

	Greenville, SC Police Department		
	GENERAL ORDER		
Subject	Number	Type	
Rules of Conduct	102A	Administrative	
Effective Date	Amends/ Rescinds	Pages	Re-evaluation
March 21, 2017	102	11	Annual-June
References			Notes
CALEA 26.1.1			

PURPOSE

Greenville Police employees act as official representatives of government who are required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all with liberty, equality and justice. Employees shall perform all duties impartially, without favor of affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity. Employees will never allow personal feelings, biases, animosities or friendships to inappropriately influence official conduct. The Greenville Police Department (GPD) Rules of Conduct sets forth the behavioral expectations consistent with this purpose statement.

1. GENERAL CONDUCT

- 1.1 Employees will conduct their private and professional lives in a manner that does not hinder the GPD's efforts to achieve its goals, violate its policies, or bring discredit upon the GPD or any employee of it.
- 1.2 Employees of the Greenville Police Department are not permitted to surreptitiously record another employee/s of the department using any type of device, either audio or video, without the express permission/knowledge of the employee or as part of an official Internal Affairs or criminal investigation.

2. COMPETENCY

Employees will establish and maintain sufficient competency to effectively perform their duties and carry out the responsibilities of their position and the function and objectives of the GPD. Incompetence may be demonstrated by, but not limited to, the following:

- 2.1. A lack of knowledge in the application of laws to be enforced
- 2.2. An unwillingness or inability to perform assigned tasks and duties

- 2.3. A failure to conform to work standards established for the employee's rank, grade, or position
 - 2.4. Poor performance in the fulfillment of one's essential job functions
 - 2.5. Repeated infractions of the rules, regulations, policies, or procedures of the GPD
 - 2.6. A history of failing to maintain those skills required by the State of South Carolina certification as a police officer
3. **DUTY RESPONSIBILITIES**
- 3.1. All employees will take any action that is required by law or policy, or is responsible and appropriate in connection with the performance of any assigned duty.
 - 3.2. Employees will not leave their assigned duty post during a tour of duty except as authorized by proper authority.
 - 3.3. Employees will remain awake, alert, and attentive while on duty. If unable to do so, they will so report to their supervisor, who will determine the proper course of action.
 - 3.4. Employees will assist any employee involved in an emergency situation or any other situation in which additional assistance would be critical to the successful performance of a GPD function, until such assistance is no longer necessary.
 - 3.5. Employees will monitor all radio communications in accordance to their assignment and respond to all radio traffic directed to them.
 - 3.6. Employees, while on duty, will return telephone, email or other messages within a reasonable time, unless otherwise directed by their supervisor.
 - 3.7. All personnel of the GPD, when off duty, who have been issued a cell phone by the GPD will respond to all calls from supervisory or subordinate personnel in a reasonable amount of time.
 - 3.8. While on duty, employees will not engage in any activities, personal business, or frequent phone calls, texting, emailing, engaging social media or otherwise using computer or smartphone functions which would cause them to neglect or be inattentive to their assigned responsibilities.



- 3.9. Officers will not drive a private vehicle to a post or assignment nor will they patrol a post or assignment with a private vehicle, unless authorized to do so by a supervisor.
- 3.10. While on duty and except for the convenience of driving more efficiently to another location within the city of Greenville, an officer will not leave the city limits except as authorized by their supervisor or in the performance of a duty responsibility.
- 3.11. Employees will not use on duty time to substantially coordinate or otherwise perform functions or responsibilities of an off-duty job, without prior approval of the Chief of Police.

4. **REPORTING FOR DUTY**

- 4.1. Employees will report at the required time for any scheduled duty assignment, including court, training and off-duty work.
- 4.2. Employees may be required to report to duty in a declared emergency immediately upon receiving such direction from their supervisor or other competent authority.
- 4.3. Employees will be properly equipped and prepared to perform their duties.
- 4.4. Employees who are unable to report to a duty assignment will make telephonic contact with the appropriate supervisor at least thirty (30) minutes prior to the beginning of the scheduled assignment.

