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The Charlotte-Mecklenburg Police Department's (CMPD) Rules of Conduct are arranged numerically by charge codes that correlate with the Internal Affairs Case Management System (IACMS). See Appendix A and Directive 200-001 Discipline, Internal Investigations, and Employee Rights.

1. Knowledge of Regulations

- A. Employees will familiarize themselves with and understand all rules, regulations, directives, and written procedures of CMPD.
- B. Employees who do not understand their duties or responsibilities will read the relevant directives, rules, etc., and will consult their immediate supervisor for clarification and explanation.
- C. When dealing with a situation for which there are no regulations or established procedures, employees will consult their immediate supervisor for direction.
- D. If a supervisor gives an order, the supervisor is responsible for that order. If the employee perceives an apparent conflict between the supervisor's order and the rules, regulations, directions, or written procedures of CMPD, the employee will seek clarification or confer with a higher authority.

2. Violation of Rules

Employees will not commit any acts or make any omissions that constitute a violation of any of the rules, policies, procedures, or other directives of CMPD.

3. Chain of Command


Employees will conduct CMPD business through accepted channels unless written procedures or orders from proper authority dictate otherwise.

4. Insubordination

- A. 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 the direction given to them, the employee will seek guidance from a supervisor.
- B. Employees will not use profane or intentionally insulting language toward any supervisor.

5. Unsatisfactory Performance

- A. Employees will maintain sufficient competence to properly perform their duties and assume the responsibilities of their position.
- B. Employees will perform their duties in a manner that will maintain the highest standard of efficiency in carrying out the functions and objectives of CMPD. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for an employee's rank, grade, or position; the neglect of

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duty; the display of cowardice, absence without leave, or the physical or mental inability to perform the essential functions of the position and required duties.

- C. In addition to other indications of unsatisfactory performance, the following will be considered unsatisfactory performance: Repeated poor evaluations and records of repeated violations of orders, rules, procedures, or other directives of CMPD.

6. Unbecoming Conduct

- A. Employees will conduct themselves at all times, both on and off duty, in a manner that is in keeping with the highest standards of the law enforcement profession.
- B. Employees of CMPD are prohibited from engaging in any conduct which:
 - 1. Brings CMPD into disrepute
 - 2. Reflects unfavorably upon the employee as a member of CMPD
 - 3. Damages or negatively affects the reputation of any member of CMPD
 - 4. Impairs the operation or efficiency of CMPD or any of its personnel

7. Residence and Telephone Requirements


- A. All sworn police officers may reside in North Carolina or South Carolina and within a 45-mile radius of the CMPD Headquarters Building located at 601 E. Trade Street, Charlotte, NC 28202, within six months after their date of employment. During the period of employment with CMPD, all sworn employees will continue residing within this 45-mile radius. Any officer found to have violated this rule will be cited to the Civil Service Board with the recommendation that he/she be terminated.
- B. Each employee will have a functioning telephone.
- C. Employees will inform their supervisor and the Human Resources Division of any change in their permanent address or telephone number before the end of the next business day after making such change.

8. Reporting for Duty

- A. Employees will report at the scheduled time for any duty assignment, including court, Grand Jury appearances, and training.
- B. Employees will be properly equipped and prepared to perform their duties.
- C. Employees who are unable to report to a duty assignment will notify the appropriate supervisor prior to the beginning of that scheduled assignment.

9. Absence from Duty

- A. Employees will be considered absent without leave if they fail, within 2 hours after the beginning of their regularly scheduled tour of duty, to:

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1. Report for duty; or,
 2. Notify the appropriate supervisor of their inability to report for duty and be granted approved leave.
- B. Employees will not be absent from secondary duty assignments such as court, Grand Jury, and training, to include timely completion of scheduled online training, without first obtaining permission from a supervisor.
- C. Employees will not feign illness or injury, falsely report themselves sick, ill, or injured, or otherwise deceive or attempt to deceive any official of CMPD as to the condition of their health or that of their families.

