



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 2-09 GOALS AND OBJECTIVES

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7D-01, 03, 05, 09, 10, 11; 7F-04  
CALEA Standards Reference: 15.2.1, 15.2.2  
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 a program for the annual formulation and updating of written goals and objectives.

II. Policy:

The operation of the Charleston County Sheriff's Office shall be guided by certain goals and objectives.

The Detention Director will prepare a written statement describing the philosophy, goals, and policies of the Sheriff Al Cannon Detention Center (SACDC). This statement will be reviewed annually and updated as necessary and will be made available to staff, inmates and the general public. (5-ALDF-7D-05)

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. Law Enforcement Procedure:

A. General Goals and Objectives:

1. The Charleston County Sheriff's Office shall operate according to the following general goals and objectives:
  - a. Prevention of Crime: Community involvement is essential to facilitate the free flow of information between the Sheriff's Office and the public, to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that

each agency employee may be instilled with a sense of concern for the crime problems and law enforcement needs in their assigned area of responsibility. Crime prevention activities include, but are not limited to:

- i. providing anti-crime consultations to citizens, businesses, and other community institutions;
  - ii. shoring up community institutions (families, churches, schools, local businesses, as well as neighborhood and community organizations); and
  - iii. problem solving (many crimes are the result of a chronic problem amenable to diagnosis and preventive intervention).
- b. **Deterrence of Crime:** While there are many crimes that cannot be deterred, crimes committed against property and against innocent victims in public places are reduced by law enforcement presence. Street crime is reduced by the potential criminal's fear of immediate apprehension or by the increased likelihood of apprehension. The deterrence of crime requires the investigation of behavior that reasonably appears to be criminally directed. In deploying forces to deter crime and to inspire public confidence in its ability to ensure a peaceful environment, the Charleston County Sheriff's Office must strike a balance between the desirable deterrent effect of viable patrol and any undesirable appearance of oppression.
- c. **Apprehension of Offenders:** The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of law violators, and has as its primary objective voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Sheriff's Office to apprehend the perpetrator, to obtain the necessary evidence, and to cooperate in the prosecution of the case. As the certainty of swift and sure punishment services as an effective deterrent to crime, the Charleston County Sheriff's Office must strive to solve crimes and bring the perpetrators to justice.
- d. **Recovery and Return of Property:** The actual costs of crime are difficult to measure; however, it is possible to observe the steadily rising cost of lost and stolen property. To minimize

the loss due to crime, the Charleston County Sheriff's Office will make every effort to recover lost or stolen property, to identify its owners and to ensure its prompt return.

2. The Charleston County Sheriff's Office is a multidimensional organization guided by numerous legislated roles and community needs. The Sheriff's Office exists to preserve life and property, enforce the laws of South Carolina, and to protect the rights of all citizens to live in peace. In accomplishing this objective, the Charleston County Sheriff's Office shall enforce the law in a fair and impartial manner.
3. The development of goals and objectives is essential to ensure direction and unity of purpose. The Charleston County Sheriff's Office is charged with the responsibility of formulation and annual review of agency goals and objectives. The major from each Bureau will be responsible for providing the goals and objectives to the Operations Bureau. The Operations Bureau will then distribute the goals and objectives to all personnel. (Ref: CALEA 15.2.1)
4. Personnel of the Charleston County Sheriff's Office are encouraged to participate in the annual development of goals and objectives. Written recommendations should be made through the chain-of-command.

**B. Evaluation:**

1. To ensure unity of purpose, as well as serve as a basis for measuring progress, goals and objectives will be written for the Sheriff's Office and each organizational component within the Sheriff's Office annually. (Ref: CALEA 15.2.1)
2. By the end of January of each year, all Chief Deputies will submit to the Undersheriff written goals and objectives for the coming year. Additionally, an evaluation of their respective bureau's progress for the previous year will be submitted. At a minimum, the evaluation will include the stated goals and objectives of the year for which the report is made; to what degree the department was successful in achieving those goals and objectives; what were the inhibitors to fully achieving the goals and objectives as well as planned/proposed course of action to eliminate those inhibitors; and how the department goals and objectives relate to the agency's current multi-year plan. All department goals and objectives, along with agency goals and objectives, will be reviewed and evaluated by the Sheriff or designee. (Ref: CALEA 15.2.2)

V. Sheriff Al Cannon Detention Center Procedure:

A. Goals and Objectives:

By the end of January of each year, all detention department heads will submit their written goals and objectives to the Accreditation Department that can be accomplished for the upcoming year. Additionally, an evaluation of their respective progress for the previous year's goals and objectives will be submitted. If changes are needed based on the evaluations received the department heads will discuss and implement the changes as necessary. Accreditation will compile the list into one document for the Detention Director to review and present to the Sheriff. (Ref: 5-ALDF-7D-01, 03)

B. Operational Review:

1. By the end of December of each year, The Detention Director will review the Detention operations with the assistance of Command Staff to evaluate compliance with facility policies and procedures. A memorandum will be written to the Sheriff to describe the findings and any corrective actions needed. (Ref: 5-ALDF-7D-11)
2. The Director of Programs will submit a memorandum to the Sheriff through the Detention Director by the end of December each year to evaluate the programs and point out any corrective plans that may be necessary within the facility. (Ref: 5-ALDF-7D-11)

C. Development, Availability and Review:

1. Staff may participate in the development and implementation of the facilities policies, procedures, and programs. (Ref: 5-ALDF-7D- 09)
2. Policies will be available to staff, and when appropriate to contactors, volunteers, and inmates. (Ref: 5-ALDF-7D-10)
3. The facilities policies and procedures will be reviewed and updated as necessary. All policies and procedures are reviewed at least annually to ensure compliance with South Carolina Minimum Standards and all accrediting bodies. The discrepancies are passed onto the Accreditation staff to make the appropriate changes in policy. (5-ALDF-7D- 11)

D. Philosophy, Goals and Policies:

1. SACDC facilities are designed and constructed to provide the public with safe and secure structures that comply with standards set forth by local, state federal and other governing bodies.
2. SACDC facilities will ensure that those persons remanded to their care are provided with safe, secure, and humane treatment consistent with applicable standards, laws, judicial decisions and other operating directives.
3. Alternatives to incarceration will be utilized in every case consistent with the responsibility to ensure public safety and protection of inmate rights.
4. Inmates will be classified to the least restrictive mode of housing with due consideration of the public, staff and inmates.
5. Essentials of human life, (i.e., medical and mental health care, nutritious meals, recreation, clean environment, religious counseling and visitation) will be provided to all inmates.
6. The continuity of family and community contact will be encouraged by appropriate policies governing visitation, telephone usage, mail and volunteer involvement. Community involvement will be encouraged through the use of citizen volunteers and volunteer organizations.

(5-ALDF-7F-04)