5. **ABSENCE FROM DUTY**

- 5.1. Employees will not be absent from duty, except as authorized by official leave and/or approved by competent authority, without notifying their supervisor to gain consent for absence.
- 5.2. Employees requiring relief from a duty assignment due to illness or other need shall notify and obtain approval from their supervisor prior to relief.
- 5.3. In seeking authorization for a duty absence, employees will not feign illness or injury, falsely report themselves or others sick, ill or injured, or otherwise deceive or attempt to deceive any official of the GPD to obtain such authorization.

6. **COURTESY**



6.1. Courtesy Toward the Public

6.1.1. In the performance of their duties or while representing themselves as members of the GPD, employees will treat all people with dignity, respect and courtesy. Escalated situations that require stern measures or verbal escalations will be reviewed for appropriateness under the circumstance(s).

6.1.2. In performing their duties, employees will not express any prejudice concerning race, religion, national origin, gender, sexual orientation or other personal characteristics that offend another person.

6.2. Courtesy Toward Employees

6.2.1. Employees will treat all other employees of the GPD and the City of Greenville with dignity, respect and courtesy.

6.2.2. In performing their duties, employees will not express any prejudice concerning race, religion, national origin, gender, sexual orientation or other personal characteristics that offend another person.

7. **TRUTHFULNESS**

7.1. Employees will be wholly truthful when making any statements(s) in connection with their performance of official duties, whether or not under oath. This provision does not apply to the utilization of deception associated with interviewing or interacting with criminal suspects for the purpose of furthering an active criminal investigation or maintaining an undercover identity or disguise.

7.2. Employees are prohibited from intentionally failing to disclose information in connection with the performance of official duties, or violating General Orders or procedures, when the purpose of such nondisclosure or violation is to conceal suitability or unsuitability for duty of themselves or another, or for personal gain.

7.3. Employees shall not have materially falsified or intentionally failed to disclose any information relevant to suitability or fitness for employment with the GPD.

8. **COMPLIANCE WITH LAWS AND REGULATIONS**



- 8.1. Employees will not commit any acts or make any intentional omissions, which constitute a violation of any of the rules, policies, procedures, special orders, or other directives of the GPD.
- 8.2. Employees will obey all laws of the United States and of any state and local jurisdiction in which they may be present, and will obey all administrative regulations enacted pursuant to local, state, or federal law.
- 8.3. Any employee who is identified as a suspect in, charged with or arrested for a violation of a criminal or traffic law or ordinance will report such fact in writing or via telephone to the Chief of Police as immediately as practicable, but within seventy-two (72) hours.

9. **DISCRETION**

- 9.1. Each employee will be held accountable for the sound use of discretion and the use of good judgment in the performance of his duties. This performance will be measured by giving consideration to the facts of each situation and what actions a reasonable officer under the same circumstances would have taken.
- 9.2. Officers are permitted to use several alternatives to physical arrest of violators, such as referrals, written or verbal warnings, issuance of citations or the use of criminal summonses in certain non-violent criminal situations. Officers are expected to apply the minimum level of enforcement reasonably necessary to achieve peace, safety or compliance with law.

10. **DUTY TO REPORT VIOLATIONS OF LAWS, ORDINANCES, RULES, AND DIRECTIVES**

- 10.1. Employees having knowledge that they or other employees have violated or are violating laws, ordinances, GPD conduct rules, General Orders, Special Orders, or Standard Operating Procedures will report it immediately to their supervisor or to a supervisor in the Professional Standards Division.
- 10.2. If the violation involves one or more members within the employee's chain of command, the employee is expected to carry the issue to the next higher level in the chain-of-command, until the chain-of-command is exhausted. The employee may also bring sensitive issues directly to the Professional Standards Division, Human Resources or report them through the City's Employee Complaint Hotline.



