

CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

October 10, 2023 5:30 P.M.

CONFERENCE ROOM

2500 SOUTH WASHINGTON

AGENDA

CALL TO ORDER

ROLL CALL

☐ Janielle Houston, Chairperson	☐ R Cole Bouck,
☐ Jim DeLine, Vice Chairperson	☐ Keith Kris
☐ Jim Cavanagh	☐ John Folkers
☐ Trini Lopez-Pehlivanoglu	☐ Louise Alderson

A Quorum is: ☐ Present

☐ Not Present

☐ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

APPROVAL OF AGENDA ☐ As Submitted ☐ With Changes Noted

SECRETARY'S REPORT ☐ Approval of Minutes:

Update Meeting Schedule for December 2023 for a new location

Meeting Schedule for 2024

NEW BUSINESS

Affidavit of Disclosure	Katelynn Miller	Lansing Police Department
Affidavit of Disclosure	Anthony Dean	Lansing Police Department
Affidavit of Disclosure	Sagar Kandel	Lansing Police Department

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS

ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

**DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
September 12, 2023 5:30 PM**

Clerk's Office Conference Room
South Washington Office Complex
2500 S. Washington

The meeting was called to order at 5:31 p.m.

MEMBERS PRESENT:

Janielle Houston, Chairperson
Jim DeLine, Vice Chairperson
R Cole Bouck
Keith Kris
John Folkers
Jim Cavanagh
Trini Pehlivanoglu
Louise Alderson

ABSENT: None

A QUORUM WAS PRESENT

OTHERS PRESENT:

Brian P Jackson, City Clerk's Office
Chris Swope, City Clerk
Joe Abood, City Attorney's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by John Folkers to approve the Minutes of July 11, 2023

Motion Carried

New Business:

1. Affidavit of Disclosure, Jaime Montemayor, Lansing Police Department

Moved by Cole Bouck to place Affidavit of Disclosure on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

Motion Carried

2. Affidavit of Disclosure, Sean Mills Lansing Police Department

Moved by Jim DeLine to place the Affidavit of Disclosure on file having found no violation of the Ethics Ordinance at this time. The Board's written response will include a reminder of their ongoing duty to submit a new Affidavit of Disclosure if any new and relevant information arises including any change in position with the company.

Motion Carried

CITY ATTORNEY'S REPORT: None.

Moved by Cole Bouck pursuant to MCL 15.268(h) of the Open Meetings Act, I hereby move that the Board recess into closed session to consult with the City Attorney to consider material exempt from discussion or disclosure by state statute. Specifically, to discuss written legal opinions from the City Attorney provided under attorney-client privilege and attorney work-product, and which is also exempt from disclosure under the Freedom of Information Act pursuant to MCL 15.243(1) (g). For this session, the topic is "Written Analysis on Complaint 2023-002"

Motion Carried with a Roll Call, 8-0

Move by Keith Kris to rise out of closed session.

Moved by Louise Alderson to accept the Written Analysis on Complaint 2023-002 and adopt the recommendations.

Motion Carried.

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

ADJOURNED 6:22 p.m.



Chris Swope
Lansing City Clerk

**CITY OF LANSING
BOARD OF ETHICS
2023 MEETING SCHEDULE**

Second Tuesday of the Month at 5:30 p.m. unless otherwise notified.

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023 South Washington Election Unit
December 12, 2023 XXXXXXXXXXXXX

The Board of Ethics will meet at the South Washington Election Unit, 2500 S. Washington at 5:30 p.m. except for Dec. 12 which shall meet at XXXXXXXXXXX, XXXXX

Potential Locations that are available as of 10/6/23

Former REO School	1221 REO Rd, 48910 (off MLK)
Schmidt Community Room	5825 Wise Rd, 48911 (between Jolly and Miller)
Gier Community Room	2400 Hall St 48906 (off N. Cedar)
Foster Community Center Room 211	200 N Foster Ave 48912 (Off Michigan)
Capital Area Housing Partnership –	600 W Maple Rd 48906 (off Willow, Old School for the Blind)



Chris Swope
Lansing City Clerk

**CITY OF LANSING
BOARD OF ETHICS
2024 MEETING SCHEDULE**

Second Tuesday of the Month at 5:30 p.m. unless otherwise notified.

January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024

The Board of Ethics will meet at the XXXXXXXX, XXXXXXXXXXXXX at 5:30 p.m. unless otherwise notified

Potential Locations that are available

Former REO School	1221 REO Rd, 48910 (off MLK)
Schmidt Community Room	5825 Wise Rd, 48911 (between Jolly and Miller)
Gier Community Room	2400 Hall St 48906 (off N. Cedar)
Foster Community Center Room 211	200 N Foster Ave 48912 (Off Michigan)
Capital Area Housing Partnership –	600 W Maple Rd 48906 (off Willow, Old School for the Blind)



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK

DATE: 8.18.23

I, Anthony Derr make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

1. ☒ Yes ☐ No I am an ☐ elected or ☐ appointed ☒ officer or ☐ employee of the City of Lansing holding the position of Police Officer in the Lansing Police Department.

