



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

2-12

Agency-Owned Property

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7D-15
CALEA Standards Reference: 4.3.1, 4.3.5, 17.5.1, 17.5.2, 46.1.8
NCCHC Standards Reference:
SCLEA Standards Reference: 27.11
SC Minimum Standards:

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

I. Purpose:

To ensure the proper control and maintenance of agency-owned property and supplies.

II. Policy:

The Charleston County Sheriff's Office will ensure adequate control of agency-owned property and supplies, and that all Sheriff's Office property is maintained in a state of operational readiness.

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).

IV. Procedure:

- A. Inventory and record keeping for all single assets that meet County capitalization criteria, and those assets which are highly susceptible to pilferage, (e.g., weapons, radios, etc.), comes under the supervision of the Charleston County Controller's Office. The inventory and record keeping for all other property purchased for the Sheriff's Office will be the responsibility of the Sheriff.
- B. The Sheriff will retain responsibility for the control, distribution, and utilization of property purchased for the Sheriff's Office.
- C. Logistics supervisors will ensure compliance with the guidelines and procedures established by the County Controller and will assist Fixed Asset and Inventory Control personnel in maintaining an accurate inventory of property within the Sheriff's Office to include the person and/or position

responsible for the assigned property, make, model, and serial number.

(Ref: 5-ALDF-7D-15; CALEA 4.3.5 item *g*; 17.5.1 item *a*; SCLEA 27.11 items *b* & *f*)

- D. Requests for all uniform items, equipment, and vehicles will be submitted to Logistics. All requests for contract work, specialized services, capital equipment, etc., will be submitted, via the respective chain-of-command, to the agency Finance Office for processing and execution.
(Ref: CALEA 17.5.1 items *a* & *b*)
- E. All items issued by Logistics will require a written receipt.
- F. Newly issued items with discrepancies must be returned immediately to Logistics for repair or replacement.
- G. The issuance of uniforms, controlled items such as weapons, and non-expendable equipment (e.g., badges, handcuffs, leg irons, etc.) will be recorded in the employee's clothing and equipment records.
(Ref: CALEA 17.5.1 items *a* & *b*)
- H. Logistics will issue a Uniform/Equipment Request form to the employee who will submit the form directly to the contracted uniform supplier for proper fitting, ordering, and/or tailoring requests. The Logistics Inventory Control Specialist will receive all items from the contracted uniform supplier for distribution to employees. Employees will receive notification via County email when the requested items are available for issuance.
- I. The Sheriff's Office will replace issued equipment and clothing that becomes worn or damaged in the line of duty. Employees, however, may be held responsible for replacing supplies, clothing, and equipment damaged, lost, or destroyed as a result of negligence or abuse.
- J. Replacement of uniforms and/or accessories may be obtained from the Logistics Inventory Control Specialist during their established business hours. Uniform and/or accessory replacement is typically handled as an item for item exchange.
- K. When employee status or personnel assignment changes due to transfers, resignations, retirements, etc., issued clothing and equipment will be turned into Logistics. Serviceable equipment will be reissued as deemed appropriate.
(Ref: CALEA 17.5.1 items *a* & *b*)
- L. Supply Re-Order for the Sheriff Al Cannon Detention Center:
 - 1. Internal Requisition Request (*SACDC Form- 439*) is found in the mass

files folder on the computer in each housing unit or on the intranet under forms.

2. Internal Requisition Requests are to be submitted to the Logistics mail box or scanned and emailed to SACDCLogistics@charlestoncounty.org by Tuesday of each week.
 3. Supplies will be delivered to the housing units every Thursday.
 4. Direct supervisors of areas requiring supplies prior to, or after Thursday, may report to the Logistics Office during their established business hours. The supervisor will then complete an Internal Requisition Request (*SACDC Form- 439*). The Logistics Supervisor will keep these requests on file for review and annual budget analysis.
- M. Logistics will also serve as Fleet Manager for the Sheriff's Office who will maintain appropriate records and spare keys for each vehicle. Logistics will be responsible for issuing vehicles and determining which vehicles should be recommended for retirement in accordance with criteria promulgated by the County Fleet Administrator. They will also maintain a fleet of spare vehicles to be issued as temporary replacements when vehicles are taken out of service for maintenance, repairs, and/or the installation of equipment.
- N. Employees who utilize fleet or spare vehicles will be responsible for ensuring the vehicle is clean and full of fuel prior to the return of the vehicle to Logistics. Deputy sheriffs who utilize spare vehicles that are equipped with an in-car camera will ensure the vehicle's DVR is downloaded prior to turning in of the vehicle. Those vehicles that require additional attention due to maintenance issues will take the vehicle to the appropriate location (i.e., Public Works Garage or Radio Shop) and notify the Logistics supervisor via email immediately.
- O. Employees who utilize a fleet or spare vehicle will be responsible for inspecting the vehicle for damage or maintenance issues prior to taking possession of the vehicle. If the employee observes any damage or maintenance issues not already indicated on the in-car vehicle inspection sheet, the Logistics supervisor will be notified immediately of the issue. Employees may be responsible for any unreported damage or maintenance issues to a vehicle once the vehicle is signed out in their possession.
- P. Logistics will ensure that stored equipment and vehicles under their purview are maintained in a state of operational readiness, documented with a quarterly inspection report. The term "operational readiness" includes care

and cleaning, preventive maintenance, repair, proper function, and responsiveness. (Ref: CALEA 17.5.2 and 46.1.8)

- Q. Sheriff's Office property not maintained at Logistics will be the responsibility of the organizational component or individual to which the property is assigned. The organizational component and/or individual to which property is assigned will be responsible for the security of the agency-owned property and assuring that property is maintained in a state of operational readiness, documented with a quarterly inspection report.
(Ref: CALEA 4.3.1 items c & d, 17.5.2, and 46.1.8)
- R. Logistics is responsible for maintaining a record of each weapon approved by the agency for official use and will conduct a documented annual inventory of all weapons and to whom it is issued.
(Ref: CALEA 4.3.1 item e, and SCLEA 27.11 items d, e, and f)
- S. Deputy sheriffs will pay particular attention to the safety and security of agency authorized weapons to ensure that they are protected from misuse while the deputy sheriff is off duty. Locks are available for all issued firearms. Secure long-term weapon storage is available at Logistics (see also [Policy 7-05 Firearms and Accessories](#)).
(Ref: CALEA 4.3.1 item f)
- T. Deputy sheriffs will remove all weapons from the interior or trunk of their agency vehicle during their days off. They will use their best discretion for weapon storage after the completion of a shift if they are scheduled to work the following day. Deputy sheriffs that store weapons in a vehicle equipped with an agency owned/installed weapons vault are exempt from this requirement (see also [Policy 7-05 Firearms and Accessories](#)).
- U. Deputy sheriffs that cannot adequately secure their weapons 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 and TEW cartridges in the vehicle and store the assembled weapons in their residence. Firearm locks and/or safes are also encouraged.
(Ref: CALEA 4.3.1 item f)
- V. All personnel will remove all weapons (i.e., firearms, Taser Energy Weapon (TEW), oleoresin capicum, etc.) 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*)

- W. The County's insurance policy does not cover the interior contents of vehicles. Personally owned items (e.g., computers, weapons, etc.) that are transported or stored in a County owned vehicle is at the employee's own risk.
- X. No spare keys or key fobs will be stored in the interior of any Sheriff's Office vehicle. This includes vehicles dropped off for preventative maintenance (PM) services.