10. Neglect of Duty

- A. While on duty, employees will not engage in any activities or personal business that would cause them to neglect or be inattentive to their assigned responsibilities.
- B. Employees will remain awake, alert, and attentive while on duty. If unable to do so, they will report to their supervisor, who will determine the proper course of action.
- C. Officers will take any official action required by federal or state law, by city or county ordinance, or by any directive of the Chief of Police. Officers will properly perform the essential functions and required duties of their assigned position.
- D. Employees will not leave their assigned duty post during a tour of duty except as authorized by proper authority.
- E. Civilian employees will take any action which is required or is responsible and appropriate in connection with the performance of their assigned duties.
- F. Officers will take appropriate action in any emergency situation or in any situation in which substantial and irreversible damage could result from the failure to take appropriate action, whether on or off duty.
- G. Officers will take appropriate and immediate action in any situation in which they know or should have known their failure to act would result in an excessive response to resistance or egregious behavior, which shocks the conscience.
- H. Employees will, whether requested or not, 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 CMPD function.
- I. Officers will respond to all radio communications directed to them.

11. Employment Outside CMPD

Employees will adhere to all regulations, procedures, and other directives governing secondary employment established by CMPD.

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12. Labor Activity

Employees will not engage in any strike, work slowdown, or unreasonable or selective enforcement of the law. Employees will not engage in any 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.

13. Political Activity

Employees may not engage in political activity when on duty (other than voting and registering to vote in uniform) and will not engage in political activity while identifying themselves as representatives of CMPD by virtue of their uniform or otherwise.

14. Conformance to Laws


- A. Employees will obey all laws of the United States and of any state/local jurisdiction in which they may be present. Employees will obey all administrative regulations enacted pursuant to local, state, or federal law.
- B. Employees will not obey any order which they know or should know requires them to commit an illegal act.
- C. Any employee arrested or charged with any crime, including traffic-related charges such as Hit and Run, DWI, or Death by Motor Vehicle, must notify the Chief of Police in writing within 48 hours of that arrest or charge. Any employee must notify the Chief of Police in writing within 48 hours of being cited or charged with any traffic offenses or infractions that could result, if there were a conviction, in a suspension or revocation of the employee's driver's license. The employee will also notify the Chief of Police in writing of the court disposition within 48 hours of that disposition. In addition, any suspension or revocation of an employee's motor vehicle operator's license must be reported to the Chief of Police within 48 hours of this act, regardless of whether the suspension or revocation is the result of a conviction.
- D. Employees shall adhere to notification requirements found in [12 NCAC 09B .0101](#).

15. Associations

Employees will avoid associations with persons whom they know, or should know, are involved in criminal activity, are under criminal investigation or indictment, or who have a serious criminal record, except as necessary to the performance of official duties or where unavoidable due to family relationships.

16. Visiting Prohibited Establishments

Employees will not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty.

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17. Use of Alcohol on Duty or in Uniform

- A. Employees will not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under orders.
- B. Employees will not appear for duty or be on duty while under the influence of alcohol or with the odor of an alcoholic beverage on their breath.

18. Possession and Use of Drugs

- A. Employees will not possess or use any controlled substances, narcotics, hallucinogens, or prescription drugs except when prescribed by a physician or dentist.
- B. When narcotics are prescribed to an employee, the employee will notify his or her supervisor prior to reporting for duty under the influence of such medication. When a medication other than a narcotic is prescribed and that medication could affect an employee's fitness for duty, the employee will notify his or her supervisor prior to reporting for duty under the influence of such medication.

19. Personal Appearance

- A. Employees on duty will wear uniforms and other clothing and equipment in accordance with established CMPD procedures.
- B. Except when acting under orders from proper authority, employees on duty will maintain a neat, well-groomed appearance and will style their hair according to CMPD procedures.