☐ ☒ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department

☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.

SEP22'23 1PMCLERK

2. ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)

☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2)
[Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:

☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. Name of the activity/business in question: Lansing Community College

5. Do you have ownership or interest in the activity/business? Yes _____ No ☒

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes ☒ No ☐
If yes, please explain Train incoming Police officers
7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes ☒ No ☐
If yes, please explain: Have to be a certified Police officer and Instructor
8. Who are the clients/customers of the activity/business?
Academy Recruits
9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes ☐ No ☒
If yes, please explain: _____
10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes ☒ No ☐
If yes, please attach copies.
11. Explain what you will be doing in the activity/business:
Training Academy Recruits in Driving
12. Explain why you believe a conflict may/may not exist with this activity/business:
It will not because I am/will be training incoming Lansing Police officers
13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes ☐ No ☒
If so, please describe:

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 18 day of August, 2023.



Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 30 day of August,
2023 (year), by  (Notary Signature)

MORGAN N. Chereff (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 6/1/2030





ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? 0 ;
_____ %
- Are you self-employed? No
- Who is your employer, if applicable? Living Community College

- What are the things you actually do in the business? _____
Teach Academy Recruits

- Who are your clients and who receives your goods or services? _____
Academy Recruits

- How and where are your services performed? _____
Living Community College

- How often do you do outside work?
When Academy is in Session

Does your business or employer contract with the City? Unknown

- In performing your business or outside employment, do you use any City facilities or equipment?

No If so, describe: _____

- Is any of your business or employment conducted in the City? NO If so, describe:
-

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? They advertise that LPD officers

are trained at this Academy

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: _____

No

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

☐ Renewal

☒ Reg. Off-Duty Employment

Date: 8-18-23

Employee Requesting Approval: Anthony Dean Badge No: 117
Current Duty Assignment: Patrol (Platoon 3)
Hours: 2030-0630 Division: Platoon 3

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Lansing Community College
Type of Business: College/University
Business Address: 5708 Cornerstone Dr, Lansing 48917
Owner or Manager's Name: Andy Lindeman Telephone No: 517 712 6388
Location of Employment: 5708 Cornerstone Dr, Lansing 48917
Description of Work Duties: Driving Instructor
Work Schedule: TBD
Number of Hours Per Week: TBD Duration of Employment: TBD

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

[Signature]
Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 8/24/23 Initials: MRK 343 ☒ Approved ☐ Disapproved

Captain's Comments: no conflicts - Academy driving instructor

[Signature] Date 8/30/23 ☒ Approved ☐ Disapproved
Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____.



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

SEP18'23 4PMCLERK

TO: CITY CLERK

DATE: 9/11/2023

I, KATELYNN MILNER make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

Yes No

1. ☒ ☐ I am an ☐ elected or ☐ appointed ☒ officer or ☐ employee of the City of Lansing holding the position of POLICE OFFICER in the POLICE Department.

☐ ☒ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department

☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.

2. ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)

☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2)
[Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]

☐ ☒ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:

☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. Name of the activity/business in question: LANSING COMMUNITY COLLEGE

5. Do you have ownership or interest in the activity/business? Yes _____ No X

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes _____ No X
If yes, please explain _____

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes X No _____
If yes, please explain: SKILLS OBTAINED FROM TRAINING AT LPD TO BE USED TO
EDUCATE POLICE RECRUITS

8. Who are the clients/customers of the activity/business?
MID-MICHIGAN POLICE ACADEMY RECRUITS

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes _____ No X
If yes, please explain: _____

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes _____ No X
If yes, please attach copies.

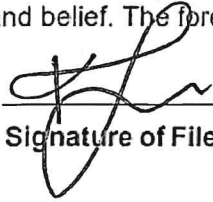
11. Explain what you will be doing in the activity/business:
ASSISTING IN DEFENSIVE TACTICS TRAINING FOR POLICE
RECRUITS.

12. Explain why you believe a conflict may/may not exist with this activity/business:
I DO NOT BELIEVE A CONFLICT MAY ARISE AS THIS POSITION
OPERATES WITHIN THE SCOPE OF MY CURRENT JOB

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes _____ No X
If so, please describe:

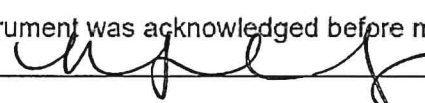
In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this ___ day of _____, 20__.



Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 8 day of September,
2023 (year), by  (Notary Signature)

Morgan Cherry (Print Name)

Notary Public, INGHAM County,
Acting in INGHAM County,
My Commission Expires: 6/1/2030





ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the

Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? D;
_____ %
- Are you self-employed? NO
- Who is your employer, if applicable? Lansing community college

- What are the things you actually do in the business? assist in educating
recruits in defensive tactics at the mid-
michigan police academy.

