



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

3-04 RECORDS

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7D-27, 7D-29

CALEA Standards Reference: 1.2.5, 61.3.1, 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6

NCCHC Standards Reference:

SCLEA Standards Reference: 27.1

SC Minimum Standards:

This policy dated 1/30/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures for the review, recording, maintenance, control, and retrieval of records which are the responsibility of the Charleston County Sheriff's Office.

II. Policy:

The Charleston County Sheriff's Office will operate a records system in compliance with state and federal regulations designed to assist the agency in meeting its managerial, operational, and information needs.

An inmate record is maintained for each inmate that is incarcerated in the Sheriff Al Cannon Detention Center (SACDC). Procedures are established to safeguard legally privileged or confidential information. (5-ALDF-7D-27, 29)

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, 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. *Active Record*: SACDC inmate master records for inmates who are currently incarcerated.

D. *Inactive Record*: SACDC inmate master records for inmates who have been released or transferred to another facility.

E. *Electronic Record*: Any files pertaining to an inmate's master record that is stored electronically. This includes active and inactive inmate records.

IV. Procedure:

A. Organization:

1. The Records Division is under the command of the Support Bureau.
2. The Records Manager and Law Enforcement Records Coordinator is responsible for answering to the Support Bureau Administrative Captain.

B. The function of the Records Division includes record maintenance, records storage/retrieval, and report control. The Records Section will control the confidentiality, availability, and disclosure of all reports and records within its authority in accordance with applicable laws and agency policy.

C. Records not maintained by the Records Division include:

1. confidential informant files;
2. internal affairs files;
3. training files;
4. personnel records;
5. juvenile offender case files (except juvenile inmate records maintained by SACDC Records);
6. civil process files;
7. judgments/executions files;
8. sex offender registry files;
9. *Written Warnings/Field Interview Forms*;
10. active vice, drug, and organized crime records and reports;
11. sensitive or confidential investigative files maintained by the Metro Major Case Unit, Criminal Investigations Division (CID), and the Office of Professional Standards;
12. traffic ticket records;

13. administrative files to include SWAT, bloodborne exposure, Bomb Squad, Canine Team, etc.;
14. Forensic Services reports; and
15. others as designated by the Sheriff. (Ref: CALEA 82.3.5)

D. Security of the Records Division:

Access to the Charleston County Sheriff's Office Records Division is limited to authorized personnel only. The office will be locked when not manned by Records Division personnel. (Ref: CALEA 82.1.1, item a)

E. Submitting and Processing Reports:

1. All reports must be completed in the Executive Information System (EIS) under the Report Management System (RMS) by the end of the deputy sheriff's tour of duty unless otherwise authorized by a supervisor.
2. Reports submitted by deputy sheriffs will be reviewed by a supervisor. The reviewing supervisor will check the report for completeness and accuracy and will return unsatisfactory reports to the deputy sheriff for necessary corrections.
3. Supervisors are responsible for ensuring that reports are approved in EIS. The Records Division will maintain the reports or, if the record is not maintained by the Records Division (e.g., juvenile offender paperwork), the report will be forwarded to the proper organizational component for processing. (Ref: CALEA 82.2.4)
4. Records personnel will process each report that has been submitted into the agency's EIS RMS. Reports found deficient will be returned to the deputy sheriff for corrections with notice to the deputy sheriff's supervisor. (Ref: CALEA 82.1.5)
5. Records personnel will be responsible for all required NCIC entries, hits, and removals, during normal business hours. NCIC entries, hits, and removals; that occur after normal business hours, will be handled by the Sheriff Al Cannon Detention Center Records Division.

F. Documentation:

1. It is agency policy to document the following categories of incidents, if they were alleged to occur within the agency's jurisdiction:
 - a. citizen reports of crimes;
 - b. citizen complaints;
 - c. all citizen requests for services when a deputy sheriff is dispatched, and a deputy sheriff is assigned to investigate, or a deputy sheriff is assigned to take action at a later time;
 - d. criminal and non-criminal cases initiated by or coming to the attention of agency personnel;
 - e. all auto accidents for which a report is required by law, agency policy, or a citizen request to report;
 - f. incidents involving arrests; and
 - g. criminal offenses in which a citation is issued for a criminal violation in lieu of a custodial arrest.
(Ref: CALEA 82.2.2, items *a, b, c, d, and e*)
2. The reporting deputy sheriff is responsible for attempting to notify the victim/complainant of any recovered property or located missing person. The deputy sheriff must document all notification attempts. These attempts will be recorded as part of the Incident/Supplemental Report in EIS. If the deputy sheriff is unable to contact the victim/complainant, Records personnel will monitor these reports through EIS and Records personnel will attempt to contact the owner via certified letter, return receipt requested, to the last known address of the owner; and if different, the current address listed in DMV.
3. The nature of the incident being reported will determine the required documentation. This documentation of law enforcement activity may be in the form of one or more of the following:
 - a. computer entry;
 - b. *Incident Report*;
 - c. *Supplemental Reports (Person, Article, Incident)*;

