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. **Purpose (CALEA 26.1.1)**

   To establish the rules, regulations, and code of conduct of the Department of Public Safety.

B. **Policy**

1. These rules and regulations shall instruct all members of the Department of Public Safety in the performance of their duties unless specifically directed otherwise by the Director of the Department.

2. Employees of the Department of Public Safety include all sworn police officers, full-time and part-time staff, under the direction or supervision of the Director.

3. All employees are considered to be on-duty whenever they are performing any law enforcement function or otherwise represent themselves as a police officer, or any other employee of the Medical University of South Carolina.

4. It is the policy of the Department to ensure that all employees conduct themselves in a professional manner while on or off duty. *(CALEA 26.1.1)*

5. Employees of the Department shall conduct themselves in such a manner so as to not abuse the authority, rights, privileges, or benefits associated with their employment. *(CALEA 26.1.1)*

6. Employees of the Department shall conduct themselves in such a manner so as to conform to all applicable laws. *(CALEA 26.1.1)*
C. General Rules and Regulations (CALEA 26.1.1 and CALEA 12.2.1.g)

1. All employees of the Department are required to know and comply with the rules, regulations, procedures and written directives of the Department.

2. Every employee of the Department shall report promptly for work, court, and all other appointments at their assigned time. Employees shall be physically fit, neatly and properly groomed, and with all prescribed and assigned equipment.

3. Every employee reporting for duty will acquaint themselves with all relevant events which have transpired since their last tour of duty.

4. Every employee shall respond promptly to radio calls or other requests for service and will make themselves available for service as soon as possible.

5. Employees shall diligently, completely, and without delay or question, carry out all lawful orders of their designated supervisor which pertain to the performance of their duty. The deliberate or knowing refusal to obey such an order may be grounds for disciplinary action. No Supervisor shall knowingly issue any order which is in violation of law, Department policy, or Medical University policy.

6. Employees must not report for duty under the influence of intoxicants, drugs, or any illegal chemical substance.

7. Every employee of the Department shall operate Medical University vehicles in such a manner as to avoid injury to persons or damage to property. They shall park their vehicle in such a manner as to cause the least interference with traffic control except when emergency requires otherwise. Failure to follow the procedure for an emergency call is strictly prohibited.

8. All officers and passengers will wear a safety restraining device while operating a Medical University vehicle. It is the responsibility of the driver to ensure that all occupants are properly restrained in a safety belt.

9. Employees shall not feign illness or injury or otherwise deceive or attempt to deceive any official of the Department as to the conditions of their health. A Supervisor may require a statement from a medical doctor or other acceptable proof that an employee is ill or injured.

10. An employee of the Department shall not display cowardice or reluctance to perform a duty required by law in any situation where the public or another Department employee might be subjected to a risk of physical danger.

11. Employees of the Department will always be civil and courteous when dealing with
the public. Employees will avoid using profane language, and answer questions carefully and courteously.

12. An employee of the Department shall not recommend a specific attorney or bondsman to a person arrested by the Department.

13. Officers shall give their name and badge number to any person requesting it.

14. Employees shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the State of South Carolina, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders.

15. Employees shall avoid associations or dealings with persons who they know, or reasonably should know, to be racketeers, sex offenders, gamblers, suspected felons, persons under criminal investigation or indictment, or have a reputation in the community for present involvement in felonious or criminal behavior except as necessary in the performance of official duty.

16. Employees shall not make false, vicious or malicious statements about employees of the Department to anyone.

17. Employees shall not make false statements to, or withhold information from supervisory officers when questioned, interviewed, or in submitting statements or reports.

18. No employee shall leave their assigned duties or fail to complete a duty until that employee has been properly relieved.

19. All Department employees will keep the Department informed of their current address and telephone number. The employee will furnish any personal information as may be required.

20. No employee shall threaten, use fighting words, incite to fight, or fight another member.

21. Employees that are working with other law enforcement agencies are responsible for adhering to the rules and regulations, policies and procedures of this Department at all times.

