



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

7-05 FIREARMS AND ACCESSORIES

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	5-ALDF-2B-08, 2B-09, 2B-10, 2B-12, 7B-15
CALEA Standards Reference:	1.2.2, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5,
NCCHC Standards Reference:	
SCLEA Standards Reference:	SCLEA 27.11
SC Minimum Standards:	SC Min. 1062c

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

I. Purpose:

The purpose of this directive is to establish policy and regulations regarding the carrying of firearms by sworn deputy sheriffs.

II. Policy:

South Carolina Code of Laws 16-23-20 allows for all regularly, salaried law enforcement officers and reserve law enforcement officers of a municipality or county of the state may carry about the person any pistol, whether concealed or not. This also includes any prison guard while engaged in his/her official duties.

(Ref: CALEA 1.2.2)

Deputy sheriffs shall carry firearms and other weapons according to the regulations contained in this directive. Deputy sheriffs shall carry and use only those types of firearms, ammunition, and weapons that are approved by the Sheriff's Office, and for which they have been trained and demonstrated proficiency.

(Ref: CALEA 4.3.2)

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, or Class III, 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).

IV. Procedure:

- A. When carrying their agency issued firearm, deputy sheriffs must be in possession of their Sheriff's Office badge and credentials.

(Ref: SCLEA 27.11 item c)

- B. Before carrying or using any firearm, deputy sheriffs must qualify with the firearm initially and annually thereafter during the agency's qualification

cycle. The Training Unit will maintain all paperwork pertaining to deputy's training and qualifications of each firearm they're assigned and personally owned weapons they use to carry off-duty.

- C. Deputy sheriffs will refrain from engaging in any conduct or activity reflecting poor judgment and exercise the utmost care and caution when using or handling firearms.
- D. Deputy sheriffs will not needlessly display or carelessly handle any firearm.
- E. All agency issued firearms will always remain secure within holsters and/or locked containers until such action is needed per the Use of Force policy.
- F. No deputy sheriff shall be authorized to carry any firearm until such time as that deputy sheriff has demonstrated safe proficiency and has qualified with that firearm.
(Ref: CALEA 4.3.2)
- G. Agency issued firearms shall be kept reasonably clean and free of dirt, grime, grease, carbon, etc., for normal operations within the Sheriff's Office. Each deputy sheriff is responsible for the routine upkeep of any agency issued firearm to include field stripping and cleaning as needed. Disassembly of agency issued firearms other than field stripping is prohibited except by a qualified armorer. Deputy sheriffs or supervisors becoming aware of any mechanical problems with an agency issued firearm shall immediately remove the firearm from service and bring the firearm to a qualified armorer for an examination. If that firearm is deemed to be unsafe or unserviceable, the deputy will be immediately issued another firearm from Logistics, until the unsafe firearm is fixed or replaced. If after normal business working hours, the on-duty supervisor will be responsible for contacting Logistics personnel.
(Ref: CALEA 4.3.1 item d)
- H. Deputy sheriffs will pay particular attention to the safety and security of agency authorized firearms to ensure that they are protected from misuse while the deputy sheriff is off duty. Locks are provided with all issued sidearms and long guns. Secure long-term firearms storage is available at Logistics.
(Ref: CALEA 4.3.1 item f)
- I. Deputy sheriffs will remove all firearms from the interior or trunk of their vehicle during their days off. Deputy sheriffs will use their best discretion for firearms storage after the completion of a shift if they are scheduled to work the next day. Deputy sheriffs that store firearms in a vehicle equipped with an agency owned/installed weapons vault are exempt from this requirement.
(Ref: CALEA 4.3.1 item f)

