



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

**2-11**

## **AGENCY RULES AND REGULATIONS**

- ☒ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	1A-21, 7D-06, 3A-01, 3A-02, 5B-02, 7E-04, 7B-05, 7C-03, 7C-02, 7C-01, 1C-06, 1B-05, 2B-04, 2B-01, 2B-02, 6A-07, 7E-04
CALEA Standards Reference:	12.2.1, 22.1.8, 26.1.1, 41.3.4
SC Minimum Standards:	1021, 1037, 2014-2024
PREA:	115.17, 115.4

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

I. Purpose:

To establish the rules and regulations of the Charleston County Sheriff's Office.

II. Policy:

- A. These rules and regulations are intended to instruct all employees of the Sheriff's Office in the performance of their duties unless specifically directed otherwise by the Sheriff or the Sheriff's designee.
- B. Employees of the Sheriff's Office include all sworn personnel and all other full-time and part-time staff, volunteers, and Explorers under the direction or supervision of the Sheriff or the Sheriff's designee.
- C. All employees are considered to be on-duty whenever they are performing any law enforcement function or otherwise represent themselves as a deputy sheriff or an employee of the agency. Employees will conduct themselves in an appropriate manner, whether on or off duty. (Ref: CALEA 12.2.1)
- D. All employees are provided with, and required to read, understand, and comply with the Rules of Conduct received prior to assuming their duties. (Ref: 4-ALDF-7B-05, 7C-03)

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).
- C. *Contraband*: Section 24-7-155 of the Code of Laws of South Carolina, 1976, as amended, makes it unlawful for anyone to furnish any prisoner any item

considered contraband or for any prisoner to have contraband in their possession.

- D. Tobacco-Free Products – E-Cig or E-Cigarette, personal vaporizer (PV) or electronic nicotine delivery system (ENDS) that are battery-powered vaporizer, which has a similar feel to tobacco smoking. Electronic cigarettes do not contain tobacco.
- E. Tobacco Product – includes any cigar, cigarette, pipe tobacco, chewing tobacco, or snuff. These items and any product that can be smoked or chewed as tobacco is considered contraband.

IV. Procedure:

- A. The following rules and regulations apply to all employees of the Charleston County Sheriff's Office:

- 1. Observance of Rules and Regulations:

Employees will not commit or omit any acts which constitute a violation of any rules, regulations, directives, or orders of the Charleston County Sheriff's Office. Employees who do not understand an official duty will read written procedures, directives, and orders, or will consult with their supervisors for instructions.

(Ref: 4-ALDF-7C-02)

- 2. Unbecoming Conduct:

Employees will always conduct themselves, both on and off duty, in such manner as to reflect most favorably on the Sheriff's Office. Conduct unbecoming an employee will include that which brings the agency into disrepute or reflects discredit upon the employee as a member of the agency, or that which impairs the operation or efficiency of the agency or employee. At any time, an employee has any type of misconduct, whether on or off duty, it is their responsibility to immediately report it to their supervisor or the Office of Professional Standards.

- 3. Moral Conduct:

Employees will maintain a level of conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. The *Canons of Police Ethics* and the *Law Enforcement Code of Ethics*, as adopted by the International Association of Chiefs of Police (IACP) will be abided by (see also

*Procedure 2-05 Code of Ethics).*

4. Conformance to Laws:

Employees will obey all laws of the United States and of any state or local jurisdiction in which the employees are present.

5. Reporting for Work:

1. Employees will report for work at the time and place required by assignment or orders and will be physically and mentally fit to perform their duties. They will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their assignment. Judicial subpoenas or any other court related duties will constitute an order to report for duty.

2. Employees will not be absent from duty to include mandatory overtime, except when on sick leave, annual leave, compensatory time, or other leave as approved. Employees will not falsely report themselves ill or injured or otherwise deceive supervisors as to the condition of their health.

3. Employees that are on probation and do not adhere to the guidelines are subject to disciplinary actions up to termination.

6. Neglect of Duty:

Employees will not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.

7. Sleeping on Duty:

Employees will remain awake while on duty. If unable to do so, they will so report to their supervisor who will determine the proper course of action.

