



County of Charleston, South Carolina

Sheriff Kristin R. Graziano

Charleston County Sheriff's Office Policy and Procedures

The Charleston County Sheriff's Office publishes guidelines for its staff. The following are the agency's policies and procedures that employees are advised to follow with appropriate discretion. Some of the policies have been withheld to protect investigative techniques. Due to changes of Sheriff's Office policies and additions of new policies, some chapters may not be in numerical order. For any questions regarding the public posting of these policies and procedures, please direct them to Sheriff's Office Communications Director Amber Allen at arallen@charlestoncounty.org or 843-554-2466.

Chapter 1: Preface

- 1-01 Table of Contents
- 1-02 [Agency Value Statement](#)
- 1-03 Organizational Chart

Chapter 2: Organization and Administration

- 2-01 [Written Directives System](#)
- 2-02 [Organizational Structure](#)
- 2-03 [Chain of Command](#)
- 2-04 [Oath of Office](#)
- 2-05 [Code of Ethics](#)
- 2-06 [Duty to Intervene](#)
- 2-07 [Authority and Use of Discretion](#)
- 2-08 [Inspectional Services](#)
- 2-09 [Goals and Objectives](#)
- 2-10 [Planning and Research](#)
- 2-11 [Agency Rules and Regulations](#)
- 2-12 [Agency-Owned Property](#)
- 2-13 [Agency Dress Code](#)
- 2-14 [Vehicle Operations](#)
- 2-15 [Release of Information](#)
- 2-16 [Written Contracts](#)
- 2-17 [Job-Related Harassment](#)
- 2-18 [Social Networking](#)
- 2-19 [Witness Fees](#)
- 2-20 [Awards Program](#)
- 2-21 [Line-of-Duty Deaths](#)
- 2-22 [Honor Guard](#)
- 2-23 [Off-Duty Employment](#)

Chapter 3: Management and Fiscal Concerns

- 3-01 [Fiscal Management](#)
- 3-02 [Resident Fees](#)
- 3-03 [Resident Welfare Fund](#)
- 3-04 [Records](#)
- 3-05 [Administrative/Incident Reporting](#)
- 3-06 [Forms Management](#)
- 3-07 [Grant Administration](#)

Chapter 4: Human Resources

- 4-01 [Classification and Delineation of Duties and Responsibilities](#)
- 4-02 [Employment Selection](#)
- 4-03 [Recruitment Plan](#)
- 4-04 [Employee Chronological Record](#)
- 4-05 [Performance Evaluations](#)
- 4-06 [Overtime and Compensatory Time](#)
- 4-07 [Employee Leave](#)
- 4-09 [Career Development](#)
- 4-10 [Promotional Process](#)
- 4-11 [Deputy First Class](#)
- 4-12 [Master Deputy Program](#)
- 4-13 [Military Deployment and Reintegration](#)
- 4-14 [Reserve Deputy Program](#)
- 4-15 [Intra-Agency Vacancies](#)
- 4-16 [Physical Fitness](#)
- 4-17 [Peer Support](#)
- 4-18 [Employee Support Committee](#)
- 4-19 [Employee Assistance Program](#)
- 4-20 [Resource Navigator Program](#)
- 4-21 [Employee Job Action](#)
- 4-22 [Retire-in-Place \(PORS/SCRS\)](#)

Chapter 5: Information Technology

- 5-01 [Management of Information Technology](#)
- 5-02 [Acceptable Use of Computer Equipment](#)
- 5-03 [Computer Account Passwords](#)
- 5-04 [Unique Identifier](#)
- 5-05 [Virtual Private Network](#)
- 5-06 [Wireless Technologies](#)
- 5-07 [Mobile Data Devices](#)
- 5-08 [Digital and Network Video Recordings](#)
- 5-09 [Security Camera Systems](#)
- 5-10 [Facial Recognition Technology](#)
- 5-11 [ViconNet System](#)
- 5-12 [Disposal of Media](#)
- 5-13 [Guidelines for SLED/FBI/CJICS/NCIC](#)
- 5-14 [Remote Access Software](#)

Chapter 6: Professional Standards

- 6-01 [Internal Affairs](#)
- 6-02 [Disciplinary Procedures](#)
- 6-03 [Grievance Procedures](#)
- 6-04 [Personnel Early Warning System](#)

