

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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SUBJECT Rules and Regulations		
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A. Purpose

To establish the rules and regulations for the City of Anderson Police Department.

B. Policy

These rules and regulations shall instruct all members of the department in the performance of their duties unless specifically directed otherwise by the Chief of Police.

Members of the department include all sworn police officers, reserve police officers, and all other part-time and full-time staff, both sworn and un-sworn, who are under the direction or supervision of the City of Anderson Police Chief or the Chief's designee.

All members are considered to be on-duty whenever they are performing any police function or otherwise representing themselves as a police officer, or an employee of the City of Anderson.

C. Rules & Regulations

1. All members of the department are required to know and comply with the rules, regulations, procedures, written directives, and general orders of the department.
2. All members of the department are required to know and obey the laws of the State of South Carolina and the ordinances, policies, rules and regulations of the City of Anderson, Incorporated.

3. No superior shall knowingly issue any order that is in violation of any lawful ordinance, agency policy, procedure or rule.
4. All members of the agency shall conduct themselves in a professional manner while off-duty. No member of the agency shall conduct himself or herself in a disorderly manner at any time.
5. Every member of the department shall report for work at their assigned time. Members shall be physically fit, neatly and properly groomed, and with all prescribed and assigned equipment.
6. A member of the department shall not be absent from duty except when on sick leave, military leave, scheduled holidays, scheduled off time, vacation, compensatory time, or other leave approved by the Chief of Police.
7. Members of the department will not falsely report themselves ill or injured or otherwise deceive the department as to the condition of their health.
8. All members of the department will be subject for call to duty in cases of emergency or situations in which the Chief of Police or senior on-duty officer deems it necessary.
9. All sworn personnel of the police department are subject to emergency recall in the event of disaster or any situation requiring utilization of off-duty personnel. In the event of an emergency recall, any officer who has consumed alcoholic beverages within the previous eight hours will contact, advise, and get clearance to respond from the on-duty supervisor before responding.
10. Police officers shall make a complete and concise report in all cases where police action is taken and an incident report is required. The proper department form must be used. The report shall be completed and turned in prior to the officer going off duty.
11. Members answering agency telephone calls shall identify themselves and provide assistance in a courteous manner.
12. Radio transmissions shall be conducted in a professional manner. Needless talk and unnecessary transmissions are prohibited on agency radio frequencies.
13. No member shall leave their assigned duties or fail to complete a duty until that member has been properly relieved.
14. While on duty, except when on break, members of the department shall not (a) read non-police publications for entertainment, (b) play games, (c) watch television or movies, or (d) otherwise engage in entertainment. Even when on break, members should exercise discretion and attempt to refrain from reading, etc in public.
15. A member of the department shall not display cowardice or reluctance to perform a duty required by law in any situation where the public might be subjected to a risk of physical

- danger. All officers are required to take appropriate action to aid the public or a fellow officer exposed to danger or in a situation where danger might be impending.
16. Members of the department shall not interfere unnecessarily with the lawful business of any person.
 17. Any officer shall give his name and unit number to any person requesting it.
 18. Members of the department will always be civil and courteous when dealing with the public. They will avoid using profane language, and answer questions carefully and courteously. All members of the department, while charged with vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons.
 19. Officers shall use only the force that is reasonably necessary to accomplish lawful objectives.
 20. No member shall refer any citizen complaint or request to the City Manager, Mayor, or City Council member without the expressed permission of the Chief of Police. If the affected police department member cannot handle the concern, it shall be referred to the next highest-ranking supervisor. No member shall contact City Council members or the City Manager about police department problems except through or by permission of the Chief, unless it is of a personal nature and does not involve City of Anderson Police Department matters.
 21. Members of the City of Anderson Police Department shall not use any tobacco products while actively engaged in dealing with the public in any official capacity or while representing the City of Anderson Police Department in public. For more information regarding the City of Anderson Police Department's policy governing tobacco use please refer to General order 911.
 22. Members of the department who have knowledge of other members violating the rules and regulations of the department are required to report these violations to their immediate supervisor.
 23. The City of Anderson Police Department has a zero tolerance for drug use whether on-duty or off-duty and it applies to all personnel. Members of the department will not use any narcotic, stimulating or dangerous drug while on or off-duty unless prescribed by a physician. Members must not report for duty under the influence of intoxicants, drugs, or any illegal chemical substance. The City will conduct drug testing by urinalysis on its employees for: pre-employment purposes. Drug testing may be performed for those members exhibiting behavior that may indicate drug use, involved in an accident in a fleet vehicle, and randomly. Any City of Anderson Police Department member will be terminated upon testing positive of illegal narcotic use.
 24. Members of the City of Anderson Police Department shall not engage in "party drinking", or otherwise drink at a bar or nightclub of resemblance anywhere, regardless