22. No employee of the Department will sleep at any time during their tour of duty, including break and meal periods.

23. No employee of the Department at any time, on-duty or off-duty, shall engage in
any conduct or activity that may be unbecoming to the employee and/or the Department.

24. Employees of the Department who have knowledge of other employees violating the rules, regulations, policies, and procedures of the Department are required to report these violations to their immediate Supervisor.

25. Sworn employees must not engage in behavior which places or may place certification or recertification as a law enforcement officer in jeopardy. This provision applies to all persons holding sworn positions.

26. All employees shall notify the Office of Professional Standards whenever they pursue civil action based on an event/incident that occurred while in a duty status or one that was investigated or processed by any function of this Department. This requirement is in no way intended to, nor shall it impede or inhibit any member of this department from exercising his/her constitutional rights in seeking civil repress.

a. When any member of this department exercises his/her right to seek civil action, that employee shall assume the status of a private citizen in all matters concerning such action.

b. All requests for information (forms, reports, statements, etc.) shall be made by the employee’s legal representative.

c. No employee is authorized to remove or convey any official or non-official Departmental documentation associated with any civil matter that he/she may be pursuing, or be considering pursuing, without the written approval of the Director of Public Safety.

**D. Rules and Regulations / Conduct Off-Duty (CALEA 26.1.1)**

1. Off-duty officers have authority identical with those on-duty. That authority should only be exercised under the following circumstances:

a. to preserve the peace;

b. to make arrests when the officer has probable cause to believe a person has committed a crime threatening or causing bodily harm to others; and

c. to make arrests when the officer has probable cause to believe a person has committed a felony and the officer reasonably believes an arrest cannot be effected at a later time.
2. If an officer finds himself/herself in a position where something minor occurs, the officer should contact the local law enforcement agency having jurisdiction and request that a uniformed officer be dispatched to handle this situation rather than getting involved solely on his/her own.

3. Any officer who believes a crime has been committed shall notify the proper authority immediately.

4. Unless failure to act has great likelihood that bodily harm will be done to someone, off-duty officers shall not use his/her authority in cases involving:
   a. traffic and minor criminal offenses;
   b. personal disputes;
   c. family disputes; and
   d. friend and neighbor disputes.

5. Off-duty officers shall not use their authority when consuming alcoholic beverages.

6. Employees of the Department shall not drink alcoholic beverages while wearing their uniforms or parts of the uniform, whether on-duty or off-duty.

7. All employees shall notify their Supervisor, prior to beginning of shift, if they are taking any medication of any type which could affect their performance while on duty.

E. Abuse of Power (CALEA 26.1.1)

1. Employees shall conduct themselves in such a manner so as to not abuse the authority, rights, privileges, or benefits associated with employment.

2. Employees are prohibited from using their official position, authority, identification, or any reference to the Department of Public Safety:
   a. for financial gain;
   b. for obtaining privileges not otherwise available to them or other law enforcement personnel;
   c. for committing improper acts under color of law;
   d. for avoiding the consequences of illegal acts; or

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e. for any purpose other than official business.

3. No employee shall solicit or accept from any person, business or organization any reward, gratuity, fee, favor or other consideration for the benefit of the employee, his/her family, or the Department if it may be reasonably inferred that the person, business or organization giving the gift:
   a. seeks to influence action of an official nature;
   b. seeks to affect the performance or non-performance of an official duty; or
   c. has an interest which may be substantially affected, either directly or indirectly, by the performance or non-performance of an official duty.

4. Access to and dissemination of official records and information must be in accordance with expressed policy or with supervisory approval. The unauthorized dissemination of official information, records, or reports is strictly prohibited.

5. Matters of an official nature will be treated confidentially by all employees of the Department. Details concerning Department business, sources of information, status of cases, or any other information concerning the personnel, operation or investigations of the Department will not be discussed with those outside the Department except when necessary to assist another law enforcement agency with an on-going investigation.

6. Employees will not remove official records, documents, or files from any Department office and will not release them, or information from them, unless it be by the due process of law or by permission of the Director.