11. TAKING OFFICIAL ACTION WHILE OFF DUTY

- 11.1. Off-Duty employees will take official action in emergency or unusual circumstances when such action is necessary to avoid injury or other serious consequences. Such action is defined, at a minimum, as the notification of proper authorities.
- 11.2. Off-Duty employees will not become involved in neighborhood disputes or quarrels, in an official capacity, except in an emergency or unusual circumstance when such action is necessary to avoid injury or other serious consequences.

12. BIAS-BASED POLICING

Officers shall not consider race/ethnicity, national origin, gender, sexual orientation/identity, socio-economic status, religion, and age (Class) in carrying out law enforcement activities, except when credible, locally relevant information links a person or people of a specific Class to a specific unlawful incident(s), criminal pattern(s), or scheme(s).

13. ARREST, SEARCH, AND SEIZURE

- 13.1. Officers will not make any arrest, search or seizure, which they know, or should know, is not in accordance with the law and/or GPD procedure.
- 13.2. For voluntary and involuntary traffic and pedestrian stops, officers will neither request nor conduct searches by consent, without prior articulable reasonable suspicion or probable cause that contraband or evidence of a crime may be present on the person or in the place to be searched.

14. USE OF FORCE

- 14.1. Officers will use no more force than reasonable and necessary to overcome subject resistance in the lawful performance of their duties, and will do so in accordance with GPD procedures and the law.
- 14.2. Officers will comply with GPD procedures concerning the reporting, documentation and investigation of the use of physical force.

15. DRIVING

- 15.1. Employees will obey all traffic laws while driving under normal conditions and will drive with due regard for the safety of others.



- 15.2. Officers will only initiate, participate or continue in a pursuit in accordance with the GPD general order that governs pursuits.
- 15.3. Officers will notify a supervisor of any event which an officer knows, or should know, qualifies as a pursuit.
- 15.4. Officers will only initiate and continue with an emergency response in accordance with the GPD general order governing emergency responses.

16. **TRANSPORTING MEMBERS OF THE PUBLIC IN CITY VEHICLES**

- 16.1. Employees may transport members of the public in city vehicles if the transportation is duty related. Employees will ensure that passengers comply with current seat belt laws.
- 16.2. Employees with take-home vehicles are permitted to use that vehicle in compliance with General Order titled "Departmental Vehicles."

17. **USE OF EQUIPMENT**

- 17.1. Employees will utilize City or GPD equipment, including any vehicle, computer and radio, only for its intended purpose and in accordance with all laws and GPD or City (HR-30) purposes and procedures.

17.2. Employees will not damage, abuse, or lose GPD equipment.

- 17.3. Officers will carry and use firearms only in accordance with law and established GPD general orders or directives governing such use.

18. **INTERFERENCE WITH DUE PROCESS**

Employees shall not directly or indirectly attempt to or actually interfere with, or otherwise interrupt the lawful and proper administration of justice.

19. **COURT APPEARANCES**

- 19.1. If an employee has been summoned or subpoenaed to testify on behalf of a party adverse to the GPD or the City of Greenville, he/she is required to provide the summons or subpoena to and notify the Chief of Police in writing *prior* to testifying in such action.
- 19.2. Employees will not testify as an expert witness against the GPD or the City of Greenville.



- 19.3. Employees must notify the Chief of Police in writing if they intend to testify as an expert witness for or against another agency.
- 19.4. If testifying in a court where the employee is not officially representing the City of Greenville and/or the GPD, no police uniform or equipment will be worn or used in that court.

20. **RESPONSIBILITY FOR SAFETY AND SECURITY OF PERSONS AND PROPERTY**

Employees shall ensure that reasonable measures are taken to provide safety, protection and security for persons and property coming under their care and control because of arrest or other police action.

21. **IMPROPER USE OR DISPOSAL OF PROPERTY AND EVIDENCE**

Employees will not convert to their own use, manufacture, conceal, dispose of, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established GPD procedures.