20. Use of Tobacco


Officers will not use tobacco products, including lit smoking products, smokeless tobacco, and electronic nicotine delivery devices, while engaged in any activity that causes them to be in direct contact with the public, while engaged in traffic direction and control, when they must leave their duty assignment for the sole purpose of doing so, when the use of tobacco is prohibited by law, or when the use of tobacco would violate any written City or CMPD policy.

21. Identification

- A. Officers will always carry their police identification cards on their persons, except when impractical, dangerous, or harmful to the progress of a criminal investigation.
- B. Officers will furnish their names and code numbers to any person requesting that information when they are on duty or presenting themselves as police officers, except when the withholding of such information is necessary to the performance of police duties or is authorized by proper authority.

22. Abuse of Position


- A. Employees will not use their official position or identification for:
 - 1. Personal or financial gain.

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2. Obtaining privileges not otherwise available to them except in the performance of their duty.
 3. Avoiding the consequences of illegal acts.
- B. Employees will not lend to another person their official identification cards or badges or permit them to be photographed or otherwise reproduced without the prior approval of the Chief of Police.
 - C. Employees will not permit the use of their names, photographs, or official titles that identify them as police officers or as employees of the Charlotte-Mecklenburg Police Department (CMPD) in connection with testimonials or advertisements of any commodity or commercial enterprise without the prior approval of the Chief of Police.
 - D. Employees will take no part, either directly or indirectly, in sales promotions, solicitations, fundraising campaigns, or similar activities for personal gain or benefit of commercial enterprise while representing themselves as police officers or as employees of CMPD. Employees will not authorize others to conduct themselves in a manner, as indicated above, that would leave the impression that they are representing CMPD, without the prior approval of the Chief of Police.
 - E. Employees, while on duty or acting in an official capacity, will not recommend or suggest in any manner, except in the transaction of personal business with family and close friends, the employment or procurement of a particular product, professional service, or commercial service.
 - F. Employees will not interfere with or attempt to influence the lawful business of any person.
 - G. Employees will not use their official position or rank to influence or request other employees to conduct their official business in a manner not in keeping with standard operating procedures or policy.
 - H. Employees will not knowingly make false accusations or false criminal charges.

23. Gifts, Gratuities, and Donations

- A. Employees will not use their position to solicit any form of gift, gratuity, or service for gain.
- B. Employees will not use their position to solicit any donations while representing themselves as a CMPD employee without the prior approval of the Chief of Police. Any employee desiring to seek donations from any entity will submit a written request to the Deputy Chief of Administrative Services. The request will include entity's name, type of donation, and the amount requested.
- C. Employees will not accept from any person, business, or organization any gift if it may reasonably be inferred that the person, business, or organization:

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1. Seeks to influence an official action or to affect the performance of an official function.
 2. Has an interest which may be substantially affected, either directly or indirectly, by the performance or nonperformance of an official function.
- D. Employees may not accept any form of reward for the performance of an official function without the prior approval of the Chief of Police.

24. Public Statements and Appearances

- A. Employees will treat the official business of CMPD as confidential and will disseminate information regarding CMPD operations only in accordance with established CMPD procedures.
- B. Employees will not divulge the identity of persons giving confidential information in a criminal investigation.
- C. Employees will not publicly criticize or ridicule CMPD or its personnel when such statements may interfere with the maintenance of discipline, the effective operation of CMPD, or when such statements are made with reckless disregard for truth.
- D. Employees will not disseminate any information that would violate [N.C.G.S. §160A-168](#).

25. Courtesy


- A. Employees will be courteous and tactful in the performance of their duties or while representing themselves as members of CMPD.
- B. Employees will not use profane or intentionally insulting language toward any member of the public or employee of CMPD.
- C. Employees will promptly (usually within 24 hours) return messages from members of the public and should keep a record of unsuccessful efforts to return messages.
- D. Officers will not taunt, verbally bait, or initiate needless/unnecessary physical contact with a subject.

