



## Dillon County Sheriff's Office Rules of Conduct

### I. PURPOSE

To establish rules of conduct to support the Sheriff's Office General Orders.

### II. POLICY

Sheriff's Office members will comply with the Rules of Conduct set forth below and generally conduct themselves professionally. A Rule of Conduct is a general order from which no deviation is permitted. Disciplinary action in accordance with Sheriff's Office and County policy and procedures will be a consequence of violation of a Rule of Conduct.

### III. RULES

1. Sheriff's Office members will obey the federal, state, and local laws of any jurisdiction that applies to them. A conviction for violation of any law will be prima facie evidence of a violation of this rule.
2. Sheriff's Office members will establish, maintain, and obey all County and Sheriff's Office rules, regulations and general orders. In the event of a breach of discipline, or violation of some rule, regulation, or general order, it will be presumed that the Sheriff's Office member was familiar with the law, rule, or policy in question.
3. Sheriff's Office members will promptly obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. <12.1.3>
4. Sheriff's Office members will willingly submit to reasonable authority and will not disregard the expressed direction of a supervisor. <12.1.3>
5. Sheriff's Office members will maintain sufficient competency to perform their duties and assume the responsibility of their positions. Competence, for the purposes of the General Order is defined as, that state of being in which a person demonstrates an ability and desire to properly perform assigned duties and assume required responsibilities. Sheriff's Office members found to be incompetent are subject to disciplinary action up to and including dismissal. Examples of incompetence include, but are not limited to:
  - A lack of knowledge in the application of laws, rules, general orders or procedures necessary for the proper performance of assigned duties;
  - An unwillingness or inability to perform assigned tasks;
  - Continued unacceptable job performance as documented by supervisory evaluation and/or work records; and
  - Any combination of the above.
6. Sheriff's Office members will not, through gestures, written, or vocal defamatory statements, be disrespectful to the Sheriff's Office, its policies, or another Sheriff's Office member.
7. Sheriff's Office members will be courteous to the public and other Sheriff's Office members.
8. Sheriff's Office members will be tactful in the performance of their duties, control their tempers, and exercise patience and discretion.
9. Sheriff's Office members will not engage in argument with community members, even in the face of extreme

provocation.

10. Sheriff's Office members will not use abusive language or gestures in the performance of their duty.
11. Sheriff's Office members will not mistreat others in the performance of their duty.
12. Sheriff's Office members will not express personal prejudice concerning race, gender, faith, political beliefs, ethnicity, sexual orientation, or similar personal characteristics.
13. Sheriff's Office members will not engage in activities that would cause them to neglect or be inattentive to duty.
14. Sheriff's Office members will remain awake on duty. If unable to do so, they will report to their supervisor, who will determine the proper course of action. Sheriff's Office members will not engage in loafing or malingering. Recreational reading is prohibited while on duty, except while at meals or on break.
15. The personal appearance of Sheriff's Office members while on duty will be in conformance with Sheriff's Office policy and procedures.
16. Sheriff's Office members will not alter or repair Sheriff's Office equipment, including vehicles, uniforms, weapons, or computers, unless authorized to do so or except in accordance with Sheriff's Office procedures.
17. Sheriff's Office members will use Sheriff's Office equipment for its intended purpose and in accordance with Sheriff's Office policy and procedures.
18. Sheriff's Office members will report any damage to Sheriff's Office equipment.
19. Sheriff's Office members will submit all required reports on time and in accordance with Sheriff's Office procedures. Reports will be made in good faith, truthful, and complete.
20. Sheriff's Office members, while off-duty, will refrain from consuming alcoholic beverages to the degree that their consumption results in impairment, intoxication, and obnoxious or offensive behavior which discredits them or the Sheriff's Office, or renders them unfit to report for their regular tour of duty.
21. Officers will not consume alcoholic beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a commanding officer.
22. Sheriff's Office members will not appear for duty, or be on duty, while under the influence of intoxicants, except in the performance of duty and under proper and specific orders from a commanding officer.
23. Officers will not store or bring into any Sheriff's Office facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens except those held as evidence, and/or in the performance of duty.
24. Sheriff's Office members will not possess or use any controlled substances, narcotics, or hallucinogens unless prescribed by a physician. When such medications may impair performance on duty, Sheriff's Office members will notify their supervisors.
25. Officers will assist other officers and citizens in distress or in any situation when their assistance would be critical to public safety.
26. When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained and recorded courteously and will be properly acted upon consistent with Sheriff's Office policy and procedures.
27. Sheriff's Office members who are under investigation, or who are aware of another Sheriff's Office member under investigation, by any other law enforcement agency will report this information to a supervisor as soon as practical after obtaining such knowledge.
28. Sheriff's Office members will not be absent from duty without authorization.
29. Sheriff's Office members will not leave their assigned duty posts during a tour of duty without authorization.

