



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

8-03 Civilian Employee Orientation/Training

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	5-ALDF-4D-10; 7B-05, 07; 08, 09; 7E-01
CALEA Standards Reference:	1.1.2, 33.5.3, 33.7.1, 33.7.2
NCCHC Standards Reference:	
PREA Standards Reference:	115.31, 115.35(c)
SCLEA Standards Reference:	
SC Minimum Standards:	1034

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines for the orientation and training of civilian employees at the Charleston County Sheriff's Office.

II. Policy:

All civilian employees of the Charleston County Sheriff's Office (CCSO) will be required to complete an orientation program introducing them to the operation of the agency, which is developed and approved by the Training Unit.

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, etc., and
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. All newly hired civilian, non-sworn, employees (e.g., administrative, clerical, and support) will be required to complete an orientation program. These employees will complete forty hours of pre-service training prior to assuming duties and a minimum of forty hours of in-service training annually. At a minimum, the orientation will include: (Ref: CALEA 33.7.2)

1. Agency's role, purpose, policies and procedures; (Ref: CALEA 33.7.1 item a)
2. code of ethics; (Ref: CALEA 1.1.2)
3. working conditions and regulations; (Ref: CALEA 33.7.1 item b)
4. staff rules and regulations;

5. employees' rights and responsibilities; (Ref: CALEA 33.7.1 item c)
 6. review of job descriptions;
 7. accreditation process; (Ref: CALEA 33.5.3 item b)
 8. SACDC and Law Enforcement Center (LEC) tour;
 9. overview of the criminal justice system;
 10. CCSO and SACDC goals and objectives; (Ref: CALEA 33.7.1 item a)
 11. program overview;
 12. Charleston County personnel policies;
 13. CCSO and SACDC mission statement; and
 14. Prison Rape Elimination Act (PREA).
(Ref: 5-ALDF-7B-05, 08, 7E-01; PREA 115.31, 115.35c; and SC Min. 1034)
- B. All new non full-time employees (i.e., clerical/support civilian staff) who have minimal SACDC inmate contact as per their assignment, will receive at least sixteen (16) hours of training during their first year of employment. All persons in this category are given an additional sixteen hours each subsequent year of employment. (Ref: 5-ALDF-7B-07)
- C. New SACDC contracted healthcare employees will receive forty (40) hours of pre-service training by the facility (i.e., SACDC) prior to their forty (40) hours of training by the Health Authority. All training must be completed prior to being independently assigned to health care tasks. All students or interns delivering health care in the facility, as part of a formal training program, work under staff supervision commensurate with their level of training. There is a written agreement between the facility and the training or educational facility that covers the scope of work, length of agreement, and any legal or liability issues. Students or interns agree in writing to abide by all applicable agency and facility policies, including those relating to the security and confidentiality of information.
(Ref: SC Min. 1034; 5-ALDF-4D-10, 7B-09)
- D. All SACDC contract personnel receive an orientation appropriate to their assignments within the SACDC facility and additional training as necessary. All contractors who have regular or daily inmate contact must receive

training during their first year of employment. Forty hours must be completed prior to being independently assigned to a particular job. An additional forty hours of training is provided each subsequent year of employment by the Detention Center Training Division.

(Ref: 5-ALDF-7B-o8)