- J. Deputy sheriffs that cannot adequately secure their firearms inside of their residences due to potential safety issues with family members (i.e., children) may complete a partial disassembly of their rifle, shotgun, and handgun. For rifles and shotguns, the bolt of the weapon may be left secured in the vehicle, storing the upper and lower receivers in their residences. The same is true of the issued handgun except that the barrel and/or the recoil spring assembly may be secured in the vehicle in lieu of the bolt, with the slide and receiver being stored in the residence. Deputy sheriffs may also simply leave ammunition in the vehicle and store the assembled firearms in their residence. Gun locks and/or safes are also encouraged.
(Ref: CALEA 4.3.1 item f)
- K. Deputy sheriffs will remove all firearms from their vehicle when it is left for any service (i.e., Public Works garage or radio shop); and all issued equipment and items when left for any service by a county vendor (i.e., dealership service or body shop).
(Ref: CALEA 4.3.5 item g)
- L. Deputy sheriffs are strictly forbidden to carry a weapon when:
1. The deputy sheriff intends to or does consume alcohol.
 2. The deputy sheriff is taking a prescribed or over the counter medication that could impair cognitive abilities or judgment.
- M. Handguns:
1. Department Issued Handguns:
 - a. The agency issued handgun is the Glock Model 45, 9mm semi-automatic handgun, which is the primary duty handgun for all deputy sheriffs.
 - b. The Glock Model 48, 9mm semi-automatic handgun is an alternative handgun used by Command Staff, detectives, undercover detectives, and deputy sheriffs in staff positions.
 - c. The Glock Model 43, 9mm, semi-automatic handgun is another alternative handgun used specifically for undercover detectives, operating in plain clothes duties.
(Ref: CALEA 4.3.1 item a)
 - d. While on duty, deputy sheriffs will carry the agency issued sidearm and ammunition as their primary duty weapon. Only the Sheriff can make exceptions to this.

2. Off-duty and Back-up Handguns:

- a. Back-up handguns may be carried by on-duty deputy sheriffs. Any handgun carried as a back-up or secondary weapon must be inspected and approved by the Training Unit and must meet the minimum qualification requirements of off-duty handguns. (Ref: CALEA 4.3.1 item c)
- b. Handguns carried in an off-duty status may be personally owned or agency issued.
- c. In addition to the 9mm caliber semi-automatic pistol, other firearms between .35 and .45 caliber double action revolvers and/or semi-automatic pistols may be authorized for off duty, secondary, back-up or special assignment use by approval of the Training Unit. Individuals in an undercover assignment or capacity may utilize a personally owned secondary or back up weapon as their primary weapon when other agency weapons are not practical as long as all other requirements of this policy are satisfied.

3. Ammunition for Handguns:

- a. Authorized duty ammunition for agency issued handguns is factory loaded, 9mm rounds, as issued by Logistics.
- b. Ammunition for any handgun, other than the agency issued handgun, must be approved by the Training Unit and purchased by the deputy for on-duty, off-duty, and training purposes. All approved ammunition will be recorded on the Weapons Qualification Sheet and filed in each deputy's training file.
- c. No reloaded ammunition will be authorized.
(Ref: CALEA 4.3.1 item b)

4. Holsters:

- a. Any handgun carried by a deputy sheriff, on-duty, shall be carried in a holster specifically designed for the handgun carried and approved by the Training Unit. The holster design shall include a safety device to prevent accidental removal or loss of the handgun. Deputy sheriffs must qualify with their holster annually. Detectives engaged in undercover

assignments may purchase different holsters, however that holster still needs to be approved by the Training Unit.

- b. Holsters worn by uniformed deputy sheriffs shall be either agency issued or of a make and style approved by the Training Unit.
5. Deputy sheriffs will utilize agency issued Glock magazines for their issued handguns. Deputy sheriffs may also use approved magazine extenders and mag well flares with their agency issued handgun. Deputy sheriffs must qualify with the magazine extenders and mag well flares annually. The Training Unit will inspect and approve usage of the magazine extenders and mag well flares for the deputy's issued handgun. Deputy sheriffs will annotate the usage of magazine extenders and mag well flares on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file.
6. Deputy sheriffs are authorized to utilize Micro Red Dot Sight (MRDS) on their agency issued handguns. Deputy sheriffs will qualify annually with the handgun that has the MRDS affixed to the handgun. Along with MRDS, the deputy sheriff must have the ability to retain iron sights on the handgun, as a back-up sight. The deputy sheriff will also qualify with the iron sights annually as well. The Training Unit will install (even if the MRDS is personally owned), inspect, and approve the usage of a MRDS on the deputy sheriff's issued handgun. Deputy sheriffs will annotate the usage of the MRDS on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file. Deputy sheriffs will change out the batteries for their MRDS once a year, if applicable.
7. Deputy sheriffs are authorized to utilize weapon mounted lights on their agency issued handguns. Deputy sheriffs will qualify annually with the handgun that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the usage of a weapon mounted light on the deputy sheriff's issued handgun. Deputy sheriffs will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file.

