



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-11 Deputy First Class

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7E-01
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 guidelines for appointment to the position of Deputy Sheriff First Class and Detention Deputy First Class.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to recognize deputies who have attained two years continuous service with this agency. The rank is awarded in recognition of the advanced knowledge, skills and abilities attained through experience as a Charleston County Deputy Sheriff or Detention Deputy. No supervisory responsibilities or monetary compensation are attached to the position.
(5-ALDF-7E-01)

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. Eligibility:

1. Applicants must have two years of continuous satisfactory service with the Charleston County Sheriff's Office as a deputy sheriff or detention deputy, must have successfully completed the probation period, and graduated from the South Carolina Criminal Justice Academy (SCCJA).
2. Deputies leaving the agency and later granted reinstatement must re-

establish eligibility by serving two years continuous service from the date of reinstatement.

3. Applicants must receive at least a “*Meets Expectations*” performance evaluation for one year preceding the request for appointment to Deputy First Class.
4. If a deputy is on disciplinary probation during the preceding twelve months immediately prior to their two-year anniversary date, the rank of Deputy First Class will not be awarded; however, they will be eligible twelve months after the end date of the disciplinary probation.

B. Application Procedure:

Deputies desiring appointment to the position of Deputy Sheriff First Class or Detention Deputy First Class, and who meet the eligibility requirements, must submit a completed [Request for Appointment to Deputy Sheriff First Class \(CCSO form-337\)](#) or [Appointment to Detention Deputy First Class \(SACDC form-319\)](#) through the chain-of-command to their respective captain requesting consideration.

C. Selection Process:

1. Requests for appointment to Deputy First Class are subject to approval by the appropriate Captain.
2. A copy of the *Request for Appointment to Deputy Class* will be returned to the applicant notifying the applicant of the status of the request. The original will be forwarded to the agency's Human Resources Office for inclusion in the employee's personnel file.

D. Deputies approved for appointment will be entitled to display the insignia on their uniform signifying the position of Deputy First Class.