of whether or not they are on or off duty, and regardless of whether or not they are in uniform or in "street" clothes. In addition, members of the department shall not drink alcoholic beverages while wearing their uniforms or identifiable parts of the uniform, whether on or off-duty. Use of alcohol during working hours is a violation of City Policy. An employee who exhibits behavior indicating that he/she is under the influence of alcohol is in violation of city policy whether the alcohol was ingested during or prior to the actual working hours. Employees who are in violation are subject to disciplinary action or termination. Officers shall not wear a weapon while off-duty if that officer is, or has been, consuming alcoholic beverages.

25. Any member of the department who must take medication of any type, which could affect their performance while on duty, must inform their supervisor prior to beginning their tour of duty.
26. Each member reporting for duty will acquaint themselves with all relevant events that have transpired since their last tour of duty.
27. Members of the department shall diligently, completely, and without delay or question carry out all orders of their designated supervisor which pertain to the performance of police duty.
28. Members who do not understand an official duty shall read written procedures, directives, and orders, or will consult with their supervisor for instructions.
29. Members shall respond promptly to radio calls or other requests for service and will make themselves available for further service as soon as possible. While on patrol duty, an officer shall not leave his or her assigned zone except as authorized or in the performance of duty.
30. Members of the department shall not make a false official report or knowingly enter or cause to be entered any inaccurate, false or misrepresented facts into or onto any departmental record.
31. All members shall be aware of their personal appearance at all times. The following should be practiced at all times: Uniforms should be clean and neat, fingernails should be clean, hair should be at or less than the maximum length and clean, shoes should be shined, good hygiene should be practiced, and non-offensive fragrances (if any) should be worn. General cleanliness is required.
32. Members shall be responsible for the care of department property and the prompt reporting of loss, damage, and defect.
33. A member shall not permit any other person to use the member's badge, I.D. card, or other credentials.
34. Every member, while on duty or otherwise in uniform, must be neat, clean and well groomed at times. All uniforms and equipment shall be worn in conformance with

Agency Policies which address Equipment and Personal Appearance. Members of the agency will be responsible for the proper care and the use of agency property and equipment assigned to or used by them. They will promptly report to their supervisors any loss, damage, destruction, or defect therein. Supervisors will report problems to their respective Division Captain for replacement. Loss of any agency owned property would require an incident report to be made. No member shall alter, repair, or in any way change any city-owned equipment or uniforms without permission from the Chief of Police.

35. Officers will wear their uniforms only when on duty, while on the way to or from work, or when representing the agency in an official capacity. Officers in uniform, while off duty shall conduct themselves according to all prescribed policies and procedures.
36. Members of the police department shall not knowingly associate with persons engaged in criminal activity, or those groups, which advocate hatred, persecution or oppression of any person, or group, unless such association is specifically required as a matter of duty. Nor shall a member engage in any business transaction with suspects, defendants or prisoners except as authorized by the Chief of Police. Members of the department shall not join nor voluntarily associate with any group or organization that advocates the overthrow of the United States government or the government of the State of South Carolina either through violence or other unconstitutional means. Nor shall any member affiliate with or become a member of any group or organization, which will in any way interfere with the performance of his duties.
37. Every member of the department shall operate departmental 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 flow except when emergency requires otherwise. While on routine patrol and not within proximity of any potential ambush or violent encounter, officers and passengers riding in City of Anderson Police Department vehicles shall wear seat belts.
38. Prior to their tour of duty, officers will conduct an inspection of their assigned vehicle. The officer will report apparent or suspected defects or damages to their immediate supervisor. The officer will also check the vehicle for contraband. If contraband is discovered within the vehicle, the officer must immediately report it to the supervisor in the officer's chain of command.
39. Members shall not draw or display their firearms except for legal use or official inspection.
40. If sworn members of the City of Anderson Police Department desire to carry their weapons while off-duty, they are required to have in their possession (1) their City of Anderson Police Department identification card and (2) their badge. When carrying a weapon while off-duty, the member must carry the weapon concealed, unless the member is in uniform.

