



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

2-02

ORGANIZATIONAL STRUCTURE

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:

CALEA Standards Reference: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.2, 21.2.4, 26.2.3

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 provide for the basic principle of organization upon which the Charleston County Sheriff's Office is structured and to establish clarity of command.

II. Policy:

The organization of the agency will be structured efficiently to deliver services and achieve goals.

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. Organizational components of the Sheriff's Office will be established through a formal structure, which is grouped by function. Responsibilities of these areas and chain-of-command will be clearly established and available to every employee of the Sheriff's Office. The principle of organizing and staffing components by function will remain constant. Organizational configurations are subject to change as the Sheriff's Office continues to evaluate the most effective means of carrying out its mandated responsibilities, goals, objectives, and vision.

B. Organization within the Charleston County Sheriff's Office is established with authority descending from superior to subordinate and responsibility ascending from subordinate to superior. The line of command is divided into three collateral types of authority:

1. Executive or command authority which is inherent by reason of the title and is automatically conferred upon and accepted by the employee upon execution of the Oath of Office or as directed by the Sheriff.
 2. Operational authority is inherent by virtue of operational necessity.
 3. Functional authority, which is conferred by the nature of the duty, performed and is similar to operational authority except that functional authority is longer in term. For example, when a deputy sheriff is functioning as an evidence technician or polygraph examiner, as it relates to these functions, these deputy sheriffs have the authority to carry out the function assigned irrespective of rank or title.
- C. Except when noted, command and control will be exercised in accordance with the following titles or ranks as listed in descending order of authority:
1. Sheriff;
 2. Undersheriff;
 3. Chief Deputy;
 4. Major;
 5. Captain;
 6. Lieutenant;
 7. Sergeant; and
 8. Field Training Instructor/Master Deputy/Deputy First Class/Deputy.
- D. Each employee is accountable to only one supervisor at any given time.
- E. The agency allocates personnel to, and distributes them within, all organizational components in accordance with documented periodic workload assessments conducted at least once every four years and shall include:
1. designation of position responsible for assessments;
 2. assessment methodology to be used for each component; and

3. conclusions and recommendations for distribution and allocation of personnel. (Ref: CALEA 21.2.4 items *a, b & c*)

F. Span of Control:

1. Each organizational component is under the direct command of only one supervisor. (Ref: CALEA 11.3.2)
2. For purposes of administrative supervision (e.g., personnel evaluations, discipline, counseling, etc.) first line supervisors will be responsible for no more than eighteen sworn and/or civilian positions. During times of special assignment and/or training, this span of supervision may be exceeded up to a maximum of twenty personnel. However, if permanent assigned personnel continue to exceed the standard for more than ninety days, the staff officer over the effected section will evaluate the cause and take appropriate action to correct the span of control. Lieutenants will be responsible for no more than five sergeants / supervisors, or a combination of deputy sheriffs / civilians not to exceed twelve. Captains will be responsible for supervising no more than ten lieutenants, or a combination of deputy sheriffs/civilians not to exceed twelve. These standards may be exceeded during temporary periods of adjustment or emergency.

G. Authority and Responsibility:

1. For the agency to succeed, responsibility must be accompanied by commensurate authority. Authority to execute the required activity of each organizational component is delegated by the Sheriff through the command structure to individual employees. At every level in the agency, employees will be given authority and are expected to make decisions necessary for the effective execution of their responsibilities. (Ref CALEA 11.3.1 item *a*)
2. Each employee is accountable for the use of delegated authority and will be held accountable for their overall performance. (Ref: CALEA 11.3.1 item *b*)
3. Supervisory personnel are accountable for the activities of employees under their immediate control and each employee is accountable to only one supervisor at any given time. (Ref: CALEA 11.3.2)

H. The structure of the Sheriff's Office is divided into four major departments (i.e., Support Bureau, Operations Bureau, Special Operations Bureau, and the Detention Center). Support Bureau is commanded by the Undersheriff, who

also acts as Sheriff whenever the elected Sheriff is out of the county for extended periods of time. Operations Bureau, Special Operations Bureau, and the Detention Center are commanded by Chief Deputies. These departments are further subdivided into organizational components, which are identified as divisions, sections, units, or functions. The agency's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. The chart is accessible to all personnel via the Charleston County Sheriff's Office Intranet and to the public via the agency internet site. (Ref: CALEA 11.1.1 and 12.1.2 item a)

1. Operations Bureau:

The Operations Bureau is the component of the Sheriff's Office that performs traditional police services such as patrol, criminal investigations, and traffic services. The Operations Bureau is commanded by a Chief Deputy and served by a major. The Major for the Operations Bureau is responsible for five divisions: Patrol Division, Investigations, Patrol Support Division, and the Community Engagement.