30. Sheriff's Office members will promptly notify their supervisors of anticipated absences.
31. Sheriff's Office members will report for all duty assignments, including court and grand jury appearances, at the time and place required, and will be physically and mentally prepared and completely equipped to perform their duties.
32. Sheriff's Office members will not publicly criticize or ridicule the Sheriff's Office, its policies, or other Sheriff's Office members.
33. Sheriff's Office members will not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondent to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Sheriff's Office while implying that they represent the Sheriff's Office in such matters without authority.
34. Sheriff's Office members will operate Sheriff's Office vehicles carefully and prudently.
35. Officers will report the loss or suspension of any driving privilege to a supervisor immediately.
36. Officers will not unlawfully or unnecessarily use or display a weapon.
37. Sheriff's Office members have the same civic responsibility as other citizens to support government. Sheriff's Office members may join or affiliate with civic organizations of a political nature, attend political meetings, and advocate and support their political principles. However, no employee will:
  - a. engage in any political activity while on duty;
  - b. use official authority or influence for political purposes;
  - c. coerce contributions from others for political purposes; nor
  - d. use any Sheriff's Office supplies or equipment for political purposes.
38. Property and evidence discovered, gathered, or received in connection with Sheriff's Office investigations will be processed in accordance with established Sheriff's Office procedures. Sheriff's Office members will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with investigations.
39. Sheriff's Office members will not use tobacco products in any County vehicle, or in any instance when the use of tobacco products would violate the law. This includes while on duty and in direct contact with the public, while engaged in traffic direction and control, while operating a Sheriff's Office vehicle, or in the Law Center.
40. Sheriff's Office members will treat the official business of the Sheriff's Office as confidential. Information regarding official business will be disseminated only to those with a need and a right to know.
41. Officers will not make a search, seizure, or arrest that they know or should know is not in accordance with the Constitutions and laws of South Carolina and of the United States.
42. Sheriff's Office members will not render an opinion regarding court fines or sentences in connection with particular cases.
43. Sheriff's Office members will not use their official positions, identification, or badges for personal or financial gain; for obtaining privileges not otherwise available to them except in the performance of duty; or for avoiding consequences of illegal acts.
44. Officers will not lend their identification card or badge or permit them to be photographed or reproduced without the approval of the Chief of Police or his designee.
45. Officers will not authorize the use of their names, photographs, or official titles in connection with advertisements of any product or commercial enterprise without the approval of the Chief of Police or his designee.
46. Sheriff's Office members will not recommend or suggest, except in the transaction of personal business, the

employment or procurement of a particular product, professional service, or commercial service (such as an attorney, towing service, or bondsman.)

47. Sheriff's Office members will take no part, directly or indirectly, in sales promotions, solicitations, fund raising campaigns, or similar activities while representing themselves as police officers or as employees of the Sheriff's Office without the prior approval of the Chief of Police or his designee.

48. Sheriff's Office members will avoid regular or frequent association with persons under criminal investigation or indictment, those who have a reputation in the community or the Sheriff's Office for involvement in criminal behavior, except as necessary in the performance of official duties or when unavoidable due to the Sheriff's Office members' family relationships.

49. Sheriff's Office members will not use their positions, badges, or uniforms to solicit or accept any gifts or gratuities.

50. Sheriff's Office members will truthfully answer all authorized inquiries specifically related to their scope of employment and will submit to polygraph examinations when the examinations are narrowly related to a specific internal investigation being conducted by direction of the Chief of Police.

51. Sheriff's Office members will not feign illness or injury, falsely report themselves or family members ill or injured, or otherwise attempt to deceive any Sheriff's Office supervisor concerning their ability to report for duty. In addition, all Sheriff's Office members will report sickness or injury directly to their supervisor prior to the time that they are to report for duty. Failure to notify as required will be deemed absence without leave.

52. Officers will carry their badge and photo identification card when armed. They will furnish their names and reporting numbers to any person requesting that information when they are on duty or while representing themselves in an official capacity, except when the withholding of such information is necessary for the performance of their duty or otherwise authorized by the Chief of Police or his designee. <22.2.7 a. & b.>

53. When making or receiving a telephone call, Sheriff's Office members will identify themselves as a member of the Sheriff's Office by providing their name, rank or position and provide an explanation for the contact unless this information would compromise an investigation. If the validity of the phone call is in question, the citizen will be directed to contact the Communications Center at 803-329-7200 to verify their employment and position within the Sheriff's Office. <22.2.7 c.>

54. Sheriff's Office members will always follow established Federal, State, and local safety standards and strive to utilize their best judgment to work as safely as possible.

55. Sheriff's Office members will never intentionally endanger the public in which we serve.

56. Sheriff's Office members will report any change of address or telephone number to the Chief of Police's office within forty-eight hours.

57. Sheriff's Office members while on duty or in uniform are not to loiter or enter taverns, theaters, or other public places except in the performance of official police business. Officers and off-duty Sheriff's Office members are not to loiter in the Sheriff's Office distracting on-duty Sheriff's Office members.

58. Sheriff's Office members will avoid parking side-by-side and conversing for prolonged periods of time in open view of the public and while not actively engaged in a police activity so as not to give an impression of malingering to the general public.

59. All Sheriff's Office members are to maintain themselves in a physical and mental condition consistent with the demands of their assigned duties, including avoiding excessive weight. The Chief may require members to take a physical or mental examination at County expense, given by a medical practitioner or psychologist, for the purpose of determining ability to perform assigned duties, or prior to selection for promotion or reassignment, to determine a member's fitness to perform in a new assignment. <22.3.1><22.3.2>

60. A Sheriff's Office member who unnecessarily shirks from danger or avoids responsibility because of danger will be deemed unfit to perform their duties.

<CALEA Standards: 1.1.2, 12.1.3, 22.2.7, 22.3.1, 22.3.2 & 26.1.1>