N. Shotguns:

1. The agency issued shotguns consists of the Remington, Model 870 Magnum, 12-gauge pump action shotgun, the Remington, Model 870 Police Magnum, 12-gauge pump action shotgun, the Remington,

Model 870 Express Magnum, 12-gauge pump action shotgun, the Mossberg 590, 12-gauge, pump action shotgun, the Benelli 12-gauge, semi-automatic shotgun and the Kel-Tec KSG, 12-gauge shotgun.

2. Deputy sheriffs are authorized to carry a personally owned shotgun for law enforcement operations. Personally owned shotguns must be a 12-gauge shell capacity type shotgun and the deputy sheriff must have approval of the Training Unit to use their personally owned shotgun. Deputy sheriffs will qualify with their shotgun annually.
3. Ammunition for Shotguns:
 - a. Authorized duty ammunition for agency issued shotgun is factory loaded 12-gauge, buck shot shells and slugs as issued by Logistics.
 - b. Ammunition for any shotgun, other than the agency issued shotgun, must be approved by the Training Unit and purchased by the deputy for on-duty and training purposes. All approved ammunition will be recorded on the Weapons Qualification Sheet and filed in each deputy's training file.
 - c. The Breaching Element for the Sheriff's Office Special Weapons and Tactics team is authorized to utilize shotgun breaching rounds as determined by the SWAT commander or the Breach Element leader.
 - d. No reloaded shotgun shells will be authorized.
4. Deputy sheriffs are authorized to utilize reflex / red dot sights on their agency issued and personally owned shotguns. Deputy sheriffs will qualify annually with the shotgun that has the reflex / red dot sight affixed to the weapon. The Training Unit will inspect and approve the usage of a reflex / red dot sight on the deputy sheriff's issued or personally owned shotgun. Deputy sheriffs will annotate the usage of the reflex / red dot sight on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file. Deputy sheriffs will change out the batteries for their reflex / red dot sights once a year, if applicable.
5. Deputy sheriffs are authorized to utilize weapon mounted lights on their agency issued or personally owned shotguns. Deputy sheriffs will qualify annually with the shotgun that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the

usage of a weapon mounted light on the deputy sheriff's issued or personally owned shotgun. Deputy sheriffs will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file.

6. Agency issued shotguns shall be carried in patrol vehicles and stored and secured in the agency approved shotgun rack if available. If a shotgun rack is not available, the shotgun may be secured in the trunk within a soft or hard case. (Ref: CALEA 4.3.1 item f)
7. Shotguns shall normally be carried with the chamber empty, trigger pulled to the rear, with the safety engaged, and magazine tube loaded. A round shall not be loaded into the chamber during storage. When a round is chambered, the officer shall remove the round from the chamber as soon as it is safe to do so. (Ref: CALEA 4.3.1 item f)

O. Patrol Rifles:

1. The agency issued patrol rifles consists of the Sig Sauer M400 .223 / 5.56 caliber semi-automatic rifle, the Armalite M15A2, .223 / 5.56 caliber semi-automatic rifle, and the Colt M-16A1 .223 / 5.56 select fire (semi-automatic / fully automatic) rifle. Deputies shall only carry agency issued / approved magazines for use with the patrol rifle
2. Deputy sheriffs are authorized to carry a personally owned patrol rifle for law enforcement operations. Personally owned patrol rifles must be a .223 or 5.56 caliber semi-automatic rifle and the rifle must be manufactured by a reputable manufacturer, approved by the Training Unit. Only those deputy sheriffs who have received agency training and have demonstrated safe and proficient use of the rifle may carry a patrol rifle while on-duty.
3. Ammunition for Patrol Rifles:
 - a. The only authorized ammunition for the patrol rifles will be factory loaded, .223/5.56mm caliber rounds as issued by Logistics.
 - b. Special Weapons and Tactics (SWAT) will be authorized to use factory loaded, .223/5.56mm caliber rounds and/or any other .223/5.56mm caliber rounds deemed necessary by the SWAT Commander.
 - c. No reloaded rifle rounds will be authorized.