8. Leaving Duty Post:

Employees will not leave their assigned duty posts during a tour of duty without authorization of a supervisor.

9. Meals:

1. Sworn personnel will be permitted to suspend assigned activity, subject to immediate call at all times, for the purpose of having meals during their tour of duty. Unless otherwise excused by a supervisor, meals will be consumed at a location within the deputy sheriff's assigned district or assignment area.
2. SACDC employees will be permitted to suspend assigned activity, for the purpose of having meals. All breaks in activity will be for a stated amount of time, normally thirty minutes and within the facility unless otherwise excused by a supervisor. When detention deputies are relieved for breaks the relieving detention deputy and the Housing Unit Detention Deputy need to sign off on the *Unit Breaks Form (SACDC Form-530)* located at each sergeant's desk. The relieving detention deputy will indicate on the form the time that the Housing Unit Detention Deputy exits the unit.

10. Unsatisfactory Performance:

Employees will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the agency. Unsatisfactory performance may be demonstrated by lack of knowledge of the application of laws required to be enforced (sworn personnel); unwillingness or inability to perform assigned tasks; failure to conform to work standards established for the employee's rank, grade, or position; failure to take appropriate action on the occasion of a crime or disorder; failure to provide assistance to any member of the public whether requested to do so or observed by the deputy sheriff to apparently be in need; other conditions deserving attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following will be considered *prima facie* evidence of unsatisfactory performance: repeated poor evaluations or a written record of infractions of rules, regulations, directives, or orders of the agency.

11. Alcoholic Beverages and Drugs in Sheriff's Office Facilities:

Employees will not carry, store, or bring into any Sheriff's Office facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens except those held as evidence.

(Ref: 4-ALDF-7C-01)

12. Possession and Use of Drugs:

Employees will not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed for treatment by a physician or dentist. When controlled substances or narcotics are prescribed and currently being taken, employees will notify their supervisor. (REF: 4-ALDF-7C-01)

13. Use of Alcohol On-Duty or in Uniform:

Employees will not consume intoxicating beverages while in uniform or otherwise on duty except in the performance of duty (sworn personnel) and while acting under proper and specific orders from a superior, as in vice enforcement. Employees will not appear for or be on duty while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on their breath. Employees will not purchase intoxicating beverages while in uniform or displaying a badge.

14. Use of Alcohol Off-Duty:

Employees, while off duty, will refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior, which discredits them or the agency, or renders the employee unfit to report for their next regular tour of duty.

15. Alcohol and Drug Testing:

a. Pre-Employment:

- i. Applicants for positions within the agency will be tested for drug usage as a part of the pre-employment process.
- ii. Refusal to take the test or test results reporting a presence of illegal drugs shall be the basis for removal from the selection process.

b. Employment:

- i. Testing may be ordered if based on individualized reasonable suspicion that an employee is engaged in an

improper association with the use of drugs or alcohol. Such "reasonable suspicion" may include but is not limited to such things as unexplained reduced productivity, excessive or suspicious vehicle accidents, high absenteeism, other behavior inconsistent with previous performance or allegations involving the use, possession or distribution of illegal substances, or the use of alcohol while on duty. The supervisor must report all the information to Charleston County Safety and Risk Management Office who will approve and then set up the test.

- ii. Testing may be ordered following a serious or minor motor vehicle accident, an on-the-job injury or the discharging of a firearm, to include warning shots. All incidents will be reported to Charleston County Safety and Risk Management to determine if a test should be ordered.
  - iii. Testing may be ordered along with a scheduled physical examination.
  - iv. All employees are subject to random drug testing as outlined in "[\*Charleston County Personnel Policies and Procedures, Standards of Conduct, Section 4.81, Substance Abuse Testing.\*](#)"
- c. Testing:
- i. Employees who refuse drug testing upon order of the agency will be subject to termination.
  - ii. Drug testing shall be performed only in a medical office or hospital under the direction of qualified medical personnel.
  - iii. Confirmatory tests will be administered in all cases reported as positive.
  - iv. The test results will be reported to the Designated Employer Representative (DER) with Charleston County Safety and Risk Management.
  - v. If the test result is positive the medical office will

immediately notify the DER verbally and in writing. All negative results will be reported to the DER in a written monthly report unless otherwise specified by the DER.

