



GREENVILLE COUNTY
SHERIFF'S OFFICE

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GENERAL ORDERS

CODE OF ETHICS

PURPOSE:

Establishes a **Code of Ethics** for the Greenville County Sheriff's Office.

POLICY:

Strong ethics are indicative of strong moral beliefs. Ethics are essential for all employees. Employees with the Sheriff's Office are to be familiar with the Code of Ethics relevant to their status as sworn or non-sworn. All employees will be held accountable for maintaining these ethics on an individual basis.

ANNUAL ETHICS TRAINING:

All Sheriff's Office personnel, civilian and sworn, are to receive annual ethics training (in conjunction with General Order 109). Sworn and civilian personnel ethics training will be documented.

SWORN PERSONNEL CODE OF ETHICS:

It is my duty at all times, both on and off duty, to set an example for all Law Enforcement personnel as well as the general public. I will be courteous and tactful, but firm at all times.

I will keep personal views out of Law Enforcement duty, but will put all of my personality into the performance of it. My ability as a Deputy Sheriff is measured by the qualities of alertness and devotion to duty I display in aiding and protecting the citizens of Greenville County.

As a Deputy Sheriff, I realize that I am one of the most highly visible forms of county government. Therefore, I will present an appearance that will reflect credit upon the Sheriff's Office and Greenville County.

Through constant study and analysis of all laws and ordinances, as well as rules and regulations, I will be able to explain why certain acts are prohibited. I will also strictly observe and enforce these laws fairly and justly, making no exceptions.

Offenses are not committed against me as a Deputy Sheriff. They are committed against the State and society. Therefore, I will have no personal feelings in the handling of offenders.

When a crime has been committed, I am duty bound to make the

investigation and the apprehension. During the course of these actions, I will be guided by the law, and by the ethics of my profession.

When making an arrest, it is my duty to use only the reasonable amount of force necessary to effect the apprehension. It is the duty of the courts to inflict punishment.

I will never yield to temptation or use my office for personal or material gain. The office I serve is now a part of me. Therefore, to debase my office is to debase myself.

As a representative of the Sheriff, my authority is great, and my responsibility grave. My commitment to the enforcement of the law is total and absolute. It is my reason for being.

I realize that I have been placed in a position of responsibility and trust, and that I must conduct myself in a manner that is above reproach. I will expect no less from my fellow officers.

**NON-SWORN
EMPLOYEE CODE
OF CONDUCT:**

The following policy establishes ethical guidelines of conduct for Sheriff's Office non-sworn employees by setting forth acts or actions that would be incompatible with the best interest of Greenville County. Non-sworn employees are subject to and must abide by the following standards of conduct:

1. No Non-Sworn Employee shall have or hereafter acquire an interest in any contract or agreement where a conflict of interest may exist.
 2. No Non-Sworn Employee shall use his/her position or the County's facilities for private gain, nor shall appear before or represent the Greenville County Sheriff's Office, group or interest except when expressly authorized by the Sheriff.
 3. No Non-Sworn Employee shall use or disclose confidential information gained in the course of or by reason of his/her position for purposes of advancing financial or personal interest. For purposes of this policy, confidential information includes any information not publicly available or information outlined as confidential in Greenville County Sheriff's Office General Orders or South Carolina Code of Laws.
 4. No Non-Sworn Employee shall engage in, or accept, private employment or render service for private interest when such employment or service is incompatible with the proper discharge of
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his/her official duties or would in the opinion of the Sheriff or his designee bring discredit to the Sheriff's Office. All Non-Sworn Employees shall furnish notification of outside employment as provided in Greenville County Sheriff's Office General Order 131.

5. Non-Sworn Employee's are prohibited from directly or indirectly soliciting any gift whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the performance of official duties or was intended as a reward for any official action. Legitimate political contributions shall not be considered as gifts under the provisions of this paragraph.

6. Non-Sworn Employee's shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of official duties. Non-Sworn Employee's shall also strive to give the clear impression that they are entitled to no special consideration or treatment based on their official position.



Hobart Lewis, Sheriff