4. All patrol rifles carried in patrol vehicles will be placed into the agency approved rifle rack if available and secured at all times. When carried in a rifle rack, the patrol rifle will be carried with the magazine loaded, chamber empty, bolt forward with firing pin released, and trigger depressed. If firearm racks are not available, the rifle will be secured in the trunk in a soft or hard case with the magazine unloaded, chamber empty, and safety engaged.
5. The patrol rifle may be deployed and utilized when a deputy sheriff perceives there may be an imminent threat to the life of another law enforcement official or another person. When there is no imminent threat to life, deputy sheriffs may deploy the patrol rifle when certain circumstances arise. The on-duty shift supervisor has the ability to downgrade the use of patrol rifles if they deem that the patrol rifle is unnecessary for that particular incident. Circumstances that may warrant deployment of patrol rifles may include, but are not limited to the following:
 - a. Active assaults where there is an imminent threat to life.
 - b. In progress incidents where the suspect is reasonably believed to be armed.
 - c. During high-risk warrant service or operations.
 - d. Manhunts for individuals who are reasonably believed to be armed and dangerous.
 - e. Terrorist related threats.
 - f. Other high-risk situations approved by the on-duty supervisor.
6. Deputy sheriffs are authorized to utilize reflex / red dot sights on their agency issued or personally owned patrol rifle. Deputy sheriffs will qualify annually with the patrol rifle that has the reflex / red dot sight affixed to the weapon. Along with reflex / red dot sights, the deputy sheriff must have the ability to retain iron sights on the patrol rifle as a back-up sight. The deputy sheriff will also qualify with the iron sights annually as well. The Training Unit will inspect and approve the usage of a reflex / red dot sight on the deputy sheriff's issued or personally owned patrol rifle. Deputy sheriffs will annotate the usage of the reflex / red dot sight on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file. Deputy sheriffs will change out the batteries for their reflex / red dot sights

once a year, if applicable.

7. Deputy sheriffs are authorized to utilize weapon mounted lights on their agency issued or personally owned patrol rifle. Deputy sheriffs will qualify annually with the patrol rifle that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the usage of a weapon mounted light on the deputy sheriff's issued or personally owned patrol rifle. Deputy sheriffs will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file.
8. Deputy sheriffs are authorized to utilize rifle suppressors on their agency issued or personally owned patrol rifle. Deputy sheriffs will qualify annually with the patrol rifle that has the suppressor affixed to the weapon. If a deputy sheriff is going to use a suppressor on their agency issued patrol rifle, a qualified armorer will affix the flash suppressor to the rifle. The Training Unit will inspect and approve the usage of the suppressor on the deputy sheriff's issued or personally owned patrol rifle. Deputy sheriffs will annotate the usage of the suppressor on their annual Firearms Qualifications Sheet and will be filed in each deputy sheriff's training file. Deputy sheriffs will provide the Training Unit with their ATF Form 4 (5320.4) (Tax Stamp), showing the deputy has been cleared by the ATF for the possession of their suppressor.

P. Specialized Firearms:

1. The Sheriff's Office currently has an M-60, E4, Fully Automatic pedestal mounted machine gun; that uses 7.62mm, M80 (Linked ammunition). This weapon will be utilized by Marine Patrol, during maritime operations. Qualifications with this firearm will be on at least an annual basis by the Marine Patrol.
2. The Sheriff's Office SWAT Sniper Team utilizes the Bergara, .308 caliber, Sniper Weapon System as their primary weapon used during SWAT operations. The Sniper Element Team Leader will be responsible for the type of ammunition to be used and when the Bergaras will be deployed. Qualifications with these rifles will be on an annual basis. (Ref: CALEA 4.3.1 item a and 4.3.3 items a, b & c)

Q. It is highly encouraged for deputy sheriffs to check with the Training Unit before purchasing any accessory for the handgun, shotgun, and rifle. If deputy sheriffs make any accessory modifications to their assigned firearms,

the deputy sheriff must make sure they keep all the original equipment to that particular firearm. If a deputy sheriff loses a piece (i.e., sights, carrying handle, etc.) of an agency owned firearm they may be subject to being charged for said piece of equipment lost.