41. Members 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. Individual members of the police department shall not accept either directly or indirectly any gift, gratuity, loan, fee, or anything of value arising from or offered, because of his/her position.
42. A member shall not incur financial liability chargeable to the City of Anderson Police Department or City of Anderson except in emergencies or with authorization from the Chief of Police, Division Commander, or City Manager.
43. Members of the department shall promptly pay all just debts and legal liabilities incurred by them. They shall immediately inform the Chief of any lawsuits or legal action initiated against them.
44. A member shall not engage in activities of a personal or political nature while on duty. While on duty, no member shall, either directly or indirectly, solicit contributions for any political campaign, political candidacy, political party or political organization. While on duty, members of the City of Anderson Police Department shall not take part in the management or affairs of any political campaign, political candidacy, political party or political organization. Any employee who chooses to seek nomination, election or appointment to public office shall immediately notify the Chief of Police and the Personnel Manager for the City of Anderson, Inc. The Personnel Manager for the City of Anderson, Inc. will review the member's status and follow up with the city's attorney in order to verify that the member's rights are respected and to make sure that all legal requirements and prohibitions are adhered to. Funds, supplies, property, and equipment of the City shall not be used in performing any service of a private, personal or political nature.
45. A member shall never use their influence for personal advantage or gain.
46. Officers shall not accept any reward or other consideration for service rendered in the line of duty, unless otherwise authorized by law.
47. Subject to approval by the Chief of Police, non-departmental related notices and personal advertisements may be posted on the designated bulletin boards in the roll call room.
48. A member of the department shall not authorize the use of their name, a photograph that identifies the officer as affiliated with the department, or his official title, in connection with the advertisement of any commodity or commercial enterprise without departmental approval.
49. A member of the department shall not recommend a specific attorney or bondsman to a person arrested by the City of Anderson Police Department.
50. Officers will not disclose to anyone any type of confidential information that would hinder accomplishment of police work.

51. No member of the department will sleep at any time during their tour of duty, including all breaks and lunch periods.
52. Members of the department will keep the Chief and their immediate supervisor(s) informed of their current address and telephone number. They will report immediately in writing any changes that occur. They will furnish any other personal information that may be required insofar as the law allows.
53. Members of the department will not disclose the home address or telephone number of other members of the police department, city officials, or city employees, or any other type of confidential or personal information unless required by law.
54. Members shall not make, or engage in, false, vicious, or malicious rumors or statements about members of the department, to anyone outside the department. Members shall not make statements concerning the personal conduct or character or any other statement detrimental to an individual, the department, or the City of Anderson to any person outside the department.
55. Members shall not engage in, or convey false, vicious or malicious rumors detrimental to agency personnel.
56. Matters of an official nature or of departmental concern will be treated as confidential by all members of the department. Details concerning departmental 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 ongoing investigation.
57. Members of the department will not remove official records, documents, or files from the office and will not release them or information from them unless by due process of law or by permission of the Chief of Police. Exempt from this rule are copies of auto accident reports or any report except investigative notes where the person requesting the information is the subject of the report. Under no circumstances are hard copies of NCIC computer printouts to be released to anyone other than law enforcement officers.
58. In courts of law and in all other official inquiries, members of the department shall be completely honest and tell the truth, the whole truth, and nothing but the truth. **ANY MEMBER OF THE DEPARTMENT SCHEDULED AND/OR PROPERLY NOTIFIED FOR COURT APPEARANCE WHO DOES NOT ATTEND COURT WILL BE SUBJECT TO DISCIPLINARY ACTION.** All personnel attending court are considered "on duty" and are subject to all Policies and Procedures of the agency. Professional conduct is required while awaiting court proceedings or actually testifying in cases.
59. Members shall not make false statements to, or withhold information from, supervisory officers when questioned, interviewed, or in submitting statements or reports.