- Who are your clients and who receives your goods or services? police
recruits.

- How and where are your services performed? at lansing community
college's west campus.

- How often do you do outside work?

Does your business or employer contract with the City? NO.

- In performing your business or outside employment, do you use any City facilities or equipment?

no If so, describe: _____

- Is any of your business or employment conducted in the City? Y If so, describe:

west lansing, delta township.

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? no

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: no.

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

☐ Renewal
☒ Reg. Off-Duty Employment
Date: 9/11/23

Employee Requesting Approval: Katelynn Miller Badge No: 104 _____

Current Duty Assignment: Patrol

Hours: _____ Division: PATROL

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Lansing Community College

Type of Business: Education

Business Address: 5708 Cornerstone Dr, Lansing, MI.

Owner or Manager's Name: Andrew Lindeman Telephone No: 517-483-5253

Location of Employment: 5708 Cornerstone Dr, Lansing, MI.

Description of Work Duties: Defensive Tactics training for police academy

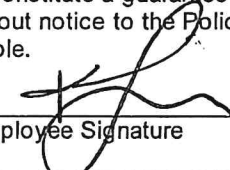
Work Schedule: _____

Number of Hours Per Week: 3-6, depending Duration of Employment: continuous

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

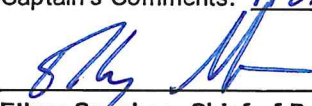
I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.


Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 9-12-23 Initials: KMD ☒ Approved ☐ Disapproved

Captain's Comments: Professional Development - Training for LPD & Recruits

 Date 9/13/2023 ☒ Approved ☐ Disapproved

Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE



CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

SEP18'23 4PMCLERK

TO: CITY CLERK

DATE: 9/13/23

I, Sagar Kandel make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

Yes No

1. ☒ ☐ I am an ☐ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of Police officer in the Police Department.

☐ ☒ I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department

☐ ☒ I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.

2. ☐ ☒ I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)

☐ ☒ I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(l) of the Code of Ordinances]

☐ ☒ I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(l) of the Code of Ordinances]

☐ ☒ I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:

☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. Name of the activity/business in question: Lansing Community College Police Academy.

5. Do you have ownership or interest in the activity/business? Yes _____ No X

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes X No
If yes, please explain Police Academy - mostly at the west campus of LCC.
7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes X No
If yes, please explain: Academy instructor, training new police recruits.
8. Who are the clients/customers of the activity/business?
Police Academy Recruits.
9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes No X
If yes, please explain:
10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes No X
If yes, please attach copies.
11. Explain what you will be doing in the activity/business:
Training Police recruits at LCC Police Academy. Assisting with
Scenario based training.
12. Explain why you believe a conflict may/may not exist with this activity/business:
I do not believe there will be a conflict.
13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes No X.
If so, please describe:

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 13th day of September, 2023.

Sagal #42

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 13 day of September
2023 (year), by [Signature] (Notary Signature)

Morgan Cherry (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 6/1/2030



[Signature]

ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? 0 ;
_____ %
- Are you self-employed? NO
- Who is your employer, if applicable? Lansing Community college-
Police Academy.
- What are the things you actually do in the business? Train new police
recruits, assist with scenario based training.
- Who are your clients and who receives your goods or services? _____
Police recruits
- How and where are your services performed? LCC Police Academy-
as needed by the Academy Director.
- How often do you do outside work?
As needed according the Police Academy schedule.

Does your business or employer contract with the City? No.

- In performing your business or outside employment, do you use any City facilities or equipment?

_____ If so, describe: _____

N/A.

- Is any of your business or employment conducted in the City? Yes If so, describe:

Police Academy classes or Scenarios. Mostly
held in Eaton County.

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment? _____

No.

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: _____

N/A.

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.



Lansing Police Department
Supplemental Off-Duty
Employment Request Form

☐ Renewal

☒ Reg. Off-Duty Employment

Date: 9/13/2023

Employee Requesting Approval: SAGAR KANDEL Badge No: 042

Current Duty Assignment: Patrol

Hours: Plt 1 - 0600-1600 Division: Patrol Division

SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Lansing Community College - Police Academy

Type of Business: Police Academy

Business Address: 5708 Cornerstone Dr, Lansing, MI 48917

Owner or Manager's Name: Andy Lindeman Telephone No: 517-483-5253

Location of Employment: Lansing Community College Police Academy

Description of Work Duties: Training Police Recruits, helping with Scenario training

Work Schedule: As needed based on Academy hours

Number of Hours Per Week: As needed Duration of Employment: 1 yr.

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

Sagar #042
Employee Signature

Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.

Captains Recommendation Date: 9-13-23 Initials: MRK ☒ Approved ☐ Disapproved

Captain's Comments: NO CONFLICT - ACADEMY INSTRUCTION

[Signature] Date 9/14/2023 ☒ Approved ☐ Disapproved
Ellery Sosebee, Chief of Police

Copy of form sent to employee on _____.