MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: ***Employee Conduct***	**Number:** ***101-B***
Effective Date: ***January 1, 2001***	**Revised Date: May 1, 2026**
Rescinds: ***PD Policy 100-123***	**Dated:** ***1977***
101 Employee Conduct	***01-01-2001***
101-A Employee Conduct	***01-30-2019***

Approved By:

I. PURPOSE

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

II. REGULATION

1. Employees shall obey all City, State, and Federal laws unless otherwise exempt by law.

2. Police officers are the most conspicuous representatives of government, and to the majority of the people, they are a symbol of stability and authority upon whom they can rely. Officers' conduct is closely scrutinized, and when their actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than the comparable conduct of persons in other forms of public service. Employees are expected to conduct themselves in a professional manner while on duty.

3. Employees shall not engage in activities that appear immoral, indecent, lewd, or disorderly.

4. Employees are not to be seen in public in an intoxicated condition.

5. Employees shall maintain professional communication and refrain from using

harsh, vulgar, profane, or indecent language unless there is an articulable reason why it is appropriate for the situation.

6. Employees shall not publicly criticize, ridicule, or degrade any other employee. 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 supervisory positions 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. Supervisors are expected to actively supervise lower-ranking employees and take appropriate action to correct any inappropriate behavior, improper decisions, and/or performance issues.

10. Employees shall not borrow money from an individual who is known or suspected to be of questionable character.

11. 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.

12. 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 above.

13. Employees shall not accept any gift, reward, present, or any 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.

14. Employees shall not post or guarantee bail for any person, except members of their immediate families or household members. They shall not recommend bondsmen, attorneys, or any firm or place of business to anyone.

15. 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.

16. Employees shall not give advice on civil matters except to inform the parties concerned 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.

17. 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.

18. Employees shall only release or transmit documents and/or recordings to an authorized person. An authorized person is someone acting in their official capacity who is an employee of a law enforcement agency, an employee of a solicitor's office, a grand jury official, a Myrtle Beach city manager, or an employee of the Myrtle Beach city attorney's office. Employees shall refer anyone else requesting documents and/or recordings, including those making FOIA requests, to the FOIA coordinator.

19. Employees shall not use their personal cell phones to record and/or transmit any department-related business.

20. 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.

21. 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.

22. Employees shall not feign illness or injury nor attempt to deceive supervisors of their true physical condition.

23. 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 personal 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.

24. Employees shall report in writing any change in their marital status to the Chief of Police. This information will be held in confidence.

25. Employees shall advise their Division Commander in writing if they are served with any legal papers.

26. Employees shall not remove any official document or record from the Records Section without the written permission of the Records Section Supervisor.

27. Employees shall not engage in any type of part-time or off-duty employment without the written permission of the Chief of Police.

28. Employees shall attend all required judicial hearings.

29. Full time and attention will be devoted to police business while on duty.

30. Employees are not to loiter at the Police Department.

31. Officers shall carry their police identification while on duty and furnish their last name and radio call number upon request. Officers are not required to repeat this information once provided during the same encounter. Officers engaged in undercover operations are exempt.

32. 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.

33. Employees operating the police radio shall strictly observe the regulations for operation as set forth by the Police Department and the Federal Communications Commission.

34. Employees sending letters or correspondence related to police matters will ensure they are professional in appearance. A copy of all correspondence related to cases will be stored in Evidence.com. The employee will retain a copy of all other correspondence on their X-Drive. Employees shall not use

City and/or Department letterhead or memorandums for personal or non-department-related matters.

35. 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.

36. While on duty, an employee may not participate in any petition or public demonstration. When out of uniform and off duty, the employee's participation will be governed by the standards outlined in this manual.

37. 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.

38. Employees shall show all courtesy and respect to the American Flag and national anthem at appropriate times.

39. 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.

40. 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. Failure to report or document apparent misconduct or criminal behavior shall be grounds for disciplinary action, up to and including termination of employment.

41. Employees shall report all contacts with law enforcement where the employee is the complainant, victim, suspect, subject, violator, or witness in a criminal or traffic incident. The employee shall speak directly with the on-duty supervisor as soon as practically possible and notify them of the interaction. Employees shall notify their immediate supervisor at the beginning of their next shift.

42. Employees will avoid regular or continuous associations or dealings with people under criminal investigation, indictment, those who have been

convicted of a felony, or those groups that advocate hatred, persecution, or oppression of any person or group, unless such association is specifically required as a matter of police duty.

43. Employees will not knowingly engage in business transactions with suspects, defendants, or prisoners except as authorized by the Chief of Police.