Chapter 7: Use of Force

- 7-01 [Use of Force](#)
- 7-02 [Use of Deadly Force](#)
- 7-03 [Use of Less Lethal Force](#)
- 7-04 [Less Lethal Shotgun and Munitions](#)
- 7-05 [Firearms and Accessories](#)
- 7-06 [Conducted Energy Weapon](#)
- 7-07 [Oleoresin Capsicum](#)
- 7-08 [Carrying of Concealed Weapons by Retired Deputy Sheriffs](#)
- 7-09 [Use of Restraints and Seclusion](#)
- 7-10 [Emergency Restraint Chair](#)
- 7-11 [WRAP Restraint Device](#)

Chapter 8: Training and Career Development

- 8-01 [Training](#)
- 8-02 [Field Training Instructor Program](#)
- 8-03 [Civilian Employees Orientation/Training](#)
- 8-04 [Leadership Mentor Program](#)

Chapter 9: Operations

- 9-01 [Communications](#)
- 9-02 [Patrol Operations](#)
- 9-03 [Uniform Traffic Tickets](#)
- 9-04 [Vehicular Pursuit](#)
- 9-05 [Detainee Transport](#)
- 9-06 [Transportation of Residents](#)
- 9-07 [Bond Procedures](#)
- 9-08 [Accepting Fines and Bonds](#)
- 9-09 [Bondsman Procedures](#)
- 9-10 [Video Bond Hearing](#)
- 9-11 [Resident Releases](#)
- 9-12 [Community Relations](#)
- 9-13 [Crime Prevention](#)
- 9-14 [Crime Analysis](#)
- 9-15 [Domestic Violence](#)
- 9-16 [Missing Persons](#)
- 9-17 [Responding to Emotionally Disturbed Persons and the Mentally Ill](#)
- 9-18 [Special Purpose Vehicles](#)
- 9-19 [Canine Operations](#)
- 9-20 [Animal Control](#)
- 9-22 [Body Armor](#)
- 9-23 [Mobile and Body-Worn Video/Audio Recording Equipment](#)
- 9-24 [Intake and Processing](#)
- 9-25 [Resident Classification](#)
- 9-26 [Sentence Computation and Tracking](#)
- 9-27 [Hospital Duty](#)
- 9-28 [Weekend Reporting Program](#)
- 9-29 [Project Lifesaver](#)
- 9-30 [Law Enforcement Explorer Post 555](#)
- 9-31 [Auxiliaries](#)
- 9-32 [Citizens Academy](#)
- 9-33 [Exposure Control Plan](#)

- 9-34 [Respiratory Protection Program](#)
- 9-35 [SOTOR RS Scanning Devices and Radiation Safety Program](#)

Chapter 10: Judicial Operations

- 10-01 Court Security
- 10-02 Evacuation Plan for the Judicial Center
- 10-03 Criminal Warrant Service
- 10-04 [Civil Process](#)
- 10-05 [Judicial Center Temporary Holding Facility](#)

Chapter 11: Drugs, Vice and Criminal Investigations

- 11-01 [Criminal Investigations](#)
- 11-02 Vice Drugs and Organized Crime
- 11-03 Confidential Information Sources
- 11-04 Criminal Intelligence
- 11-05 Recorded Interviews
- 11-06 Show-ups, Photo Identification and Lineups
- 11-07 Asset Forfeiture
- 11-08 [Fentanyl, Other Synthetic Opioids, and Naloxone \(Narcan\)](#)
- 11-09 [Cold Case Investigations](#)
- 11-10 [Sex Offender Registry](#)

Chapter 12: Juvenile Operations

- 12-01 [Juvenile Operations](#)
- 12-02 [Underage Possession of Alcoholic Beverages](#)
- 12-03 [School Resource Officer Program](#)

Chapter 13: Traffic Enforcement

- 13-01 [Traffic Enforcement](#)
- 13-02 [Uniform Traffic Enforcement Activities](#)
- 13-03 Motor Vehicle Stops
- 13-04 [Speed Measuring Devices](#)
- 13-05 [DUI Enforcement](#)
- 13-06 [Traffic Collision Investigation](#)
- 13-07 [Traffic Direction and Control](#)
- 13-08 [Automated License Plate Recognition \(ALPR\)](#)
- 13-09 [Ancillary Traffic Services](#)
- 13-10 [Towing of Vehicles](#)
- 13-11 [Agency Motorcycles](#)
- 13-12 Traffic Checkpoints

Chapter 14: Crime Victim/Witness Concerns

- 14-01 [Crime Victim Notification](#)
- 14-02 [Victim-Witness Assistance](#)

Chapter 15: Property and Evidence

- 15-01 [Property and Evidence Control](#)
- 15-02 [Collection and Preservation of Evidence](#)
- 15-03 [Integrated Ballistic Identification System](#)
- 15-04 [Electronic Evidence](#)