22. **GRATUITIES AND SOLICITATIONS**

22.1. Employees will neither solicit nor accept, directly or indirectly, any gift, gratuity, loan service, fee, reward, promise or other thing of value from any commercial organization, person, or firm without the express written approval of the Chief of Police. This rule applies to situations in which the acceptance of anything of value may serve or be perceived to influence any employee in the performance of their duties. This Rule does not prohibit:

22.1.1. Unsolicited discounts or services offered to all officers or employees so long as the employee does not profit by reselling the item or offering the service to another.

22.1.2. Acceptance of GPD approved awards, including money, given to an employee by a publicly recognized organization or person in recognition of outstanding service or achievement.

22.1.3. Acceptance by an employee of money or gifts on behalf of the GPD with approval of the Chief of Police. Such items accepted shall be of benefit to the GPD as a whole or for a charitable cause that is sponsored in whole or in part by the GPD.



- 22.2. Solicitation of funds from outside sources for major programs, activities, or events that serve the GPD's objectives may be approved by the Chief of Police.
23. **ABUSE OF POSITION**
- 23.1. Employees will not use their official position or identification for:
- 23.1.1. Personal or financial gain.
 - 23.1.2. Obtaining privileges not otherwise available to them except in the performance of their duty.
 - 23.1.3. Avoiding the consequences of illegal acts.
 - 23.1.4. To cause an investigation or arrest in their own private disputes or in those involving family or friends, except to report suspected victimization or criminal conduct as any other member of the public is otherwise entitled.
- 23.2. An employee will not lend to another person his/her official identification card, badge, or permit such items to be photographed or otherwise reproduced without the prior approval of the Chief of Police.
- 23.3. An employee will not permit the use of his/her name, photograph, or official title that identify him/her as a police officer or as an employee of GPD, in connection with testimonials or advertisements of any commodity or commercial enterprise or purpose, without the prior written approval of the Chief of Police.
- 23.4. Employees will take no part, either directly or indirectly, in sales promotions, solicitations, fund raising campaigns, or similar activities for personal gain or benefit of commercial enterprise while representing themselves as police officers or as employees of the GPD, without the prior written approval of the Chief of Police.
- 23.5. While engaging members of the public in an official capacity, employees will not recommend or suggest the employment or procurement of a particular product, or professional or commercial service.
- 23.6. Employees will not interfere with or attempt to influence the lawful business of any person.



- 23.7. Employees are not permitted to represent or act on behalf of private interests or plaintiffs during any proceeding before any agency of the City or in any action or proceeding against the City.

24. ASSOCIATION WITH CRIMINALS

Employees will avoid associations with persons or groups who they know, or should know, are involved in criminal activity, are under criminal investigation or indictment, who have a serious criminal record, or, those persons or groups which advocate hatred, persecution or oppression of any person or group, except as necessary to the performance of official duties or where unavoidable due to family relationships.

25. POSTING OF BAIL BOND

No employee will become surety on a bail bond for any person other than a member of his/her immediate family.

26. IMPAIRING SUBSTANCES

- 26.1. Employees will not consume, purchase, or possess any intoxicating beverage or any illegal, controlled or non-controlled impairing substance while in uniform, on duty, on City-owned or leased premises, or in a city owned vehicle, except in the performance of duty and while acting with approval from a superior officer. The purchase of prescription and non-prescription medications for oneself or a family member is permitted.
- 26.2. Employees will not appear for duty, or be on duty, or in a city owned vehicle, while under the influence of an illegal, controlled or non-controlled impairing substance, alcohol, or with the odor of an alcoholic beverage on their breath.
- 26.3. Employees who are in a scheduled standby or on-call status will not consume or be under the influence of intoxicants.
- 26.4. Any employee on duty or reporting for duty while visibly affected by the use of an impairing substance will submit to a breathalyzer test and/or other diagnostic tests to support an administrative investigation only, consistent with City policy governing such processes.
- 26.5. No employee will report for duty while taking prescribed or over the counter medications that affect their ability to properly or safely perform their assigned duties.