- vi. The DER will report all positive results to Human Resources and Charleston County Safety Risk Management for further action.
- vii. Test results shall not be disclosed to any other agency, including criminal prosecutors, without an employee's written consent, unless the test was obtained on the basis of a valid warrant and probable cause.

d. Treatment:

Employees are encouraged to utilize the services provided by the County's Employee Assistance Program (EAP) for counseling and/or referral for substance abuse or related problems. (REF: 4-ALDF-7C-01)

e. Disciplinary Action:

- i. If, at any time, an employee is taking prescription or non-prescription medication that could impair their ability to perform assigned job tasks, the employee shall inform their immediate supervisor. The failure of an employee to inform their immediate supervisor shall constitute a violation and may warrant disciplinary action.
- ii. Employees who have been found to be using drugs will be provided with an opportunity to explain the presence of drugs in their system. All disciplinary action involving the use of drugs or the actual or attempted usage of a contaminated test sample by an employee will be at the discretion of the Sheriff or the Sheriff's designee. Barring any mitigation or extenuating circumstances, confirmed positive tests will result in termination of employment. (REF: 4-ALDF-7E-04)

16. Use of Tobacco:

All personnel, when actively performing their duties, must refrain from using any form of tobacco when they are in direct contact with



the public. Use of tobacco is prohibited in the SACDC Facilities, Detention Center vehicles, and all County Office Buildings. Smoking shall be restricted to areas designated within the grounds of the Detention Center. (REF: 4-ALDF-1A-21)

- a. Employees shall at no time provide inmates with tobacco products or the means to ignite them. Employees who violate this policy may be prosecuted under [§24-7-155 of the Code of Laws of South Carolina, 1976, as amended](#). Employees who violate this policy, may be subject to disciplinary action, up to and including termination as determined appropriate by their supervisor or Chief Deputy. (REF: 4-ALDF-7E-04)
- b. Employees shall not allow inmates to smoke or chew any type of tobacco product. Employees who violate this policy may be prosecuted under [§24-7-155 of the Code of Laws of South Carolina, 1976, as amended](#). Employees who violate this policy may be subject to disciplinary action, up to and including termination as determined appropriate by their supervisor or Chief Deputy. (REF: 4-ALDF-7E-04)
- c. Employees shall not allow inmates to utilize any type of tobacco-free product. Employees who violate this policy may be prosecuted under [§24-7-155 of the Code of Laws of South Carolina, 1976, as amended](#). Employees who violate this policy may be subject to disciplinary action, up to and including termination as determined appropriate by their supervisor or Chief Deputy.
- d. Smoking materials and tobacco will not be sold or maintained for disbursement within the Detention Center. Vending machines that dispense smoking materials and tobacco will not be allowed. (REF: 4-ALDF-1A-21)

17. Insubordination:

- a. The Charleston County Sheriff's Office enjoys a public trust, and its employees must adhere to the highest standards of conduct and job performance. Employees must exercise the highest level of professional and personal responsibility at all times and must be respectful and non-defiant to all supervisory personnel.
- b. Insubordination is defined as any act of defiance, disobedience,

dissension or refusal to comply with a lawful order issued by a supervisor of higher rank. Insubordination can be exemplified by physical acts, verbally, or non-verbally by attitude or by a failure to act.

- c. Supervisors are not to provoke subordinates into insubordination, intentionally.

18. Conflicting or Illegal Orders:

Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive will respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order will stand. Under these circumstances, the responsibility for the conflict will be upon the supervisor. Employees will obey the conflicting order and will not be held responsible for disobedience of the order, rule, regulation, or directive previously issued. Employees will not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees will request the issuing supervisor to clarify the order or to confer with higher authority (see also [Procedure 1-03 Chain of Command](#)).