- d. the *South Carolina Uniform Traffic Collision Report*;
- e. *Towed Vehicle Protective Custody Form*;
- f. *Arrest & Booking Report*;
- g. *Victim Information Sheet*;
- h. *Uniform Traffic Ticket*;
- i. *Written Warning/Field Interview Form*;
- j. *voluntary statement form*;
- k. *Probable Natural Death form*; and/or
- l. affidavits (missing persons, stolen vehicles, stolen boats)
(Ref: CALEA 82.2.1, item *b*)

G. Guidelines for Accomplishing Reports:

- 1. *Incident Reports*:
 - a. Reports of criminal offenses received by the Charleston County Sheriff's Office which occur within the agency's jurisdiction will be recorded in EIS regardless of whether the complainant elects to pursue charges.
 - b. *Incident Reports* will be used to record all arrests and criminal offenses where a citation is used in lieu of a warrant.
 - c. Fatal accidents will also be recorded on an *Incident Report* in addition to the *South Carolina Uniform Traffic Collision Report* if a person is charged with *Vehicular Manslaughter, Felony Driving Under the Influence*, or similar charges.
 - d. An *Incident Report* will be accomplished for any incident at an establishment with an ABC license.
 - e. Other incidents that require an *Incident Report* include: deaths; missing persons; complaints of animal attacks or bites; found property; lost property; patrol requests; information reports; agency assists; repossessed, seized, or abandoned

vehicles; and any incident of which the deputy sheriff has received confirmation of an NCIC hit.

(Ref: CALEA 82.2.1, item a)

2. *Supplemental Reports:*

- a. A *Supplemental Report* will be submitted by the investigating deputy sheriff when it is necessary to explain, expand, or continue with information from the *Incident Report*, or to record important confidential information not contained in the *Incident Report* such as investigative leads, names of suspects, and any unsubstantiated information which could be of investigative use.
- b. The *Supplemental Report* will be submitted in EIS with the *Incident Report* or at a later time.
- c. *Supplemental Reports* will be used to record the following:
 - i. serial, owner applied, or model numbers;
 - ii. vehicle identification numbers (VIN);
 - iii. brand names of articles;
 - iv. make, model, and year of vehicles;
 - v. caliber of handguns, shotguns, or rifles;
 - vi. National Information Center (NIC) numbers;
 - vii. registration/license numbers of vehicles;
 - viii. denomination/issuer of securities;
 - ix. additional criminal charges; and
 - x. additional information about persons such as complainants, victims, suspects, witnesses, wanted individuals, arrestees, runaways, and/or missing persons.

(Ref: CALEA 82.2.1, item a)

3. *Arrest & Booking Report:*

An *Arrest & Booking Report* is to be filled out in EIS for every arrest, including physical arrests for traffic offenses. An *Arrest & Booking Report* will be accomplished when a juvenile is counseled, warned, and released. (Ref: CALEA 82.2.1, item a and 1.2.5 item a)

4. *Written Warnings/Field Interview Forms:*

Pursuant to §56-5-6560 (A) of the Code of Laws of South Carolina, 1976, as amended, a *Written Warning/Field Interview Form* (CCSO form-125) will be completed by deputy sheriffs in accordance with agency policy and procedure when making an investigatory contact with a citizen, or in lieu of a South Carolina Uniform Traffic Ticket, as outlined in [Policy 9-03 Uniform Traffic Tickets](#). Deputy sheriffs must include an incident number or OCA number (whichever is appropriate) on the form. *Written Warning/Field Interview Forms* will be turned into the patrol supervisor at the end of the deputy sheriff's watch to be forwarded to the Intelligence Unit. Analysts will then enter the completed *Field Interviews* into the RMS system. (Ref: SCLEA 27.1)

5. *The South Carolina Uniform Traffic Collision Report*

The *South Carolina Uniform Traffic Collision Report* will be completed in Report Beam by deputy sheriffs conducting traffic accident investigations in accordance with South Carolina Department of Public Safety (SCDPS) reporting procedures and agency policy.

6. *Towed Vehicle Protective Custody Form:*

The *Towed Vehicle Protective Custody Form* will be completed by the deputy sheriff whenever a vehicle, to include an agency-owned vehicle, is towed by an agency dispatched wrecker.