- a. The Patrol Division is responsible for proactive patrol oriented towards the prevention of crimes, responding to calls for service from citizens, providing emergency services, investigating crimes and development of relationships with the citizenry and the business community.
- b. The Investigations Division is responsible for adult and juvenile criminal investigations, ATF Task Force, Joint Terrorism Task Force (JTTF), Violent Crimes Task Force, and the HSI/ICE/BEST Task Force, Forensic Services, Victim/Witness Advocates, and the Sexual Offender Registry.
- c. The Community Engagement Division is responsible for the Schools Resource Officers (SROs), Recruitment and the Community Engagement. The Training Unit provides instruction and training to all personnel. This unit also ensures all law enforcement personnel are current on all certifications. The Community Affairs Unit responsibilities include community liaison, recruiting, and school resource officers.
- d. The Intelligence Unit is responsible for crime analysis, threat analysis, special event planning, and oversight of the deputy sheriffs assigned to the Joint Terrorism Task Force (JTTF).

The Counter Terrorism Coordinator (JTTF representative) maintains liaison with state, federal and local law enforcement agencies, and other organizations for the exchange of information relating to terrorism. This position reports directly to the Criminal Intelligence Unit Captain. (i.e., Security Threat Analysis Division Captain).

- e. Patrol Support Division is responsible for Selective Traffic Enforcement, DUI Enforcement, and the Animal Control Unit.

2. Special Operations Bureau:

The Special Operations Department is the component of the Sheriff's Office that performs traditional sheriff functions such as civil process, court security, extraditions, therapeutic transport, and criminal warrant service. The Special Operations Department is commanded by a Chief Deputy and is served by two majors. There are three divisions under the Special Operations Bureau: Judicial Enforcement Division, Judicial Services Division, and the Support Bureau.

- a. The Judicial Enforcement Division is responsible for therapeutic transport, extraditions, fugitive investigations, warrant service and administrative support, Crisis Stabilization Center, and oversight of the deputy sheriff assigned to the U.S. Marshals Task Force.
- b. The Judicial Services Division is responsible for civil process service, judgments/executions, and court security services.
- c. The Office of Professional Standards is commanded by the Undersheriff and served by a captain and is responsible for ensuring the agency maintains the highest standards of conduct while providing the highest quality of services to the public. The unit investigates internal complaints from within the agency and from the public. Sergeants and polygraphers assigned to the Office of Professional Standards answers to the Captain, who answers directly to the Undersheriff. The Captain has the authority to report directly to the Sheriff. The staff auditor oversees Ticket Control and audits the cash accounts of the agency. (Ref: CALEA 26.2.3)

3. Support Bureau:

The Administrative Support Services Department provides administrative support functions such as the Training Unit, Finance, Human Resources, Records, Organizational Development, Logistics, Terminal Agency Coordinator (TAC), Metro Division, and Information Technology Services. The Administrative Support Services Department is commanded by a major.

- a. The Records Division is responsible for records functions.
- b. The Human Resources Office handles all personnel issues involving Sheriff's Office employees.
- c. The Finance Office is responsible for preparing and administering the agency's fiscal budget and maintaining the agency's accounting system.
- d. Information Technology Services is responsible for maintaining the Total Law Enforcement System (TLES), which connects all law enforcement, dispatch, and jail records functions by computer automation.
- e. The Logistics function provides logistical needs and support to the agency.
- f. The Training Unit is responsible for training the agency, from new recruits, to block training, and individual training.
- g. The Metro Division is responsible for Metro Narcotics/Vice, Marine Patrol Unit, Air Support Unit, Bomb Squad, Canine Unit, and oversight of the deputy sheriff assigned to the DEA Task Force.

I. Detention Center

The Detention Center is commanded by a Chief Deputy.

The Sheriff operates the Sheriff Al Cannon Detention Center (SACDC) under the authority of the Code of Laws of South Carolina, 1976, as amended, Section 24-5-10. This section states:

"The Sheriff shall have custody of the jail in his/her county and if he/she

appoints a jailer to keep it, the Sheriff shall be liable for such jailer and the Sheriff or jailer shall receive and safely keep in prison any person delivered or committed to either of them, according to law.” (REF: 4-ALDF-7A-01)

J. Organizational components answering directly to the Sheriff:

1. Undersheriff;
2. General Counsel;
3. Communications Director;

The Public Information Officer (PIO) represents the Sheriff and the agency on all media matters pertaining to the operation of the Sheriff's Office, and reports to the Communications Director.

4. Director of Programs and Education;
5. Executive Secretary (civilian); and
6. Executive Assistant (civilian). (REF: CALEA 11.1.1)