



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

5-14 REMOTE ACCESS SOFTWARE

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: N/A
CALEA Standards Reference: N/A
NCCHC Standards Reference: N/A
SCLEA Standards Reference: N/A
SC Minimum Standards: N/A

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

I. Purpose:

To establish procedures for the use of remote access software and/or all software that is subscription based and used by the Charleston County Sheriff's Office for its operation.

II. Policy:

This policy applies to all Charleston County Sheriff's Office (CCSO) employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing any software licensed to the Charleston County Sheriff's Office that is subscription based and provides access from a remote device such as a computer or handheld device. Access to any remote software shall occur from hardware owned by the Charleston County Sheriff's Office, approved for access on that device and during working hours.

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. Remote Software Usage:

1. Approved CCSO employees and authorized third parties (i.e., contractors, vendors, consultants, etc.) may utilize the benefits of CCSO subscription-based software if approved by the software admins and department heads.
2. Use of the remote software must be for CCSO business or Law

- Enforcement purposes.
3. Use of remote software must adhere to any local, state, government policies and procedures to ensure security and privacy.
 4. Software that processes or accesses CJIS information must adhere to current CJIS security policy.
 5. Users that use remote software that processes or accesses CJIS information must adhere to its use as it relates to the current CJIS security policy and with emphasis on secure locations.