Please read all of the provided information before filing your request!

DISCLAIMER
Pursuant to S.C. Code §30-2-50 obtaining or using public information for commercial solicitation is prohibited and is punishable by a fine of up to $500, imprisonment for up to one year, or both.
Pursuant to S.C. Code §30-4-30(D) the identity of persons booked into the Al Cannon Detention Center for the preceding three months are available at inmatesearch.charlestoncounty.org. This website contains information regarding individuals who were booked into the Al Cannon Detention Center at the request of various law enforcement agencies. CCSO is not responsible for any inaccuracies that may be provided by those agencies or the inmate.
By accessing information contained on this web-link you are acknowledging your agreement and understanding of the above.
All suspects are presumed innocent until proven guilty in a court of law.

FOIA REQUESTS
FOIA requests for public records of the Charleston County Sheriff’s Office should be directed to: Charleston County Sheriff’s Office, Public Information Office. 3691 Leeds Ave, North Charleston, SC 29405 or email to PIO@charlestoncounty.org.

Pursuant to S.C. Code §30-4-30(B) The public body may establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records. These fees are as follows:
- Reports furnished $0.11 per page
- Hourly staff time: $15 per hour (extensive research time beyond normal hours/duties)
- Copies of documents $0.11 per page (redacted copies)
- Photos on disc $5.00 per disc
- Video/Audio on disc $10.00 per disc

A deposit of 25% of the estimated costs for searching, retrieval, redacting and reproducing records may be required before searching for or making copies of records.
The full balance must be paid at the time of production of the records.
Inspection, copying and production of records are subject to all applicable exemptions, redaction, and/or exclusions provided by the FOIA or other state or federal laws. If public records are available and capable of electronic transmission by CCSO, per page copying charges do not apply. However, staff time for searching, retrieval and redaction will still apply. Records not in electronic format, at CCSO’s discretion, may be converted to and transmitted in electronic format. In such event, there will be an additional charge for staff time for conversion.

*All requests for information pertaining to 911 or dispatch calls must be requested through the 9-1-1 Consolidated Dispatch Center.

FOIA REQUEST FORM
This is a sample form that may be printed out and used to submit requests for public records from the Charleston County Sheriff’s Office. Whether using this form or any other written request format, providing as much information as possible about the public records you are seeking will facilitate CCSO’s ability to completely respond to your request.
Freedom of Information Act Request Form

PLEASE PRINT CLEARLY

******** Failure to provide adequate information may result in delays in release of documents********

1) Pursuant to S.C. Code Ann. §30-3-40, the South Carolina Freedom of Information Act (SC FOIA) I am requesting copies of the following public records: (Specific documents being requested)

(Note: Data recorded by a body-worn camera is not a public record subject to disclosure under the Freedom of Information Act. S.C. Code Ann. §23-1-240(G)(1).)

2) DATE or DATE RANGE of INCIDENT (REQUIRED)

   Note: Records older than two years may result in longer response and record production times.

3) Please provide as much of the following as possible to assist in searching for your documents.

   NAME and DATE OF BIRTH (or age) of SUBJECT

   INCIDENT ADDRESS/LOCATION

   NAME(S) OF OTHER PERSON(S) INVOLVED, IF KNOWN (victims, complainants, etc.)

REQUESTOR’S INFORMATION:

Name: ________________________________

Address: ______________________________

Phone: _______________________________ Email: _______________________________

Some records may be available in electronic format. If you wish to receive records in electronic format, depending upon their electronic availability, please provide an email address. All information requested must be paid for before being furnished to the requestor regardless of the format in which it is provided.

Pursuant to S.C. Code §30-2-50

(A) A person or private entity shall not knowingly obtain or use any personal information obtained from a state agency for commercial solicitation directed to any person in this State.

(D) A person knowingly violating the provisions of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed $500 or imprisoned for a term not to exceed one year, or both.

I have read all of the provided information and agree to the terms and conditions of this request:

__________________________________________  ________________
Signature Date