7. *Affidavits:*

An affidavit will be attached to the original *Incident Report* when a complainant reports a missing person or stolen vehicle or boat. (Ref: CALEA 82.2.1, item a)

H. Required Information:

1. Specific instructions and procedures for completion of incident reports and accident reports are available in the *Charleston County Sheriff's Office Reporting Format Guidelines* and the *SCDPS Uniform Traffic Accident Report Instruction Manual For Investigating Officers* issued to each deputy sheriff. Additional copies of these manuals are located in Training and Logistics. (Ref: CALEA 82.2.1, item d)
2. At a minimum, all incident reports will contain the following information:
 - a. OCA/report number;
 - b. date and time of report;
 - c. victim, business, subject and/or complainant name with demographics;
 - d. any and all suspect/arrestee name and/or demographics;
 - e. any and all nature or charge information;
 - f. any and all property information;
 - g. reporting deputy sheriff and supervisor's name;
 - h. status of report information (active, cleared, etc.);
 - i. location of incident;
 - j. narrative/notes; and
 - k. tract number. (Ref: CALEA 82.2.1, item c)

I. OCA/Report Number:

1. The filing and retrieval of *Incident Reports* will be done by the assigned case number.
2. *Arrest & Booking Reports* will be filed and retrieved by OCA/report number.
3. Charleston County Sheriff's Office original case assignment (OCA)

numbers are assigned by the Computer-Aided Dispatch (CAD) system. The first four digits designate the current year, followed by a hyphen and then a series of six numbers. The numbers start at 000001 on the first day of each calendar year. (Ref: CALEA 82.2.3)

4. The approving supervisor will ensure that OCA/report numbers are accurate. (Ref: CALEA 82.1.5)

J. Master Name Index:

1. The Records Division maintains an alphabetical master name index of persons identified in field reports in the agency's RMS. This master name index includes victims, complainants, suspects, subjects, witnesses, arrestees and businesses. (Ref: CALEA 82.3.1)
2. RMS maintains index files which include:
 - a. incidents by type;
 - b. incidents by location; and
 - c. stolen, found, recovered, lost, seized, or abandoned property.
3. The Forensic Services Unit maintains an index file of evidentiary property. (Ref: CALEA 82.3.2, items a, b, and c)

K. Access to Agency Files:

1. Agency records are confidential. Any release of records information will be in accordance with agency, local, state and federal policy.
2. Records Division information is accessible to agency employees 24 hours per day, either through Records personnel during regular business hours, through the designated on-call Records personnel after hours or password protected access. (Ref: CALEA 82.1.1 item b and 82.1.6 item c)
3. The distribution of reports to the public will be during posted business hours.
4. The Records Division will, upon request, provide copies of incident or accident reports.

5. Fees charged will be in accordance with fee schedules established by Charleston County. Victims receive reports at no cost.
6. Law enforcement personnel may request copies of any report for official use at no charge.
7. Authorized public agencies will be provided with reports.
8. All requests for reports will be honored in accordance with the Freedom of Information Act and the Code of Laws of South Carolina, 1976, as amended.
9. Reports which are solely the result of, or the fruits of, investigative efforts will not be released to anyone other than law enforcement officers and the courts for official use only until the case is adjudicated. This includes all *Supplemental Reports* which list witnesses, suspects, informants, opinions, suppositions, hearsay, investigative leads, and any other investigative information.

(Ref: CALEA 82.1.1, item c)

L. Criminal History Record Information:

1. The privacy and security precautions for criminal history record information will be released under the guidelines established in U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20) with regard to dissemination, completeness, accuracy, audits, security requirements, access, and review. (Ref: CALEA 82.1.1, item c)
2. All personnel will adhere to state and federal regulations with respect to the handling and release of SLED/NCIC/CJICS information. Violations of these regulations may result in disciplinary action in accordance with agency policy and procedure and/or criminal prosecution. Circumstances considered in the administration of discipline will include the type of record and the record origin (i.e., whether local, state, out of state or federal).