27. SUBMISSION OF REPORTS

- 27.1. Employees will submit or review and approve/reject all necessary reports, records, property and evidence in accordance with the established GPD procedure, prior to the end of their duty day unless directed otherwise by a supervisor or commander.
- 27.2. Reports and records submitted by employees will be accurate and complete.
- 27.3. Employees will not destroy or, without authorization, remove from its proper location any official record, police report, or GPD paperwork, except by lawful authority.

28. RELEASE OF INFORMATION

- 28.1. Employees shall treat the official business of the GPD as confidential and will not disseminate to unauthorized individuals any information regarding GPD operations or investigations that is not public record or otherwise required by law, without approval from a supervisor.
- 28.2. Employees shall not publicly divulge the identity of persons giving confidential information in a criminal investigation, unless ordered by a court of law.
- 28.3. Employees are prohibited from accessing and using any information available through City, County or other investigative, criminal justice or employee databases, for personal interest or other personal purposes.

29. POLITICAL ACTIVITY

- 29.1. Public employees shall not use the prestige of their position on behalf of any political candidate, faction, or party.
- 29.2. Public employees shall not take part in any municipal political campaigns while on duty.
- 29.3. Public employees shall not promise an appointment to any municipal position as a reward for any political activity.

30. USE OF TOBACCO PRODUCTS

- 30.1. Employees will not use tobacco products when it would be offensive, unlawful, or inappropriate and should be considerate of others when using tobacco products.
- 30.2. Employees are prohibited from using tobacco products inside City-owned or leased vehicles, inside City-owned or occupied facilities, within twenty five feet of any such building entrance or exit, or at the exterior of a parking structure within ten feet of an entrance or exit.

31. **UNIONS AND ORGANIZATIONS**

- 31.1. The State of South Carolina is a right to work state. However, any employee may belong to an employee association of their choice. Neither the GPD nor any employee will coerce or discriminate against any employee in the exercise of the right to join or not to join an employee organization.
- 31.2. Employees will not engage in any strike, work slowdown, Blue Flu, unreasonable or selective enforcement of the law, or other concerted failure to report for duty for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

32. **PERSONAL INFORMATION REQUIREMENTS**

- 32.1. Employees will have a functioning telephone for which the employee constantly maintains service and is able to be reached by supervisors and commanders of the GPD.
- 32.2. Employees will ensure that all GPD and City Human Resources databases contain up-to-date telephone contact and address information.
- 32.3. Employees who operate motor vehicles as a condition of their employment will maintain a valid driver's license consistent with the requirements of state law or GPD policy.

33. **PROPER IDENTIFICATION**

All employees whether uniformed or plain clothed, will identify themselves verbally and by displaying their badge or identification card before taking any official action, except when not feasible or appropriate for operational purposes or where their identity is obvious.

34. **SUPERVISION**



34.1. Supervisors are charged with ensuring compliance with all applicable laws, GPD policies, General Orders and Standard Operating Procedures by those employees under their supervision. Supervisors are responsible for investigating and reporting all known violations to their immediate supervisor.

34.2. All GPD employees who supervise any other GPD employee will perform their duties completely, diligently, promptly, professionally, and satisfactorily.

35. **CHAIN OF COMMAND**

Employees are expected to honor their chain-of-command when presenting formal recommendations, registering formal complaints, or attempting formal resolution of problems.

36. **INSUBORDINATION**

Employees will promptly obey any lawful order or direction of a supervisor. This includes any lawful order or direction relayed from a supervisor by an employee of the same or lesser rank. If an employee does not understand or finds conflict in the direction given to him or her, the employee will seek clarification from a supervisor. Failure to seek such clarification shall not excuse an act of insubordination.

37. **HARASSMENT AND DISCRIMINATION**

No employee may discriminate against or engage in any verbal, physical or visual behavior that belittles or demeans any individual on the basis of race, color, religion, gender or sexual orientation, age, national origin, veteran status, disability, or genetic information. For additional information, please consult City policies HR-17 and HR-18.

Kenneth C. Miller,
Chief of Police

Date