7. An employee shall not permit any other person to use his/her badge, identification card, or credentials.

8. Employees of the Department shall not make a false report or knowingly enter or cause to be entered any inaccurate, false or misrepresented facts in any official record.

9. Employees shall not convert to their own use or have any claim on found property, recovered property, or property held as evidence, as specified by South Carolina Law.

10. Employees shall not interfere unnecessarily with the lawful business of any person.

11. An employee of the Department shall not authorize the use of their name, a
photograph which identifies the employee as affiliated with the Department, or the officer’s official title in connection with the advertisement of any product or commercial enterprise without the approval of the Director.

12. No employee will participate in an investigation in which he/she, a member of his/her immediate family, or close personal friend, is involved either as a suspect or a witness. The employee will report such relationship(s) to his/her Supervisor.

F. **Personal Web Pages**

1. Employees have the right to have personal web pages and other types of internet postings, which can be accessed by the public or granted permission. Websites or blogs such as, but not limited to, MySpace, Twitter, and Facebook allow individuals to express themselves and seek communication with other individuals for personal relationships, friendships or just pen pal correspondences.

   a. Employees shall not identify themselves directly or indirectly as an employee of the MUSC Department of Public Safety without prior approval of the Director.

   b. Photographs or other depictions of the Agency uniforms, badges, credentials, I.D’s, patches, marked units and the MUSC Department’s seals or logo shall not be used on employee internet postings.

   c. Employees wishing to use references to or photographs, depictions noted above must receive prior approval from the Director.

   d. Any employee becoming aware of or having knowledge of such postings and/or websites in violation of the provisions of this policy shall notify a supervisor for follow-up action.

   e. Sites deemed inappropriate, whether an employee association or not, bringing discredit to the Agency and/or employee, in addition, promoting misconduct whether on or off-duty, may be investigated through a criminal or administrative investigation.

2. The employee seeking approval to use reference to or of the Medical University of South Carolina or the MUSC Department of Public Safety on a web page or site shall:

   a. In a memorandum, submit a request to the Director via the Chain of Command.

   b. Describe the proposed reference to the University and/or Department and purpose.
c. Provide a list and graphic of any photograph, artwork, etc. to be used in or on the web page.

d. If available, provide a printed layout of the entire web page, posting or site.

e. Websites shall not contain advertising which could infer endorsement of a product or service or contain a product or service contrary to the good order or nature of the Department.

3. The following limitations apply to employees considering using University or Department references on web pages or internet postings.

a. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any Department approved reference.

b. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal and civil cases, as well as public and private embarrassment.

c. Employees are encouraged to seek the guidance of supervisors regarding any posting which may adversely reflect upon the University, the Department, and the professionalism or integrity of the employee.

G. Conformance with Laws (CALEA 26.1.1)

1. Employees shall conduct themselves in such a manner as to conform with all applicable laws.

2. Each employee shall obey the laws of the United States, State of South Carolina, and local jurisdictions.

3. If the evidence revealed by an investigation indicates that it is more likely than not that an employee has knowingly committed an act which constitutes a violation of a civil or criminal law or ordinance, in the judgment of the Director, then the employee may be deemed to have violated this policy irrespective of whether the employee is prosecuted or convicted.

4. Employees shall provide the Department notice of actual or potential criminal charges.

5. If an employee is arrested, or has reason to believe that he/she is a suspect in a criminal investigation, the employee will immediately notify his/her Supervisor and
set forth any and all circumstances known to the employee concerning the arrest and/or investigation.

6. An employee who is arrested or indicted (including information) for any offense other than a minor traffic offense may be suspended.

7. An employee who is suspended as a result of charges, may be terminated before final disposition of the charge against them and notwithstanding that (a) the charge is ultimately dismissed or dropped or (b) the employee is acquitted, if the Director or his designee, after investigation, determines the charge is true.

8. Employees of the Department shall promptly pay all just debts and legal liabilities incurred by them. They shall immediately inform the Director of any lawsuits or legal action initiated against them.