



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

5-13 Guidelines for SLED/FBI/CJIS/NCIC

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

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

I. Purpose:

To establish procedures on how to properly handle sensitive information that is provided through the National Crime Information Center (NCIC).

II. Policy:

NCIC system contains highly sensitive information that the divulgement or incorrect handling of must result in disciplinary measures being taken against the employee in violation of standards prescribed by the Federal Bureau of Investigations (FBI).

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, 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).
- C. *Computerized Criminal History (CCH)*: Is the state central repository for data on subjects arrested for felony, gross misdemeanor, enhanced misdemeanor and some misdemeanor offenses.
- D. *Criminal Justice Information System (CJIS)*: A network where criminal history information is shared between law enforcement across the United States.
- E. *National Crime Information Center (NCIC)*: An information system maintained by the Federal Bureau of Investigations that stores criminal justice information which can be queried by federal, state, and local law enforcement and other criminal justice agencies.
- F. *State Law Enforcement Division (SLED)*: Is a statewide investigative law

enforcement agency in South Carolina. SLED provides manpower and technical assistance to other law enforcement agencies and conducts investigations on behalf of the state as directed by the Governor and Attorney General.

IV. Procedure:

- A. All NCIC certified employees with the Charleston County Sheriff's Office are responsible for ensuring all NCIC information is handled appropriately and not disseminated to non-certified NCIC individuals.
- B. NCIC certified employees must be mindful to log out of NCIC prior to leaving their workstation for breaks, lunch and end of shift. This will prevent any unauthorized use of the NCIC system.
- C. Training on NCIC is permitted only with a certified NCIC employee monitoring and reviewing the actions of the individual in training.
- D. The following list is considered unauthorized dissemination of or access to Computerized Criminal History (CCH) to persons who are not authorized to receive the information:
 - 1. improper disposal of CCH;
 - 2. employees not designated and authorized to run NCIC;
 - 3. submitting a request for CCH for purposes other than legally authorized;
 - 4. improper coding of the inquiry;
 - 5. improper coding of the purpose code field;
 - 6. unauthorized inquiries into the Department of Motor Vehicle Files;
 - 7. unauthorized use of information received from the Department of Motor Vehicle Files; and
 - 8. no information will be released if it is indicated it is being used for other purposes than law enforcement related.
- E. NCIC certified employees must ensure all information is entered into the NCIC file. Failure to entry the information or entering the wrong information is a violation of this policy.

- F. All visitors to the Charleston County Sheriff's Office Law Enforcement Center and/or the Sheriff Al Cannon Detention Center must be escorted at all times.
- G. Secure areas within the Charleston County Sheriff's Office Law Enforcement Center and the Sheriff Al Cannon Detention Center will have signage posted designating the area as a secure area. Only authorized individuals will be permitted within these areas.
- H. Disciplinary Procedures:

Violations of NCIC or CJIS may result in corrective or disciplinary action up to and including termination. Violations of laws can result in criminal charges on the first violation.