19. Gifts, Gratuities, Bribes, or Rewards:

All personnel are directed to take appropriate legal action against those persons attempting to bribe or influence them through an offer or gratuities, and to exhaust every possible means to dissuade any fellow personnel from accepting them as defined by [§8-13-705 of the South Carolina Code of Laws, 1976, as amended](#). (REF: 4-ALDF-7C-02)

- a. An employee observing unethical, improper, or unlawful behavior by a colleague is required to report the case to the supervisor. Personnel should at all times advise and assist any member who seems to be having difficulty complying with the regulations as defined by [§8-13-700 of the South Carolina Code of Laws, 1976, as amended](#).
- b. Deputy sheriffs and other personnel may not solicit funds for any organization using the name of or claiming to represent the Charleston County Sheriff's Office nor will they cause or permit the name of the Charleston County Sheriff's Office to be used in soliciting funds for any organization without the

express written permission of the Sheriff.

- c. Gifts, rewards, or gratuities given to the agency or any employee of the agency will be returned to the provider with an explanation of the agency's policy. If the provider is unknown, the item(s) will be given to an appropriate charity determined by the Sheriff or the Sheriff's designee.
- d. Employees are prohibited from accepting or presenting to an inmate, an inmate's family, or other persons, loans, favors, or gratuities on behalf of an inmate. Employees are encouraged to follow South Carolina's Jail Administrators Association's Code of Ethics Appendix A (Revised August 2005).

(REF: SC Min. 1037)

20. Use of Official Position or Identification:

Agency personnel will not use their official position, official identification cards, or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts. Agency personnel will not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Sheriff. Agency personnel will not authorize the use of their names, photographs, or official titles which identify them as Sheriff's Office employees, in connection with testimonials, or advertisements of any commodity or commercial enterprise, without the approval of the Sheriff. (Ref: 4-ALDF-7C-02)

21. Endorsements and Referrals:

Employees will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (e.g., attorney, ambulance service, towing service, bondsman, mortician, etc.).

- 22. Detention employees will courteously and promptly record in writing on the Charleston County Sheriff's Office Citizen's Complaint form (CCSO Form 316) any complaint made by or against an employee of the Detention Center. The employee taking the complaint should notify an on-duty supervisor. The on-duty supervisor must speak to the person making the complaint. The supervisor may send it to a command officer or to the Chief Deputy as necessary.

23. Identification:

Employees of the Sheriff's Office will be issued a photo identification. Sworn personnel will carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. Employees will display their photo identification card and provide their name and rank to any person requesting that information, when in an official capacity, except when the withholding of such information is necessary for the performance of law enforcement duties or is authorized by proper authority. When deputy sheriffs utilize the telephone representing the agency, the deputy sheriff will identify themselves by their rank and name. Badge numbers will be provided when requested. Civilians will have their photo identification readily available while on-duty.

(Ref: CALEA 22.1.8 items a, b & c, and 41.3.4)

24. Courtesy:

Employees will be courteous to the public. Personnel will be tactful in the performance of their duties, will control their tempers and exercise the utmost patience and discretion, and should not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties in the public domain, personnel should not use course, violent, profane, or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics. Except in the performance of duty (sworn personnel – undercover) and while acting under proper and specific orders from a superior.

25. Requests for Assistance:

When any person applies for assistance or advice or appears to need assistance or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established agency procedures whether on or off duty.

26. Associations:

- a. Employees will avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who

have a reputation in the community or the agency for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employee. A supervisor will be notified of the latter.

- b. Employees will not engage in any form of personal relationship with inmate while the inmate is incarcerated. If the need arises for an employee to visit an incarcerated inmate, the employee must adhere to the following:
  - i. their immediate supervisor must be notified; and
  - ii. employees must follow the facility's standard visitation procedures.

27. Visiting Prohibited Establishments:

Employees will not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior.

28. Gambling:

Employees will not engage or participate in any form of illegal gambling except in the performance of duty or while acting under proper and specific orders from a superior. Employees will not participate in the State Lottery. ([Article XVII, Section 8 of the South Carolina Constitution](#))

29. Public Statements and Appearances:

Employees will not publicly criticize or ridicule purposely or recklessly the Charleston County Sheriff's Office, its policies, or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the agency or interferes with the maintenance of discipline. Employees will not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the agency while holding themselves out as representing the Charleston County

Sheriff's Office in such matters without proper authority. Sworn personnel may lecture on "law enforcement" or other related subjects with the prior approval of the Sheriff, the Sheriff's designee, or a Chief Deputy.

