THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Legality

1. If any chapter, section or subdivision of this Manual is found to be illegal, incorrect, or inapplicable, the validity of the remaining portions of the Manual shall not be affected.

2. The dynamics of a modern law enforcement agency necessitate continual evaluation of the performance of its duties, and the review from time to time of the rules which govern the discipline and conduct of its members.

3. To be of any value, rules must be thoroughly understood and equitably applied. They are only as effective as the personnel responsible for their execution.

4. It is self-evident that no set of rules or orders could be produced which would apply to every situation that can confront a Public Safety Officer in the performance of his/her duties. In making decisions not specifically embraced by a rule or order, officers need to bear in mind only that if they act in good faith, honestly, fairly and without malice, they will not only gain the respect of the public, but the firm support of their superiors as well.

5. Officers must constantly remember their obligations to the Medical University of South Carolina, to the department and to their fellow officers, for the conduct of one reflects the conduct of all. In all their actions, Officers must be courteous without being servile, firm without being offensive and business-like without being insolent.

6. Rules, regulations and procedures are designed to guide members in carrying out
their duties. Any violation of any rule, regulation and/or procedure can result in disciplinary action.

7. The rules, regulations and procedures of the Public Safety Department shall be regarded as the direct orders of the Chief of Public Safety, and shall have the same force and effect.

B. Grammatical Structure

1. Construction of Tenses

The present tense includes the past and future tenses.

2. Construction of Gender

The masculine shall include the feminine whenever applicable.

3. Construction of Singular and Plural

The singular shall include the plural, and the plural shall include the singular.

4. Interpretation Verbs

**SHALL** and **WILL** are mandatory. **MAY** is permissive.