed.
- C. Extra Duty Employment: Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer.

IV. PROHIBITED SECONDARY EMPLOYMENT



- A. Employment or activity which is unlawful.
- B. Extra Duty Employment
- C. Ownership of or employment in any business or enterprise which is engaged in the sale, delivery or transportation of alcoholic beverages or marijuana.
- D. Ownership of a business in or employment as a security guard, watchman, process server, private investigator, reposessor, bill collector, bailbondsman, or employment as a retail fraud investigator or asset protection officer. Personnel may be allowed to engage in security related consulting businesses provided such work is conducted outside the corporate limits of Ann Arbor.
- E. Ownership or employment in occupations or by a firm regulated or licensed through the Ann Arbor Police Department.
- F. Ownership of, or employment, in any adult entertainment business as defined by Title V, Chapter 55, Article III, 5:50 Chapter 55 of the Ann Arbor City Code.

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- G. Employment for the purpose of assisting in the preparation of the defense in a criminal case.
- H. Investigative or any employment requiring the employee to access police records or other police information sources (example, police explorer/police reserve officer).
- I. Ownership of a business or employment that causes a real or potential conflict of interest.
- J. Ownership of a business or employment of a nature or at a location that would bring discredit upon the department.
- K. Any secondary employment that, because of the nature of work or scheduled hours worked, would jeopardize the employee's availability for departmental duty.
- L. Secondary employment while the member is on paid sick leave.
- M. Any secondary employment without written approval of the Chief of Police.

V. PROCEDURE

- A. Prior to engaging in secondary employment, the member shall complete:
 - 1. Secondary Employment Request Form (Attachment 1) and forward via chain of command to Chief of Police.
 - 2. Based on the organization and/or type of work performed in the secondary/outside employment, the City may require an indemnity agreement from the prospective employer. If this is needed, the employee shall submit a completed indemnity form (attachment 2), or other form as provided by the City.
- B. If final approval is granted by the Chief of Police, the signed form will be forwarded via email to the following:
 - 1. Employee
 - 2. Division Commander
 - 3. Human Resources (for placement in personnel file) HR will also receive the AAPD Indemnity Agreement for placement in employee personnel file.
 - 4. Office of the Chief will maintain electronic copy of both forms.
- C. Approval of secondary employment is conditional and may be revoked by the Chief if later it is determined that continued secondary employment would be detrimental to the department or member involved.

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- D. Prior approval is required for each separate or succeeding secondary employment.
- E. Employees who are currently engaged in secondary employment are required to complete the attached request form and submit it to the Chief of Police via official channels as part of establishing and updating all secondary employment authorizations.
- F. Secondary employment approvals will expire after two years and the affected employee is required to make a new request if they still wish to engage in the secondary employment.
- G. It is essential that all employees who may engage in occasional outside employment conduct themselves in such a manner that no ethical or legal conflict of interest may be occasioned by any such sources of employment.
- H. Employees who are engaged in outside employment under this policy may not utilize City facilities, resources, property, telephones, equipment, or staff in support of such activities. Outside employment activities may not be conducted on City property.
- I. Should an unanticipated conflict of interest result from the outside employment, the Service Area Administrator, in conjunction with the supervisor shall, upon learning of such conflict, insist the staff employee terminate the outside employment. Failure to cease the outside employment as directed may be grounds for discharge.

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Attachment 1

SECONDARY EMPLOYMENT REQUEST FORM

Employee's name _____ Badge # _____

Employee's current assignment _____

Prospective employer _____

Address _____

Telephone _____

Prospective immediate supervisor _____

Nature of business; describe _____

Nature of work performed _____

Number of hours of work per week _____

Work schedule/hours of work _____

Employee's signature _____ Date _____



YOUR REQUEST IS: _____ APPROVED

_____ DENIED

APPROVAL EXPIRATION DATE: _____

Signed: _____ Chief of Police

Date: _____

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Attachment 2

**CITY OF ANN ARBOR POLICE DEPARTMENT
INDEMNITY AGREEMENT FOR SECONDARY EMPLOYMENT**

_____ hereby agrees to indemnify and hold harmless
the City
Employer

of Ann Arbor and the City of Ann Arbor Police Department for any expense, loss,
damage or

liability incurred by it due to, resulting from, arising out of, or in connection with the
actions or

activities of _____ while they are employed by the undersigned.
Officer's name

_____ in no way acts in their official capacity while in
the
Officer's Name

employ of the undersigned, but they continue to have the obligation of any off-duty
police officer to prevent the commission of crime occurring in their presence.

Dated this _____ day of _____, _____.

Employer _____

By _____

Subscribed and sworn to this _____ day of _____, _____.

by _____, who acknowledges that he/she is the
person signing

above and that he did so with authority to represent and bind the Employer referred to
herein of the purposes stated.

Notary Public

My commission expires: _____
PC 1196