- R. Deputy sheriffs will be strictly prohibited from using their personally owned firearms with any aftermarket inscriptions or accessories used to decorate their firearm, that they are using while on-duty or in an off-duty function. Deputy Sheriffs are also strictly prohibited from making any inscriptions or adding accessories to decorate their agency issued firearm.
- S. Training and Qualification:
 - 1. Only sworn personnel who have demonstrated proficiency in the use of agency-authorized firearms will be approved to carry such firearms.
(Ref: CALEA 1.2.2 and 4.3.2, 5-ALDF-7B-15)
 - 2. Deputy sheriffs will qualify with handguns, shotguns, rifles, off duty, secondary or back-up firearms annually, during the agency's qualification cycle.
(5-ALDF-7B-15)
 - 3. Firearms qualification will be graded on a pass/fail basis.
 - 4. Deputy sheriffs will not be permitted to carry any firearm with which they have not been able to qualify with during the most recent qualification cycle.
 - 5. Deputy sheriffs who have taken extended leave (outside of the qualification cycle) or suffered an illness or injury that could affect their firearms ability will be required to re-qualify before returning to enforcement duties.
(Ref: CALEA 1.2.2 and 4.3.5 item a)
 - 6. Proficiency training for firearms will include a safety briefing, a review of this directive and qualification on a prescribed course of fire.
(Ref: CALEA 4.3.3 item b and 4.3.5 item b)
 - 7. Deputy sheriffs engaged in firearms training will wear proper personal protective equipment (PPE) such as ear and eye protection. The Training Unit will make PPE available to all participants.
(Ref: CALEA 4.3.5 item e)
 - 8. A certified firearms instructor will provide instruction and qualification on all firearms.
(Ref: CALEA 4.3.3 item a and 4.3.5 item c)

9. Firearms range operations will be conducted with at least one certified firearms instructor present who is also certified in basic lifesaving techniques. (Ref: CALEA 4.3.5 item f)
10. Deputy sheriffs who fail to qualify with their assigned primary duty handgun, as required by this directive, will not be authorized to carry their primary duty handgun until they have successfully completed remedial training under the instruction of a certified firearms instructor, and then qualify with their primary duty handgun. Deputy sheriffs who continue to fail the firearms qualification, within the qualification cycle, with their primary duty handgun; the deputy sheriff will surrender all Sheriff's Office equipment and will be placed on administrative duty until they are able to demonstrate proficiency with their primary duty handgun. While on administrative duty, if the deputy sheriff still cannot qualify with his/her primary duty firearm, the deputy sheriff may receive further disciplinary actions, up to termination. The Training Unit will be responsible for notifying the deputy sheriff's chain of command if the deputy sheriff is placed on administrative duty. (Ref: CALEA 1.2.2 and 4.3.3 item c)
11. It will be the responsibility of the Sheriff's Office Training Unit to schedule firearms qualification for all deputy sheriffs in accordance with this procedure and to document the training and qualification results. (Ref: CALEA 4.3.3 item b)
12. A copy of this Use of Deadly Force procedure will be made available to all sworn personnel. Training in the content and intent of this directive will be accomplished and acknowledged in writing prior to personnel being authorized to carry a firearm. (Ref: CALEA 4.3.4)

T. Detention Operations:

1. The Security Sergeant is the armory supervisor; Tactical Operations Department Supervisors, and the Transportation Sergeant are in charge of the weapons storage lockers located in their respective areas. Access will only be allowed in these areas to qualified Detention Deputies. (5-ALDF-2B-08)
 - a. Armory Operations: The facility has one armory and two weapons storage lockers. No inmate is allowed access to the armory or weapons storage lockers for any reason. Only authorized staff members are allowed access to the armory or weapons storage lockers. (5-ALDF-2B-08, 09, 12)

- i. Central Control will issue service weapons for all Detention Deputies assigned to hospital duty utilizing the Weapons/Gear Issue and Return Form (SACDC Form-351) or the Firearms/Ammunition Issue Form (SACDC Form-350). Weapons qualified Detention Deputies may be issued a service weapon, from Central Control, if he/she will be working in a specialized area such as transportation or assigned to hospital duty. Any weapons qualified trainee still assigned to a Field Training Instructor will not be issued an armory identification card, nor will they be assigned to hospital duty or any specialized area requiring the use of a service weapon, until they have boarded.
- ii. Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates. Central Control will maintain a written record of routine and emergency distribution of security equipment.