26. Complaints

- A. Employees will follow established procedures for processing complaints.
- B. Employees may attempt to amicably resolve public complaints, but they will not attempt to prevent any member of the public from lodging a formal complaint against any individual employee or against CMPD.

27. Use of Weapons

Officers will carry and use firearms only in accordance with law and established CMPD procedures.

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28. Response to Resistance/Use of Force

- A. Officers will use no more force than necessary in the performance of their duties and will do so only in accordance with CMPD procedures and the law.
- B. Officers will comply with CMPD procedures concerning the documentation and investigation of response to resistance.

29. Arrest, Search, and Seizure

Officers will not make any arrest, search, or seizure that they know, or should know, is not in accordance with the law.

30. Intervention

- A. Officers will not interfere with or take action in cases being investigated by other officers of CMPD or by another governmental agency unless:
 - 1. Ordered to intervene by a supervisor.
 - 2. The intervening officer believes that a manifest injustice would result from failure to take immediate action.
- B. Officers will not undertake any investigation or other official action, which is not part of their regular duties, without obtaining permission from their supervisor unless the exigencies of the situation require immediate police action. Any officer taking such an action must notify a supervisor as soon as possible after the incident occurs.

31. Improper Use of Property and Evidence


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

32. Use of Department Equipment

- A. Employees will utilize departmental equipment, including any vehicle, computer, and radio, only for its intended purpose in accordance with all laws and departmental procedures and will not damage or lose departmental equipment.
- B. Employees will utilize departmental equipment, including any vehicle, computer, and radio, only for its intended purpose in accordance with all laws and departmental procedures and will not intentionally damage or abuse departmental equipment.

33. Radio Communications

Officers will always keep available radio communications equipment turned on and operating while on duty unless authorized by a supervisor to do otherwise.

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34. Departmental Reports and Records


- A. Employees will submit all necessary reports and records on time and in accordance with established CMPD procedure.
- B. Reports and records submitted by employees will be accurate and complete.

35. Participation in Administrative Investigations

- A. All procedures carried out under this rule will be specifically directed and narrowly related to a particular internal administrative investigation being conducted by CMPD.
- B. Employees who are involved in administrative investigations and who have been advised in writing (or orally, if the interview is conducted by telephone) that no statement they make can be used against them in a criminal prosecution will truthfully answer all questions that are specifically directed and narrowly related to their job performance and/or fitness for duty.
- C. Upon the order of the Chief of Police, the Chief's designee or a supervisor, an employee will:
 - 1. Provide a complete and truthful statement to the chief's representative or designee.
 - 2. Submit to a polygraph examination.
 - 3. Submit to any medical, ballistics, chemical, or other tests, photographs, or line-ups required in an administrative investigation being conducted by CMPD and release the results of any such tests to CMPD in connection with the administrative investigation.
 - 4. Submit financial disclosure statements in accordance with CMPD procedures in connection with a complaint in which this information is material to the investigation. Financial statements are to be confidentially maintained and used by the Chief of Police and will not be made available to the public.
 - 5. Submit medical records that are granted by the employee and/or the employee's physician that relate to a condition that the employee has raised as an issue, and the condition pertains to the employee's fitness for duty or job performance.

36. Legal Processes Brought by or Against Employees

Employees will immediately report in writing directly to the Chief of Police or his designee any criminal charges brought against them and any court actions brought against them as a result of the performance of duty or which involve the employee's fitness for duty. Employees will also notify the Chief of Police or his designee in writing before filing claims for damages or entering into any legal compromise or settlement regarding events that resulted from the performance of duty.

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37. Supervision

- A. Supervisors are charged with ensuring compliance with all applicable laws, CMPD policies, Directives, and Standard Operating Procedures by those employees under their supervision. Supervisors are responsible for investigating and reporting all known violations to their immediate supervisor.
- B. Any sworn or civilian CMPD employee who supervises any other CMPD employee will perform their duties completely, diligently, promptly, professionally, and satisfactorily.