30. Political Activity:

- a. For the purpose of this policy, the term "political activity" refers to any activity or series of activities designed to influence the outcome of an election for partisan political office as defined in state and county law.
- b. Uniformed personnel will not attend political functions (campaigning), lobbying, political practices, or employee association meetings or functions that are open to non-members in uniform, wearing a badge, driving a marked cruiser or unmarked agency-owned vehicle. Employees may vote while in uniform or driving an agency-owned vehicle.  
(Ref: 4-ALDF-7C-02)
- c. Employees are prohibited from using county resources or funds, directly or indirectly, for any political campaign; compelling any employee to apply for membership or be a member of any political organization; paying or requiring subordinates to pay or promise to pay any assessment, subscription or contribution to any political activity.
- d. Employees may register and vote for a candidate of choice, express political opinions privately, maintain voluntary membership in a political party or contribute to a specific party of a candidate.

31. Labor Activity:

Employees will have the right to join labor organizations, but nothing will compel the agency to recognize or to engage in collective bargaining with any such labor organizations except as provided by law. Employees will not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in conditions, compensations, rights, privileges, or

obligations of employment. Collective bargaining by public safety is prohibited by [Section 41-7-70 of the Code of Laws of South Carolina, 1976, as amended](#). (4-ALDF-1C-06)

32. Payments of Debts and Indebtedness:

Employees will promptly pay all debts and legal liabilities incurred by them. Employees will immediately inform the Office of Professional Standards of any lawsuits or legal action initiated against them. Employees will not co-sign a note for a supervisor. The Charleston County Sheriff's Office are in a position to act as collection agents for employee indebtedness. All correspondence received relating to employee indebtedness will be returned to the sender advising of this policy.

33. Agency Equipment:

Personnel will utilize agency equipment only for its intended purpose, in accordance with established agency procedures, and will not abuse, damage, or lose agency equipment. All agency equipment issued to personnel will be maintained in proper order and signed for by the particular employee. Personnel who lose, abuse or damage agency equipment may be held responsible and will be expected to reimburse the agency at the fair market value. All employees have the responsibility for reporting any damages or malfunctions of any government property to include those items issued to the employee. All reports shall be made to the employee's direct supervisor. The Supervisor shall determine the most appropriate way of reporting the damages or malfunctions (i.e. incident report, maintenance request or written statement). (See also [Procedure 2-12 Agency Owned Property](#)).

34. Carrying Firearms:

Sworn personnel will carry only agency authorized Firearms and ammunition. Whenever operating their agency-issued cruiser, their authorized sidearm, handcuffs, badge, identification, body armor, and portable handheld radio must be carried. (See also [Procedures 2-14 Vehicle Operations](#) and [7-05 Firearms and Accessories](#)).

35. Operating Agency-owned Vehicles:

1. Agency personnel will operate official vehicles in a careful and prudent manner and will obey all laws and all agency directives pertaining to such operations. Loss or suspension of any

driving privileges will be reported to the Office of Professional Standards immediately. Deputy sheriffs using agency cruisers for personal business (i.e., Code 10) will at all times be observant and prepared to assist members of the public who are, or appear to be in need of services, prevent crime, or apprehend violators as required. It will be the deputy sheriff's responsibility to see that their assigned vehicle is clean, fueled, and properly maintained prior to reporting for duty. (See also [Procedure 2-14 Vehicle Operations](#)). (REF: 4-ALDF-1B-05)

2. No civilian or non-firearms qualified individual will be authorized to drive a caged agency issued vehicle.

36. Truthfulness:

Upon order of the Sheriff or other superior officer, personnel will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Charleston County Sheriff's Office, which may be asked of them.

37. Use of Polygraph, Medical Examinations, Photographs, and Lineups:

Upon the order of a Chief Deputy, employees will submit to a polygraph examination when the exam is specifically related to a particular internal investigation being conducted. Whenever a complaint from a citizen or inmate is the basis for the investigation, the matter is non-criminal and no corroborating information has been discovered, employees will not be required to submit to a polygraph examination unless the citizen also submits to a polygraph examination, which will be specifically related to the complaint. Upon order of a Chief Deputy, employees will submit to any medical, ballistics, chemical or other tests, photographs, or lineups.

