



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 3-05 ADMINISTRATIVE / INCIDENT REPORTING

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	1A-09; 2A-10; 2B-11; 4D-23, 27, 29; 7B-08, 10
CALEA Standards Reference:	11.4.1
NCCHC Standards Reference:	
SCLEA Standards Reference:	
SC Minimum Standards:	1048, 1049, 1062(c), 1065(f)
PREA Standards:	1035(c), 115.22a, 115.65

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

I. Purpose:

To provide management information on the activities of the Charleston County Sheriff's Office. (Ref: CALEA 11.4.1 item c)

To outline guidelines used within the agency for reporting and documenting incidents.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to utilize data on agency operations and incident writing as a management tool.

Any occurrence that results in physical harm, threatens the safety of any person or the Sheriff Al Cannon Detention Center (SACDC), or any abnormal activity, will be documented in an *Incident Report* and promptly reported to a supervisor and/or higher authority. (REF: PREA 115.22a)

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. To keep personnel informed of agency activity, as well as facilitate management decision-making, the *Monthly Statistical Report* will be prepared by the Executive Assistant to the Special Operations Bureau Chief. The *Monthly Statistical Report* will include comparative data submitted by each department commander on criminal offenses, calls for service, traffic accidents, operational activity, personnel strength, workload distribution. Data will be compared by percentage change year to date and against data for the previous year. The final report for the year will incorporate annual

- totals. (Ref: CALEA 11.4.1 items a, b, c & d)
- B. Department commanders are responsible for submitting completed monthly worksheets to the Executive Assistant to the Special Operations Bureau Chief by the fifth working date of each month. (Ref: CALEA 11.4.1 item b)
- C. The *Monthly Statistical Report* will be distributed to the Sheriff, Undersheriff, Chief Deputies, Majors, Captains, Lieutenants, Chief Inspector, Public Information Officer, Records Manager, Communications Manager, Crime Analysis Unit, and Accreditation Unit and posted on the Charleston County Sheriff's Office website. (REF: CALEA 11.4.1, item e)
- D. Complete and accurate documentation of events and incidents within the agency is essential. Written reports serve to keep all employees informed of developments and problems as they occur. Reports are instrumental in planning and implementing policies. All incidents or events will be submitted by deputies and forwarded through the chain-of-command for investigation and approval. (REF: 5-ALDF-2A-10, PREA 115.65)
- E. Reports are not only circulated internally, but are subject to use by judges, attorneys, and others, including inquiries made under the Freedom of Information Act (FOIA). Therefore, reports must be concisely written, grammatically correct and free from personal opinions, emotions, and prejudices.
- F. Writing an Incident Report:
1. *Incident Reports* should be prepared immediately after an incident occurs in order to be as accurate as possible, but prior to the end of the tour of duty. All reports will be written utilizing the "Executive Information System" (EIS) and the "Incident Reporting System" section of the Jail Management System (EIS). In the event the EIS is not functioning or there are other types of computer system failures, reports will be handwritten in black ink. (REF: 4-ALDF-2B-07)
  2. Reports shall be written in a clear and concise manner. Use proper grammar. The writer should avoid using complex sentence structures and ensure the information is easily understandable. Individuals involved in the report shall be referred to by name. The use of "jail slang" or 10-codes will be avoided, for example:
    - a. "Pulling" inmates from the cell as opposed to "calling" or "escorting" inmates from the cell;
    - b. There was a "10-10" as opposed to a "fight";
    - c. R/D (Responding Deputy) arrived on scene. R/D then spoke

- with the complainant....; and
- d. Deputies will not write in all capitalized letters when completing reports.
- 3. When quoting obscene language, use exact words or phrases as they were stated. These words or phrases will be identified by the use of quotation marks ("").
- 4. Avoid the use of third person terms such as: "this Deputy", "this writer" or "the undersigned".
- 5. Ensure that the following fields are completed:
  - a. type of incident;
  - b. date of incident;
  - c. time of incident;
  - d. incident location;
  - e. contraband, evidence, involved;
  - f. inmates, suspects, subjects, witnesses, or victims involved;
  - g. employees involved, including pay number(s);
  - h. other employees involved (list names);
  - i. statements made;
  - j. injuries;
  - k. enter the disposition of injury, when applicable;
  - l. enter the type of assault;
  - m. enter the weapon used, when applicable;
  - n. force type used;
  - o. Thoroughly document the incident in chronological sequence providing the following minimum information, if applicable:
    - i. who, what, when, where, why, and how individuals were involved;
    - ii. time of incident;
    - iii. witnesses;

- iv. any physical evidence and its disposition;
- v. injuries to employees or inmates;
- vi. medical treatment;
- vii. charges, arrests, and violations code;

Note: Disposition of charges will be entered into the "findings" section of the report by the SACDC detention deputy writing the report if the charges are unit violations only. If the charges require a disciplinary board review, then the disposition will be entered by classification.

