



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-04 Employee Chronological Record

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7D-03, 7E-01, 02
CALEA Standards Reference: 33.1.5, 35.1.9
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 guidelines for an employee's Chronological Record.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to maintain employee *Chronological Records* in order to monitor and record work behavior and incidents that occur in the work life of the employee. Maintaining *Chronological Records* will be useful in the employee's proper development and provide the employee with feedback on performance to allow the employee to maintain appropriate behavior and eliminate inappropriate behavior. (Ref: 5-ALDF-7D-03, 7E-01, 02)

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, deputies, 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).

C. *Exempt Employee*: Refers to a salaried employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act of 1938 (FLSA), as amended.

C. *Non-Exempt Employee*: Refers to an hourly paid employee who is covered by minimum wage and overtime provisions of the Fair Labor Standards Act of 1938 (FLSA), as amended.

IV. Procedure:

A. The immediate supervisor is responsible for maintaining the employee's *Chronological Record* monthly to monitor employee performance, record work behavior and provide the employee with feedback regarding performance to allow the employee to maintain appropriate behavior and

eliminate inappropriate behavior. (Ref: CALEA 35.1.9 items d & f)

- B. A *Chronological Record* is maintained monthly on all deputies below the rank of lieutenant. A *Chronological Record* is maintained on all non-exempt civilian personnel. A *Chronological Record* will not be required for exempt employees, positions or executive positions that work directly for a Major, Chief Deputy, Undersheriff, or the Sheriff. A position is exempt according to Charleston County's classification system.
- C. A chronological entry may be made by any supervisor within their span of authority. If the span of authority is exercised outside the normal duty assignment, (e.g., during a collateral duty assignment or a temporary assignment), it will be the responsibility of that supervisor to inform the employee's normal duty assignment supervisor and ensure that the information is documented in the employee's monthly *Chronological Record*.
- D. The supervisor should record in chronological order incidents that occur in the work life of the employee that will be useful in the employee's proper development. No limitations are placed on the data the supervisor wishes to record, but these and similar incidents should be recorded: special assignments, training, employee achievements and development, attitude, conduct, merit ratings, transfers, promotions, appearance, tardiness and absenteeism, disciplinary, and commendatory actions, etc.
(Ref: CALEA 33.1.5 item a)
- E. The supervisor may elect to use the SWOT analysis model to document the employee's strengths, weaknesses, opportunities, and threats (SWOT), based on:
 - 1. **Strengths:** Anything the supervisor can see that the employee loves to do or that they are good at.
 - 2. **Weakness:** Areas that the employee needs to improve in or things that a supervisor must correct them on constantly.
 - 3. **Opportunities:** Anything that could be an opportunity for the employee, things such as unmet or unsatisfied needs in the agency.
 - 4. **Threats:** A threat is something that hinders a person from achieving their goals or set tasks. Knowing what the threats are will help the employees decide what actions they need to take to avoid being overcome by the threats.

- F. The *Chronological Record*, whether paper/hard copy originals or electronic, will contain a copy of the employee's current *Performance Appraisal* and the *Job Duties and Performance Standards* for the employee's current position. Documentation contained in the hard copy *Chronological Record* file will be for the current appraisal period and previous year only. Supervisors will ensure that chronological entries provide documentation to support the upcoming employee's *Performance Appraisal* and specifically address the *Job Duties/Elements and Performance Standards* for the employee's current assignment.
- G. In order to determine their suitability for a position, entry-level probationary employees will be evaluated monthly using the *Chronological Record* until the probationary period is completed. Exceptions include recruits, reserve deputy sheriffs, and certified detention deputies and deputy sheriff trainees who are evaluated daily during field training using *Daily Observation Reports (DOR's)*. Chronological entries on all entry level probationary employees should ascertain whether they can actually perform the required functions.
- H. Chronological entries may be made at any time but will be accomplished at least monthly. All chronological and related entries will be made electronically in the agency's employee performance management software platform, (i.e., Blue Team), in a timely manner.
- I. Monthly inspections of agency assigned vehicles and/or equipment will be documented in the *Chronological Record* to ensure compliance with vehicle standards and maintenance schedules.
- J. Sheriff Al Cannon Detention Center (SACDC) supervisors will document in the employee's *Chronological Record* inspections of assigned posts or duty stations to ensure compliance with post orders.
- K. The employee will review and acknowledge chronological entries in Blue Team within five (5) working days of receiving notification of the chronological record being posted. An employee may write comments and/or rebuttals in response to any entry within Blue Team. An employee's refusal to sign a written reprimand or chronological entry is subject to further disciplinary action, (see [Policy 6-02 Disciplinary Procedures](#)).
(Ref: 5-ALDF-7D-03)
- L. *Chronological Records* are subject to inspection. Supervisors will periodically inspect the *Chronological Records* maintained by their subordinates, which may be accomplished through Blue Team.
- M. Upon reassignment, the employee's paper/hard copy *Chronological Records*,

if applicable, will be forwarded by the immediate supervisor to the employee's new supervisor within five working days, to include all entries within Blue Team.

- N. Copies of the employee's paper/hard copy *Chronological Records* are not required to be submitted with the employee's annual *Performance Appraisal*; however, it is the supervisor's responsibility to ensure that the employees electronic *Chronological Records* and all relevant supporting documentation is uploaded to Blue Team.
- O. The retention period for supervisor's paper/hard copies of *Chronological Records* on required personnel, if applicable, will be for the current appraisal period and the previous year. *Chronological Records* and other related documents are retained electronically within Blue Team.
- P. Employees who voluntarily leave or are terminated and are no longer employed by the Charleston County Sheriff's Office will have their access to Blue Team deactivated. Once all paper/hard copies of *Chronological Records* and related documents are confirmed uploaded in Blue Team, they may be properly destroyed by the supervisor.