



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

2-08

Inspectional Services

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:

CALEA Standards Reference: 4.3.1, 41.3.1, 41.3.2, 53.1.1, 53.2.1

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 evaluate the quality of operations of the Charleston County Sheriff's Office and to ensure employees are complying with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to use the inspectional process as an essential mechanism for evaluating the quality of agency operations, ensure that agency goals are being pursued, identify the need for additional resources, and ensure control is maintained throughout the organization.

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, 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. *Line Inspection*: Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain-of-command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

IV. Procedure:

A. Line Inspections: (Ref: CALEA 53.1.1 item a)

1. Line inspection is the responsibility of supervisors at every organizational level and provides a mechanism for achieving accountability.
2. Line inspections are to be conducted by supervisors on personnel under their command and on any and all agency owned property (e.g., vehicles, weapons, uniforms, etc.) within their organizational component. The supervisor conducting the inspection shall ensure the correction of any conditions discovered by the inspection. Such inspections may also include closed containers therein.
(Ref: CALEA 4.3.1 items c & d and 53.1.1 item c)
3. Line inspection is an ongoing activity. Personnel and equipment are subject to random inspection at any time. (Ref: CALEA 53.1.1 item b)
4. The line inspection for personal appearance is the duty of all supervisors, made on a daily basis, to ensure proper appearance of assigned personnel. (Ref: CALEA 53.1.1 item b)
5. All Sheriff's Office personnel operating agency assigned motor vehicles (e.g., patrol cruisers, animal transport vehicles, armored personnel carriers, etc.) have a responsibility to inspect vehicles for proper condition and required equipment prior to operation.
(Ref: CALEA 41.3.1 and 41.3.2)
6. Immediate supervisors are responsible for conducting monthly inspections of agency vehicles to ensure compliance with vehicle standards and maintenance schedules; documented on the *Vehicle Inspection Report (CCSO form-198)*. The vehicle inspection will include all assigned equipment. The supervisor conducting the inspection shall assure the correction of any conditions discovered by the inspection. Vehicle inspections will be documented in the employee's chronological file.
(Ref: CALEA 4.3.1 items c & d, 41.3.1, 41.3.2, and 53.1.1 items b & c)
7. Sheriff's Office employees are responsible for all equipment issued to them or physically under their control. It is the responsibility of the

employee to ensure operational readiness and report any malfunctions, damage, or loss of equipment immediately.

(Ref: CALEA 4.3.1 items *c & d* and SCLEA 27.11 items *g & h*)

8. All personnel have the responsibility for reporting any unsafe or non-secure condition in the Sheriff's Office facility to which they are assigned. Supervisors will perform inspections as necessary to ensure the safety and security of facilities.
9. Supervisors may direct a formal line inspection on personnel under their command as needed. Should a supervisor conduct a scheduled formal inspection, adequate advance notice will be given. Results of any formal department inspection will be forwarded in memorandum form to the Sheriff and Undersheriff with copies sent to the Office of Professional Standards and the Organizational Planning and Development Unit. (Ref: CALEA 53.1.1 *c & d*)
10. Minor discrepancies found during inspections may be handled verbally by the supervisor. Commendation for exemplary performance or corrective action for deficiencies may be documented by the supervisor in the employee's chronological file, annual performance appraisal, or other correspondence, as appropriate. Continued deficiencies in areas previously addressed may result in disciplinary action. (Ref: CALEA 53.1.1 item *d*)
11. Supervisors will ensure that noted deficiencies are remedied in a timely manner. Supervisors will re-inspect noted deficiencies to ensure that suitable corrective action has been taken. A supervisor will take immediate action to remedy any serious deficiencies in personnel or equipment that would endanger personnel or the public. (Ref: CALEA 4.3.1 items *c & d* and 53.1.1 item *e*)
12. Any line inspection that reveals serious deficiencies in personnel or equipment will be documented by the supervisor in memorandum to the next higher level of command. This memorandum should include a plan of action and target date for completion of the corrective action(s), if within the capabilities of the supervisor. This memorandum will continue through the chain-of-command until the appropriate level is reached. Each level in the chain-of-command will document their action to be included with the memorandum. (Ref: CALEA 53.1.1 items *a, c, & d*)

B. Staff Inspections:

1. Staff Inspections provide an objective review of Sheriff's Office administrative and operational activities, facilities, property, equipment, and personnel outside the normal line inspection. These inspections are to assess the agency's efficiency and effectiveness as well as to provide information necessary to plan for positive development.
2. Staff Inspections may be conducted by the Office of Professional Standards, the Organizational Planning and Development Unit, the Sheriff's Office Staff Auditor, and other such personnel as directed by the Sheriff or designee. (Ref: CALEA 53.2.1 item a)
3. Personnel conducting staff inspections will have authority to conduct inspections to include:
 - a. observation of the individual or unit's operating procedure;
 - b. examination of all records and files; and
 - c. interviews with selected personnel.
4. Notification will be made prior to initiating any general inspection.
5. No notification is needed when conducting an inspection of a specific function.
6. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected will not be restricted unnecessarily.
7. Staff inspections will address the following concerns:
 - a. adherence to established policies, procedures, and rules;
 - b. adequacy of policies, procedures and rules;
 - c. utilization of agency personnel and material to the fullest extent;
 - d. adequacy of resources to carry out agency goals and objectives;
 - e. any deficiency in training, morale, supervision or policy which can be corrected or removed; and

- f. quality of the response of the Sheriff's Office to its duties and requests for service. (Ref: CALEA 53.2.1 item b)
8. At the conclusion of a staff inspection, the staff inspector(s) will prepare a written report for the Sheriff through the Undersheriff that will summarize the inspection activities, discuss strengths and weaknesses identified, and make recommendations for improvement of the particular function.
9. Reports will be clear and concise. All conclusions will be supported with adequate documentation. The staff inspection report will be in memorandum form and include the following:
 - a. subject;
 - b. objectives;
 - c. conclusions; and
 - d. recommendations. (Ref: CALEA 53.2.1 item c)
10. The results of a staff inspection will be presented to the Sheriff, Assistant Sheriff, and appropriate Chief Deputies for discussion. Provisions may be made for a follow-up inspection to determine the effectiveness of corrective action. (Ref: CALEA 53.2.1 item d)
11. At a minimum, staff inspections will be conducted on all organizational components every four (4) years. (Ref: CALEA 53.2.1 item e)