60. Members of the City of Anderson Police Department may not release detailed information of an arrest, ongoing investigation, or serious illness or injury to news media without the permission of the Chief of Police or his/her designee. This does not limit a member of the department from reading from a press release signed by the Chief of Police or his/her designee or releasing general information under departmental procedures designed to authorize such release.
61. Members shall not make any statement for publication, oral or written, about police department incidents without the express consent of the Chief of Police or his designee. The exception is when a Supervisor or an officer is charged with the duties of public information officer.
62. Members shall not render assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This rule is not intended to prevent members from informing any citizen as to steps necessary to institute a civil lawsuit. In some cases it may be necessary to document civil cases on an incident report.
63. The following items are prohibited from being permanently stored in lockers: (a) evidence, (b) liquor or alcoholic beverages, (c) confiscated weapons or money, (d) any type of narcotics or drugs, except as prescribed by a physician, and (e) flammable, explosive or incendiary materials. Lockers are subject to search by the Chief of Police or his designee at any time.
64. Patrol officers must take meal breaks within assigned zones if possible. Meal breaks will be staggered so that effective coverage of patrol zones is maintained. Officers are subject to recall to duty (from breaks) to handle calls within their assigned zones or to back up other officers. Officers will communicate their meal breaks to their supervisor so that if needed, they can be contacted.
65. Take home vehicles may be assigned to personnel as per the city policy. The City of Anderson, Inc. Personnel, Policy and Procedures Manual dictates and governs the take-home-vehicle policy. If the policy of the City of Anderson, Inc. allows a member or members of the City of Anderson Police Department to have an assigned-take-home-vehicle, the assignment is subject the approval and discretion of the Chief of Police. Officers who have take home vehicles shall use proper discretion at all times while operating take home vehicles. The following activities are prohibited while using take home vehicles, unless authorized by the Chief: (a) visiting a bar, (b) use of the vehicle in any off-duty employment (extra-duty employment is allowed – see series 1400 for a definition of “*Extra Duty Employment*”), (c) allowing the operation of the vehicle by unauthorized person(s), (d) use of the vehicle while the officer is, or has been, consuming alcoholic beverages, (e) operation of the vehicle in a reckless or careless manner, (f) use of the vehicle to purchase any alcoholic beverage; and (g) leaving Anderson City, except to travel to and from home, unless on official agency business.

66. All members of the department who have been issued General Orders manuals are responsible for (a) knowing the contents their respective manuals and (b) the maintenance of their respective General Orders manual. They shall make appropriate changes or inserts as directed.
67. The City of Anderson Police Department will furnish each sworn member at the rank of Lieutenant or higher, with a General Orders Manual that contains the City of Anderson Police Department's Code of Conduct/Rules & Regulations. Members below the rank of lieutenant and non-sworn employees will have access to a Policy and Procedure (General Orders) Manual through their Division Captain or Lieutenant.
68. Copies of the Police Department's current Code of Conduct/Rules & Regulations will be maintained by the Captain of the Administrative and Support Services Division and be made available through the Chief's Office. Hard copies of the policy manual will be readily accessible through a member's supervisor or the Records Department.
69. The department will also have the General Orders Manual available through a computerized documentation system. As soon as is reasonably possible after a new General Order is approved, a PDF or other type of copy of the new General Order(s) will be emailed to all personnel who are in the City of Anderson Incorporated's email address book. Supervisors are to maintain an up-to-date electronic version of the General Orders in addition to an up-to-date hard copy. For members who do not have email but wish to have an electronic version of the General Orders, their respective supervisor should provide it on disk or other electronic transfer medium. Management and Supervisors are responsible for making sure that all subordinates under their "sphere of influence" have access to the General Orders.
70. All circumstances that arise cannot be completely covered in the Agency's Code of Conduct/Rules & Regulations. Therefore, no member at any time, on or off-duty, shall engage in any conduct or activity that may be unbecoming or tends to bring discredit or reproach upon the member or the agency.

By order of:


Martin D. Brown, Chief of Police

4-6-2006
Date