(Ref. CALEA 82.1.1, item c)

M. Distribution of Reports:

1. All traffic collisions will be completed and submitted in Report Beam. The Traffic Unit will be responsible for any required further investigation into an accident that is not accomplished by the reporting deputy sheriff. (Ref: CALEA 61.3.1, item b, 82.2.4, 82.3.3)

2. *Incident and Supplemental Reports* are maintained by EIS RMS. *Incident Reports* and *Supplemental Reports* that require further attention are available in EIS for each Bureau to review/ assign to the proper personnel pending further investigations. Bureaus that may need to review/assign reports are as follows but not limited to:
 - a. CID (pertinent reports);
 - b. Victim/Witness Advocate (pertinent reports);
 - c. Coroner's Office (all deaths);
 - d. Postal Inspector (theft of mail per request);
 - e. Crime Analyst (all reports); and
 - f. Community Liaison (pertinent reports). (Ref: CALEA 82.2.4)

N. Master Name Index (MNI) Number:

1. The Detention Center will, upon receipt of an *Arrest & Booking Report*, check the subject for a Master Name Index (MNI) number.
2. If the subject has an assigned MNI number, the new information is assigned the same number.
3. If no MNI number exists for a subject, a number will be assigned.
4. All persons entered into the system, including "unknowns" are given an MNI number.
5. MNI numbers are issued one time only to a subject. This same identification number is then used for all subsequent custodial arrests of the subject.
6. If it is discovered that a person has been issued more than one MNI number because of using aliases, maiden names, etc., appropriate cross-references will be made and the MNI numbers for the true name will be merged and used from that date on.
7. Arrest information is available by cross-referencing the MNI number and the agency OCA numbers/report number.

8. The Records Division is available to provide reference numbers from the MNI file on each person arrested in order to obtain fingerprints and photographs. (Ref: CALEA 82.3.6)

O. Status of Reports:

Whenever the status of any case is changed by the Sheriff's Office, the assigned investigating deputy sheriff, or victim advocate, must notify the complainant or victim of the change in status. This notification must be noted on a *Supplemental Report* form. (Ref: CALEA 82.1.5)

P. Records Retention:

1. In accordance with §30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, and the Archives Division of the State of South Carolina, a schedule of retention and destruction for records has been established. The schedule will be maintained in the Records Division. No records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule. Reports and files relating to capital crime prosecutions will be maintained on a permanent basis. (Ref: CALEA 82.1.3)
2. Records personnel will, upon receipt of a court order outlining the exact offense record that is to be expunged, promptly remove all information identifying that person on the specified offense from agency records. (Ref: CALEA 82.1.2 item e)

Q. National Incident Based Reporting System (NIBRS):

1. Information on *Incident Reports* containing crimes included in the Incident-Based Reporting (IBR) system will be sent to the State Law Enforcement Division (SLED).
2. Charleston County Sheriff's Office participates in NIBRS in conjunction with SLED and adheres to all policies and procedures set by SLED for the collection and submission of this data. (Ref: CALEA 82.1.4)

R. Backup and Storage:

1. The procedure for backing up the central records computer files will be in adherence to Charleston County's ITS procedures. The only exception to this procedure will be that the Sheriff's Office servers will be backed up daily.

2. The storage of the records management data will be transmitted to two different servers, thus allowing an additional back-up to be stored offsite at the Public Services Building in a secure area.
(Ref: CALEA82.1.6 items *a* and *b*)

S. Audit:

1. The SLED Criminal Justice Information System (CJIS) is subject to audit each year. The National Crime Information Computer (NCIC) is subject to an audit by the Federal Bureau of Investigation (FBI) every two years.
2. At least annually the Information Technology Services Unit will conduct an audit of the Total Law Enforcement System (TLES) for verification of all passwords, access codes, or access violations.
(Ref: 82.1.6 item *d*)

T. Sheriff Al Cannon Detention Center Records Responsibilities:

1. Inmate Records:
 - a. All information pertaining to an inmate will be maintained within an inmate file or electronically to document the incarceration of each inmate.
 - b. Active records of current incarcerated inmates in the SACDC are maintained in the records department.
 - c. The inmate record includes, but is not limited to, the following:
 - i. intake/booking information;
 - ii. National Crime Information Center (NCIC) background information;
 - iii. cash receipts;
 - iv. property receipts;
 - v. dispositions of court hearings;
 - vi. court orders/work assignment;

- vii. classification records;
 - viii. reports of disciplinary actions; and
 - ix. grievances. (5-ALDF-7D-27)
 - d. All inmate records are considered confidential and should be safeguarded.
 - e. When inmates are released or transferred to another facility the inmate records are secured in inactive records.
 - f. Inactive records are maintained for a minimum of two years.
 - g. At the end of the two years inactive records are transferred to the County Records Office for retention.
- 2. Safeguarding of Inmate Records:
 - a. All inmate records and documents, including digital information and computer printouts, will be protected from unauthorized access. (5-ALDF-7D-29)
 - b. No employee of the SACDC will copy any document from the inmate master record except when it is in their official capacity to do so.