



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Employee Conduct*

Number: *101-A*

Effective Date: *January 1, 2001*

Revised Date: *January 30, 2019*

Rescinds: *Police Department Policy, Section 100, No.100 -123 Dated: 1977*

101 Employee Conduct January 1, 2001

Approved by:

PURPOSE

To provide guidance to employees on expected behavior and conduct whether on duty or off duty.

REGULATION

1. Employees shall obey all City, State, and Federal laws.
2. The Chief of Police has the power and authority to issue such orders to personnel as is deemed proper, and it is the duty of the employee to render prompt and explicit obedience to the orders. All orders issued by the Chief of Police remain in effect until rescinded.
3. Employees shall not conduct themselves in an immoral, lewd or disorderly manner or conduct their activities in such a manner as to appear immoral, indecent, lewd or disorderly to the public. Employees are expected to always conduct themselves in a professional manner.
4. Employees are not to use intoxicants excessively or be seen in public in an intoxicated condition.
5. Harsh, vulgar, profane or indecent language is prohibited.
6. Employees shall not publicly criticize, ridicule or degrade any other employees. Employees are not to gossip, discredit or complain about other employees but should submit their complaints through the channels provided for such complaints.
7. Employees in a supervisory position shall not place themselves under financial obligation to a subordinate.

8. Displaying disrespect for supervisors or willfully disobeying orders, rules or regulations is prohibited.
9. Employees shall obey all orders and perform all official duties required of them by any superior officer, regardless of whether or not such duties are specifically assigned to them. In the event of a conflict with a previous order issued by a supervisor, a general order or a special order, the employee receiving such order shall respectfully call the conflict to the attention of the supervisor.
10. Supervisors are expected to keep a close check on cases made by officers under their supervision and take appropriate action to correct any improper decisions.
11. Employees shall not borrow money from an individual who is known or suspected to be of questionable character.
12. Employees shall pay all just debts and meet all other obligations; including paying for all lodging, drink, food, service or anything of monetary value received while on a tour of duty.
13. Employees shall not buy or sell anything of value from or to any suspect, witness, defendant, complainant, prisoner or other person involved in any case brought to the employee's attention or arising out of departmental employment except as specifically authorized by their Division Captain or the Chief of Police.
14. Employees shall not accept any gift, reward, present or any kind of other consideration for services rendered in the line of duty to the community or from any person or organization except lawful salary unless authorized by the Chief of Police.
15. Employees are forbidden to post or guarantee bail for any person arrested, except members of their immediate families. They shall not recommend bondsmen, attorneys or any firm or place of business to anyone.
16. Employees shall not make promises to any person for any reason that they cannot keep. No promises of probation, immunity, lesser degree of prosecution, or any similar promises shall be made to any suspect, victim, witness or other person for any reason whatsoever.
17. Employees shall not render assistance in civil cases unless such assistance is required by law except to prevent an immediate breach of peace or to stop a disturbance that has already commenced. Employees are not to give advice on civil matters except to inform the concerned

parties that it is not of a criminal nature; nor, through their actions or words, create the impression that one party has committed a civil wrong against another. Employees shall notify their immediate supervisor if they receive any written or oral request from a litigant or their legal representative in a civil action. This includes any meeting, affidavit, deposition or other contact resulting from work conducted in the scope of their official duties. Approval of release of the documents or other information (unless subject to release under FOI) will come through the chain of command after consultation with the City Attorney.

18. Employees are to avoid any official police action in any private altercation between a citizen and the officer or a member of his immediate family.
19. All police business is considered confidential and shall not be discussed outside the department or in a manner where the general public might become aware.
20. Employees shall not feign illness or injury nor attempt to deceive supervisors of their true physical condition.
21. Each employee is required to have a telephone, and their address and telephone number shall be kept current in the Police Department files/computers at all times. Any change of address or telephone number shall be reported and updated in the files/computers within twenty-four hours of the change. Employees shall not give the phone number, address, or any information of any other employee of this department to any unauthorized person requesting it without authorization to do so from their Supervisor or the affected employee.
22. Employees shall report in writing any change in their marital status to the Chief of Police. (This information will be held in confidence).
23. Employees shall advise their Division Commander in writing if they are served with any legal papers.
24. Employees shall not remove any official document or record from the Records Section without written permission of the Records Section Supervisor.
25. Employees shall not engage in any type of part-time or off-duty employment without the written permission of the Chief of Police.
26. Employees are responsible for being available for all judicial hearings.
27. Full time and attention will be devoted to police business while on duty.

28. Employees are not to loiter at the Police Department.
29. Officers are to carry their identification at all times and furnish their name and radio call number upon the request.
30. Employees shall not falsify any official report or enter or cause to be entered any false, inaccurate or improper information concerning any type of police activity or report.
31. Employees operating the police radio shall strictly observe the regulations for operation as set forth by the Police Department and the Federal Communications Commission.
32. Employees should avoid transmitting any message by radio that identifies any person by name.
33. Only police-related long distance calls are allowed on City phones. Written correspondence, faxes, Internet and teletype information are alternatives to long distance calls. City phones may be used for local calls, both duty related and personal; however, employees should minimize use for personal reasons.
34. Employees sending letters or correspondence related to police matters will insure they are professional in appearance and strictly police related. A Division Captain shall approve non-routine correspondence; a copy of all correspondence will be stored by the officer for six months for future reference.
35. Employees are responsible for attending all In-Service Training and keeping their South Carolina State Law Enforcement Certification current through the South Carolina Criminal Justice Academy.
36. As long as it does not interfere with their police duties and responsibilities, employees may be members of fraternal, benevolent, religious or other societies and organizations, except those that are subversive or are dedicated to the overthrow of the U.S. Government, the Government of the State of South Carolina or any of its political subdivisions.
37. While in uniform, an employee may not participate in any petition or public issue, whether written or oral. When out of uniform, the employee's participation will be governed by the moral standards outlined in this manual.
38. Employees are to give due and just credit to anyone who assists in handling any official police business unless requested by the assisting person not to do so. This assistance shall be recorded in all official reports.

39. Employees shall show all courtesy and respect to the American Flag and national anthem at appropriate times.
40. No employee shall record, using audio or video, any conversation or activity of any other employee without the consent of all parties involved with the exception of approved administrative or criminal investigations.
41. Officers shall report misconduct by fellow officers to a supervisor, or the OPS unit. In the event the misconduct involves the officer's supervisor, the officer will go one rank above the supervisor involved or directly to the office of professional standards and report the behavior.
 - A. Failure to report or document apparent misconduct or criminal behavior shall be grounds for disciplinary action, up to and including termination of employment.
42. Employees shall report all contacts with law enforcement where the employee is the complainant, victim, suspect, subject or witness in a criminal incident. The employee shall speak directly with the on duty supervisor as soon as practically possible and notify them of the interaction.
43. Employees shall notify their immediate supervisor when they are the subject of a traffic stop resulting in the issuance of a citation.
44. Employees will avoid regular or continuous associations or dealings with persons under criminal investigation, indictment, those who have been convicted of a felony, or those groups which advocate hatred, persecution, or oppression of any person or group, unless such association is specifically required as a matter of police duty.
45. Employees will not knowingly engage in business transaction(s) with suspects, defendants, or prisoners except as authorized by the Chief of Police.