38. Truthfulness


- A. Making materially false statements or intentionally omitting material facts will be deemed as being untruthful. Employees are prohibited from being untruthful relating to:
 - 1. Performance of their duties
 - 2. Fitness for duty
 - 3. Giving testimony
 - 4. Reporting to supervisors
 - 5. Criminal investigations
 - 6. Internal investigations
 - 7. Other official duties
- B. Employees are prohibited from intentionally failing to disclose information in connection with the performance of official duties when the purpose of such nondisclosure is to conceal suitability or unsuitability for duty of themselves or another or to gain improper personal advantage.
- C. Any material falsification of or any intentional failure to disclose information relevant to suitability or fitness for police employment which is discovered after an individual is hired can result in the termination of that employee.

39. Harassment

Employees will not subject any other employee to any verbal or physical harassment and will adhere to all standards and guidelines set forth in the City of Charlotte's Policy HR-5: [Harassment Free Workplace](#).

40. Driving

- A. Employees will obey all traffic laws while driving under normal conditions and will drive with due regard for the safety of others.
- B. Officers will only initiate and continue in a pursuit in accordance with CMPD directive that governs pursuits.

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- C. Officers will comply with CMPD directives concerning the documentation and investigation of any event which an officer knows or should know qualifies as a pursuit.
- D. Officers will only initiate and continue with an emergency response in accordance with the CMPD directive governing emergency responses.
- E. Employees will display their identification cards while on duty as required by CMPD procedures.

41. Arbitrary Profiling

Officers will not conduct any law enforcement activity that is motivated by an arbitrary stereotype or profile. All law enforcement activity involving the detention of a member of the public must be based on a lawful and articulable action.


- A. **Racial Profiling:** Officers are prohibited from detaining, arresting, or conducting any law enforcement action against an individual solely based on the individual's actual or perceived race, color, national origin, or ancestry.
- B. **Other Biased-Based Policing:** Officers are prohibited from detaining, arresting, or conducting any law enforcement action against an individual solely based on the individual's actual or perceived gender, religion, disability, sexual orientation, and/or marital status, parental status, military status, and/or socioeconomic status.
- C. **Language:** Officers are prohibited from using derogatory or disrespectful language nicknames, terms, slurs, or slang that refers to a person of a particular racial group, national origin, religion, gender, sexual orientation, or disability.
- D. **Foreign Nationals:** CMPD will provide law enforcement service and protection to all members of the Charlotte-Mecklenburg community.

42. Use of Body Worn Cameras


- A. Employees shall utilize the BWC, its accessories, components, and related equipment only for its intended purpose in accordance with all laws and departmental procedures.
- B. Employees shall not utilize the BWC for unofficial or personal use outside the scope of their official duties.
- C. Employees will treat all BWC recordings as the official property of CMPD and will disseminate recordings only in accordance with established CMPD procedures.
- D. Employees will not disseminate in any manner BWC recordings that are considered a record of a criminal investigation or recordings that are not a public record as outlined in [N.C.G.S. §132-1.4](#) and [N.C.G.S. §132-1](#)

43. Duty to Report

- A. Any employee who witnesses another employee engaging in behavior which may constitute unbecoming conduct or has knowledge that an employee engaged in unbecoming conduct will report it to a supervisor immediately.

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- B. Any employee who witnesses another employee engaging in behavior that violates any state or federal law or has knowledge an employee violated state or federal law will report it to a supervisor immediately.
- C. Any employee who witnesses a response to resistance/use of force or has knowledge of a response to resistance/use of force that is required to be reported must report it to a supervisor immediately.

