
	POLICY AND PROCEDURAL ORDER		001-013
	Employee Identification		Page 1 of 2
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 11/11/2000	Updated: 04/26/2016		
Last Reviewed: 02/06/2023			
		22.2.7	

I. Purpose

The purpose of this order is to outline the requirements for obtaining and carrying a department identification card. Another purpose is to provide officer response guidelines regarding requests to view identification.

II. Policy

It is the policy of the Ann Arbor Police Department to issue its members two (2) identification cards displaying their photograph, name, and current rank or position title. All on duty employees shall have an identification card in their possession.

Under ordinary circumstances, officers shall show their department identification to a citizen when the officer's identification is requested.

III. Procedure

A. Identification Cards



1. New employees will be issued two photo identification cards, one of which will also serve as proximity card.
2. The training sergeant will notify the Chief's management assistant of new hires, providing necessary information to initiate / format ID and proximity cards.
3. The Chief's management assistant will notify the training sergeant when cards are ready for pick-up.

B. An employee who loses his/her identification card shall immediately report the loss to his/her supervisor, who will notify the section commander.

1. A CLEMIS report titled "Lost Property" shall be initiated for all lost identification cards.
2. An employee who needs an identification card due to loss/damage or malfunction of his/her existing card will notify the Chief's management assistant who will ensure the card format is up-to-date in badging software program and submit IT Help ticket to have printed. The employee will be notified when the ID is ready for pick-up.

C. Requests to View Identification

1. Under ordinary circumstances, officers shall show their department identification to a citizen when the officer's identification is requested.

	POLICY AND PROCEDURAL ORDER		001-013
	Employee Identification		Page 2 of 2
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 11/11/2000	Updated: 04/26/2016		
Last Reviewed: 02/06/2023			
		22.2.7	

This is not to be construed as an "on demand" requirement. For example, a group of demonstrators could not disrupt police operations by demanding officers' identification while the officers were in formation and not in a position to respond to the request. Similarly, officers are not required to jeopardize themselves or others to immediately furnish identification during emergency or critical incidents or while in the midst of affecting an arrest. As another example, if an officer has very recently had contact with a citizen and provided him or her identification, the officer is not required to show identification at the next encounter where it is obvious the citizen knows the identity of the officer

2. Officers working in an undercover capacity are generally not required to show identification in situations where identification is requested by a citizen. This is in the interest of officer safety as well as to ensure integrity of the mission.

D. Verbal Identification Over the Phone

1. Employees shall answer department phone lines in a timely fashion.
2. Upon answering a department phone line, department employees shall state their rank and last name. ie: Ann Arbor Police, Officer Jones.
3. Requests by citizens for employee's names after the initial greeting shall be responded to in a polite and courteous manner, providing rank and spelling of name if appropriate.