

## **Charleston County Coroner's Office Policy #7**

**Title:** Code of Conduct

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**Effective Date:** 7/28/2014

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**Authorized By:** Bobbi Jo O'Neal, Coroner

### **7.1 POLICY**

1. Every employee of the Charleston County Coroner's Office shall report promptly for work, court, and all other appointments at their assigned time with all necessary equipment. Unless an emergency prevents otherwise, an employee unable to report for work due to illness or other reasons shall notify his/her supervisor not less than two hours prior to the expected time of his/her duty.

2. Every Deputy Coroner shall respond promptly to calls or other requests for service and will make him/herself available for service as soon as possible once a call is completed.

3. Employees shall diligently, completely, and without delay or question, carry out all lawful orders of a supervisor that pertain to the performance of their duty. No supervisor shall knowingly issue any order that is unlawful.

4. Employees will not show disrespect to a supervisor or another employee through gestures or make defamatory statements. Employees shall not make false, vicious, slanderous, or malicious statements about employees of the Office to anyone.

5. Employees shall not make false statements to supervisors when questioned, interviewed, or in submitting statements or reports.