38. Treatment of Persons in Custody:

Sworn personnel will not mistreat persons who are in their custody. Sworn personnel will provide safe, secure, and humane treatment consistent with all applicable standards, laws, judicial decisions, and other operating directives. Inmates of the Detention Center will not be subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment. Inmate property will be protected by staff. No inmate of the Detention facility will be mistreated by staff or other inmates. Deputy sheriffs have an obligation to protect the public and other law enforcement officials,



and as such, have a duty to intervene and either stop or attempt to stop another deputy sheriff or other law enforcement officer when mistreatment or use of force is inappropriately or unlawfully applied and/or is no longer necessary. (See also *Procedure 7-01 Use of Force and 2-06 Duty to Intervene*). (REF: 4-ALDF-6A-07)

39. Use of Force:

Sworn Personnel will not use more force in any situation than is reasonably necessary. Sworn Personnel will not use force or restraint devices as a form of punishment. Sworn Personnel may use force in accordance with the South Carolina State Statute. (See also *Procedure Chapter 7: Use of Force*) (REF: 4-ALDF-2B-01, 02)

40. Use of Weapons:

Sworn personnel will not use or handle any weapon in a careless or imprudent manner. Sworn personnel will use weapons in accordance with all law and agency procedures. (See also *Procedure 7-05 Firearms and Accessories*). (REF: 4-ALDF-2B-04)

41. Arrest, Search, and Seizure:

Deputy sheriffs will not make any arrest, search, or seizure which they know or should know is not in accordance with the law and agency procedures. (See also *Procedure 10-03 Criminal Warrant Service and 2-07 Authority and Use of Discretion*).

42. Rumors and Classified Information:

Employees having any questions about policy, procedure, promotions, transfers, and other areas of concern are directed to address their issues to their immediate supervisor under all circumstances. If the supervisor is unable to provide correct information, the questions may be directed to the next level of supervision.

- a. Employees will not pass rumors which have a tendency to destroy faith in the management of or reflect negatively against individuals within the agency.
- b. Employees will not disseminate erroneous and/or malicious information about the operations of the agency to the public. This order holds particularly true if law enforcement action is to be taken and individuals interfere with operations by

"leaking" confidential information or warning those who are targets of investigation by the agency.

- c. Employees will not engage in speech, expression, or writings which are obscene, illegal, defamatory, malicious, or tend to impair the operation of the agency with resultant loss of public confidence or agency efficiency.
- d. Employees will not divulge to any but authorized persons, information concerning any incident or investigation in which the Sheriff's Office is or could become an interested party. All inquiries regarding such matters will be referred to the Sheriff, the Sheriff's designee or Public Information Officer (PIO).
- e. Deliberations and discussions, including social media and blogs, among employees of the agency; conveying censure toward others in the agency, and/or publications of a personal nature relating to transactions of the agency, are prohibited.
- f. Employees having information on any law enforcement matter, in which they are not directly concerned, will forward, through their chain-of-command, all such information to the agency component concerned. Such information will not be withheld under any circumstances.
- g. Except in cases requiring immediate action, employees will not conduct independent investigations, outside their regularly assigned duties, without approval from a supervisor responsible for the area of concern.
- h. When called upon to do so, employees will give testimony completely, impartially, and without reservation, and with no desire or design to influence the result.
- i. Employees having knowledge or suspicion of any premises being operated in violation of the vice, gambling, or liquor laws, will report in writing to their supervisor relating the facts leading to such knowledge or suspicion. (Ref: CALEA 26.1.1)
- j. All employees of the SACDC will be further guided in the performance of their duties by those applicable portions of the Charleston County Personnel Policies and Procedures Manual.  
(REF: SC MIN. 1021, and 4-ALDF-7E-01)

- k. Health Insurance Portability and Accountability Act (HIPAA) requires that inmate medical records are confidential, not only does this prohibit anyone not authorized to view these records from doing so, but it also ensures that all SACDC staff (detention, civilian, or contracted employees) will not discuss any medical records or information with any other individual.