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Appendix A

Rule of Conduct	Charge Code	Investigation Level	Review Level
Abuse of Position	22 (A1-A3,B-G)	IA	ICOC or Service Area/Bureau
Arbitrary Profiling	41 (A-D)	IA	ICOC Review Board
Arrest, Search, and Seizure	29	IA	ICOC Review Board
Associations	15	IA	ICOC or Service Area/Bureau
Conformance to Laws	14 (A-C)	IA	ICOC or Service Area/Bureau
Duty to Report	43 (A-C)	IA	ICOC or Service Area/Bureau
Gifts and Gratuities, and Donations	23 (A,B,C1,C2,D)	IA	ICOC or Service Area/Bureau
Harassment	39	IA/HR	ICOC Review Board/HR
Improper Use of Property and Evidence	31	IA	ICOC or Service Area/Bureau
Insubordination	4 (A,B)	IA	ICOC or Service Area/Bureau
Intervention	30 (A1,A2,B)	IA	ICOC or Service Area/Bureau
Labor Activity	12	IA	ICOC or Service Area/Bureau
Neglect of Duty	10 (A-H)	IA	ICOC or Service Area/Bureau
Participation in Administrative Investigations	35 (A,B,C1-C5)	IA	ICOC or Service Area/Bureau
Political Activity	13	IA	ICOC or Service Area/Bureau
Possession and Use of Drugs	18 (A,B)	IA	ICOC or Service Area/Bureau
Public Statements and Appearances	24 (A-D)	IA	ICOC or Service Area/Bureau
Residence/Telephone Requirement	7 (A-C)	IA	ICOC or Service Area/Bureau
Response to Resistance	28 (A,B)	IA	ICOC Review Board
Truthfulness	38 (A1-A6,B,C)	IA	ICOC or Service Area/Bureau
Unbecoming Conduct	6 (A,B1-B4)	IA	ICOC Review Board
Unsatisfactory Performance	5 (A-C)	IA	ICOC or Service Area/Bureau
Use of Alcohol on Duty or in Uniform	17 (A,B)	IA	ICOC or Service Area/Bureau
Use of Department Equipment	32 (A,B)	IA	ICOC or Service Area/Bureau
Use of Weapons	27	IA	ICOC or Service Area/Bureau
Visiting Prohibited Establishments	16	IA	ICOC or Service Area/Bureau
Absence from Duty			
Absence from Duty	9 (A1,A2,B,C)	COC	ICOC or Service Area/Bureau
Chain of Command			
Chain of Command	3	COC	ICOC or Service Area/Bureau
Complaints			
Complaints	26 (A,B)	COC	ICOC or Service Area/Bureau
Courtesy			
Courtesy	25 (A-D)	COC	ICOC or Service Area/Bureau
Departmental Reports and Records			
Departmental Reports and Records	34 (A,B)	COC	ICOC or Service Area/Bureau
Driving			
Driving	40 (A-D)	COC	ICOC or Service Area/Bureau
Employment Outside CMPD			
Employment Outside CMPD	11	Sec. Emp. Unit	ICOC or Service Area/Bureau
Identification			
Identification	21 (A-C)	COC	ICOC or Service Area/Bureau
Knowledge of Regulations			
Knowledge of Regulations	1 (A-D)	COC	ICOC or Service Area/Bureau
Legal processes Brought By or Against Employees			
Legal processes Brought By or Against Employees	36	COC	ICOC or Service Area/Bureau
Personal Appearance			
Personal Appearance	19 (A,B)	COC	ICOC or Service Area/Bureau
Radio Communications			
Radio Communications	33	COC	ICOC or Service Area/Bureau
Reporting for Duty			
Reporting for Duty	8 (A-C)	COC	ICOC or Service Area/Bureau
Supervision			
Supervision	37 (A,B)	COC	ICOC or Service Area/Bureau
Use of Body Worn Cameras			
Use of Body Worn Cameras	42 (A-D)	COC	ICOC or Service Area/Bureau
Use of Tobacco			
Use of Tobacco	20	COC	ICOC or Service Area/Bureau
Violations of Rules			
Violations of Rules	2	COC	ICOC or Service Area/Bureau
*Internal Affairs or Human Resources may intervene in any departmental investigation			