(5-ALDF-2B-10)

2. Weapon Access for Transportation:

- a. The Transportation Supervisor will ensure that newly assigned Transportation Detention Deputies will receive their service weapons from the SACDC Logistics Office.
- b. While on duty all Transportation Detention Deputies will retrieve their service weapons from the storage area and place their transportation armory issued identification card in the appropriate card holder for their service weapons.
(5-ALDF-2B-08, 12)
- c. While on duty in the secure facility, service weapons, to include sidearm, taser, and oleoresin capsicum (OC) spray will be stored in the temporary weapons lock boxes located in the sallyport near the Transport Office.
- d. The Transportation Division will utilize their weapons storage locker to properly store their service weapons, when not on duty.
- e. The service weapons will be inventoried monthly by the

Transportation Supervisor, to determine their condition and expiration dates. The inventory will be given to the Population Manager upon completion and a copy placed inside the weapons locker.

- f. The Transportation Supervisor or assigned firearms detention deputy will have a key to the weapons storage locker at all times. In the absence of the Transportation Supervisor, a key to the weapons locker may be signed out from Central Control and signed back in at the end of shift.
 - g. The Transportation Supervisor will ensure that a Detention Deputy being reassigned to another area in the jail, or resigning will return their service weapons to the Logistics Law Lieutenant.
- 3. Weapons qualified Detention Deputies requiring a service weapon for official duty purposes will report to Central Control and surrender their armory issued identification card to check out a sidearm and ammunition. (5-ALDF-2B-08, 12)
 - a. Before signing a service weapon out, the Central Control Detention Deputy must verify that the employee is currently certified.
 - b. An updated list of employees who are certified with firearms will be posted in the armory. Service weapons are issued only to employees whose certification can be verified. (5-ALDF-2B-12)
 - c. Once the verification has been made by the Central Control Detention Deputy, the Weapons/Gear Issue and Return Form will be completed. This Detention Deputy will then place the armory issued identification card in the corresponding slot identifying the service weapon that was signed out of the armory. These forms are retained in the armory in Central Control for three (3) months.
 - d. Central Control or the Security Sergeant will inventory all service weapons at the beginning of each shift utilizing the Central Control Armory Inventory Form (SACDC Form-487).
- 4. Honor Guard members requiring a service weapon for an assignment will report to Central Control to check out a sidearm and ammunition

following the same procedure outlined for Hospital Duty.

5. When conducting a perimeter check, a sidearm will have to be checked out from the Armory located in Central Control and returned upon completion of the tour.
6. Weapon Access for Training:
 - a. Weapons qualified Detention Deputies may check out service weapons for training purposes, as needed, with the approval of the Training Division Supervisor. Once approved, the Detention Deputy is given the Firearms/Ammunition Issue Form to give Central Control to obtain a service weapon and Logistics to obtain ammunition. (5-ALDF-2B-08)
 - b. All firearms checked out from Central Control will be returned on time, clean, and in a safe and serviceable condition.
 - c. Agency Firearms Instructors may check out service weapons for Detention Deputies who are not firearms qualified for training purposes, only when supervising the Detention Deputies' use of the service weapon. The firearms Instructor will give Central Control their instructor armory issued identification card which will be placed in the corresponding slot of the service weapon signed out in the armory. (5-ALDF-2B-08, 12)
7. Weapon Access for Emergency Response Team (ERT):
 - a. ERT will store all shotguns, tasers and OC sprays in the weapons storage area located in the ERT Office. All other Less-than-Lethal devices and munitions shall be safely secured in the ERT Office. When conducting a perimeter check, a sidearm will have to be checked out from the Armory located in Central Control and returned upon completion of the tour.
 - b. While on duty, all ERT Operators will retrieve their service weapons from the storage area and place their ERT armory issued identification card in the appropriate card holder for their service weapons. (5-ALDF-2B-08, 12)
8. Integrity of Security Combination Devices:
 - a. If any employee who has knowledge of the safe combinations

for the facility are terminated or resign the combination to the safe will be changed immediately by the Security Lieutenant.