Chapter 16: Critical Incident Response

- 16-01 [Incident Command System](#)

- 16-02 Homeland Security
- 16-03 Bomb/Threat Suspicious Package Response
- 16-04 Handling Letters/Packages Containing Suspected Chem/Bio Threat
- 16-05 Unknown Substances
- 16-06 Active Threats
- 16-07 [Air Support Unit](#)
- 16-08 Bomb Squad
- 16-09 Civil Disturbance Team
- 16-10 Crisis Negotiation Team
- 16-11 Marine Patrol Operations
- 16-12 [Underwater Recovery Team](#)
- 16-13 Special Weapons and Tactics (SWAT)
- 16-14 [Small Unmanned Aircraft Systems](#)
- 16-15 Protective Services Unit
- 16-16 [Management of the Emergency Response Team \(ERT\)](#)
- 16-17 [Critical Incident Review Board](#)
- 16-18 [Employee Recall](#)
- 16-19 [Post Incident Assistance](#)
- 16-20 Hostage Plan
- 16-21 Riot Control Plan
- 16-22 [Resident Serious Illness or Death](#)
- 16-23 Escape Prevention, Notification and Apprehension
- 16-24 [Evacuation Plan](#)
- 16-25 [Power Failure](#)
- 16-26 [Mass Arrests](#)
- 16-27 [Natural Disaster](#)
- 16-28 Earthquake Procedures, Unusual Occurrence Manual

Chapter 17: Facilities, Maintenance, Security and Control

- 17-01 [Resident Housing](#)
- 17-02 [Judicial Center Temporary Holding Facility](#)
- 17-03 [Sanitation Procedures](#)
- 17-04 [Facility Inspections](#)
- 17-05 [Preventative and Emergency Maintenance Plan](#)
- 17-06 [Fire/Safety Prevention and Inspections](#)
- 17-07 [Chemical Control Plan](#)
- 17-08 [Entrance Procedures](#)
- 17-09 [Searches and Contraband](#)
- 17-10 [Contract Employee Background Clearance and Identification](#)
- 17-11 Key, Lock and Tool Control
- 17-12 [Resident Accountability](#)
- 17-13 [Resident Movement](#)
- 17-14 [High Risk Security Patrol Operations \(HRSP\)](#)
- 17-15 [Handheld Monitoring Device](#)
- 17-16 [Resident Tablet Use](#)
- 17-17 [Contraband](#)

Chapter 18: Resident Rights, Privileges, Programs and Segregation

- 18-01 [Inmate Orientation](#)
- 18-02 [Inmate Clothing Issuance, Exchange, and Laundry](#)
- 18-03 [Exercise and Recreation](#)
- 18-04 [Resident Work Stoppage](#)
- 18-05 [Hunger Strike Procedures](#)

- 18-06 [Resident Marriage Request](#)
- 18-07 [Resident Rights](#)
- 18-08 [Resident Worker Detail Program](#)
- 18-09 [Medical Appointments and Court Appearances](#)
- 18-10 [News Media Access to the Resident](#)
- 18-11 [Resident Visitation](#)
- 18-12 [Public Defender Liaison](#)
- 18-13 [Resident Legal Activities](#)
- 18-14 [Resident Religious Programs](#)
- 18-15 [Resident Property](#)
- 18-16 [Resident Disciplinary Procedures](#)
- 18-17 [Special Management](#)
- 18-18 [Behavioral Management Unit](#)
- 18-19 [Resident Grievance Procedures](#)
- 18-20 [Resident Telephones](#)
- 18-21 [Resident Correspondence](#)
- 18-22 [Suicide Screening/Prevention/Intervention](#)
- 18-23 [Health Care Services](#)
- 18-24 [Dialysis Services](#)
- 18-25 [First Aid Kits](#)
- 18-26 [Resident Personal Hygiene, Bathing, and Hair Care](#)
- 18-28 [Social Programs](#)
- 18-29 [Community Service Program](#)
- 18-30 [Volunteer/Support Procedures](#)
- 18-31 [Resident Channels of Communication](#)
- 18-32 [Employee Channels of Communication](#)
- 18-33 [Legal Assistance](#)
- 18-45 [Prevention, Detection and Elimination of Sexual Incidents](#)
- 18-46 [Mental Health Services](#)

Chapter 19: Food Services

- 19-01 [Food Service Management](#)
- 19-02 [Meal Services](#)
- 19-03 [Alternative Meal Services](#)
- 19-04 [Food Health and Safety Regulations](#)
- 19-05 [Kitchen Sanitation](#)
- 19-06 [Employee Meal Service](#)