9. Inventory:
 - a. Firearms, chemical agents, and related security equipment are inventoried at least monthly by the supervisors to determine their condition and expiration.
(SC Min. 1062c, 5-ALDF-2B-10)
 - b. All inventories once completed are stored in the armory or weapons storage area.
10. Authorized Firearms and Ammunition:
 - a. On-duty firearms qualified Detention Deputies must carry their service weapon in the issued security type holster.
 - b. Only 12-gauge shotguns issued by the Sheriff's Office are authorized for duty use for certified weapons instructors, ERT Operators, Transport Detention Deputies and others as deemed appropriate and certified. Authorized manufacturers are Remington, Mossberg, and Kel Tec. (5-ALDF-2B-12)
 - c. Only agency issued ammunition is authorized for on duty use. No reloaded ammunition will be authorized.
 - d. Any employee, at any time, that discovers a firearm to be malfunctioning or otherwise unsafe will immediately remove the firearm from service, safely deliver it to the Charleston County Sheriff's Office Logistics Department and request the firearm be replaced with a properly functioning weapon.
 - e. No firearm found to be malfunctioning/unsafe will be returned to service until inspected by one of the agency's certified firearms instructors or armorer and deemed serviceable utilizing the Glock Pistol Inspection Form (SACDC Form-488), Remington 870 Armorer's Checklist (SACDC Form 502), Mossburg Armorer's Inspection Form (SACDC Form-489or Kel Tec Armorer's Checklist (SACDC Form-529). (5-ALDF-2B-12)
 - f. All facility service weapons are inspected following the guidelines outlined from the manufacturer of the weapon. This inspection is conducted by a certified armorer which includes

inspecting each weapon utilizing the Glock Pistol Inspection, Remington 870 Armorer's Checklist Form, Mossberg Armorer's Inspection Form or the Kel Tec Armorer's Checklist Form Once the inspection is completed the Security Captain will forward an inspection report with the findings to the Accreditation Coordinator. (5-ALDF-2B-12)

- g. At the direction of the Security Captain, a certified armorer may make minor repairs. A service weapon that has been tampered with, or has malfunctioned, is taken out of service and tagged immediately by the supervisor to whom it is reported. A replacement service weapon is checked out from the armory and the Security Captain is notified in writing. All service weapons taken out of service are test fired, by an armorer, before being reintroduced into service.
- h. Central Control staff will maintain a record of all firearms qualified Detention Deputies.
- i. Detention Deputies who are not qualified with the agency firearm will be assigned to duties not requiring use of the firearm.
- j. Sight adjustment is done at the direction of a certified firearms instructor at an authorized firing range.
- k. If discharged for reasons other than training, a firearm is to be replaced with a firearm of the same type. The fired firearm will not be unloaded, cleaned, or tampered with in any way by the detention deputy. The firearm, the rounds in the weapon and magazine, and spent rounds will be treated as evidence and unloaded by forensic services or a supervisor, depending on the situation. The firearm will remain in evidence until released by the Detention Chief or designee.
- l. Officials visiting this facility have the option of securing their weapons in their vehicles, preferably in the trunk, or in the gun lockers provided in the sallyport.
(SC Min. 1061b, 5-ALDF-2B-12)
- 11. Ammunition Changes:
 - a. Ammunition will be exchanged at each re-qualification. The old duty ammunition will be fired during qualification and new ammunition will be issued upon successful weapon

qualification.

- b. Ammunition that has been exposed to inclement weather is to be replaced.
- c. Ammunition that has been tampered with is removed and replaced immediately and a written report is forwarded to the Security Lieutenant providing details of the incident.
- d. When new ammunition is received, it is dated according to its receipt at the facility. New ammunition is stored inside the armory or weapons storage lockers in containers designed for that purpose and marked by caliber or gauge. Old ammunition is similarly stored and marked in separate containers.

12. Weapons Control & Issue:

- a. Loaded firearms must not enter the secure area of the facility, except under emergency conditions, and under the authority of the Detention Chief or designee. Handguns will be carried in holsters. Long guns (shotguns, rifles, etc.) will be carried with the muzzle pointed in a safe direction. Firearms and ammunition may only be carried by authorized Detention Deputies of the SACDC under the following standards:
(5-ALDF-2B-08)
 - i. Employees on duty will use only firearms or other security equipment that has been approved by the Detention Chief.
(5-ALDF-2B-12)
 - ii. The Training Unit will maintain a record of each firearm a Detention Deputy is approved to carry. This record will include the type, description, make, model, serial number, and qualification score.
- b. No employee of the SACDC may modify or alter an authorized service weapon in any way.