- viii. supporting evidence such as photos and documents are uploaded in the "Multimedia" field on the data pane to the left of the previously entered narrative; and
- ix. the Original Case Assigned Number (OCA#).  
(REF: 5-ALDF- 1A-09)

Note: If an inmate alleges that they've been sexually assaulted, employees will notify their chain-of-command, PREA coordinator and medical services. If emergency medical care is required, medical staff will assess the inmate. Otherwise, the inmate and the scene will be preserved until Criminal Investigations Division (CID) arrives and they will determine any further actions. The Housing/Processing Lieutenant will contact Charleston County Consolidated Dispatch (CCCD) to request the on-call CID Deputy and then notify the CDO. The agency's notification protocol will be followed, to include the South Carolina Department of Corrections (SCDC) within five (5) days. *Reference policy 15-02 Collection and Preservation of Evidence.*

(REF: SC Min. 1049, 5-ALDF-4D-23, 4D-27, 4D-29, PREA 115.22a)

- p. verify that "Report Status" is changed so that the report will be flagged as completed.

6. Incident Reports may not be deleted once entered into the EIS system.

G. Supplemental Reports:

- 1. All deputies who are actively involved in an on-going investigation, use of force, or is an active participant in the incident or as directed by a supervisor will complete a supplemental incident report to support the primary report and a *Use of Force Report (CCSO-311 or*

[SACDC-352](#)), if applicable.

2. To create a supplemental report:
  - a. Access the primary *Incident Report* you want to make a supplement report to by typing the eight-digit OCA number associated with the primary report.
  - b. After accessing the *Incident Report* select "Supplement" from the data pane to the left of the previously entered narrative.
  - c. Select "Supplement Type" and complete the report using the same procedure as section C, Writing an Incident Report.
3. Supplemental Reports may not be deleted once entered into the EIS system.

H. Supervisor Investigation of Reports:

1. The first line supervisor will investigate all incident reports. The supervisor will check for:
  - a. accuracy;
  - b. grammar;
  - c. spelling;
  - d. report(s) are easily understood;
  - e. events are written in chronological order; and
  - f. supplemental reports, if necessary.
2. Any discrepancies or questions found in the incident report the supervisor will contact the writer to make the corrections. If the report is free of errors and accurate, the supervisor will sign off on the report and refer it to the next level of supervision, if needed.
3. All supervisors will ensure that all supporting documentation(s) is reviewed and attached to the *Incident Report*. Examples of supporting documentation are:
  - a. supplemental reports;
  - b. *Notice of Disciplinary Violations (SACDC-343)*;
  - c. witness statements; and
  - d. *Use of Force Report (CCSO-311 or SACDC-352)*.

I. Training:

All deputies will receive training on incident reporting prior to assuming their duties during Pre-Service Training and annually thereafter.

(REF: SC Min. 1035(c), 5-ALDF-7B-o8, 10)

J. Sheriff Al Cannon Detention Center Incident Report Writing Procedure:

1. The following includes, but is not limited to, a listing of serious incidents requiring an *Incident Report*. Immediate notification will be made to the Command Duty Officer (CDO). The CDO will direct all further notifications to the Command Staff.
  - a. inmate/staff death (natural or otherwise);
  - b. inmate/staff injury;
  - c. escape(s)/Attempted escape(s);
  - d. inmate(s) released in error
  - e. inmate(s) found later to be a juvenile;
  - f. job Actions ("Strikes") involving inmates or staff;
  - g. riots;
  - h. hostage situations;
  - i. bomb threats;
  - j. fires;
  - k. use of any force (discharge of a firearm or other weapon or use of less lethal devices);
  - l. inmates/staff requiring hospitalization;
  - m. sexual assault;
  - n. inmate(s) remaining in restraints at the end of a shift; and
  - o. transgender housing accommodations  
(REF: SC Min. 1048, 1062(c), 1065(f), 5-ALDF- 2B-11, 4D-23, 29)
2. The following includes, but is not limited to, a listing of unusual incidents requiring an *Incident Report* and notification to a supervisor. If the Housing Lieutenant deems the event to be severe, the CDO will be notified.

- a. inmate(s) secured into lockdown status;
- b. claim(s) of wrongful arrest;
- c. refusal of admission during intake/booking;
- d. late release(s);
- e. inmate(s) released with missing property;
- f. threats made against any staff or inmate;
- g. inmate rules violations;
- h. indecent exposure incidents; and
- i. destruction of county property.

Note: If any county property has been tampered with or broken in any manner the Housing/Processing Lieutenant will inform central control of the situation and have them notify a deputy to file a report.

3. Log Entries:

- a. Detention deputies will maintain a post log in the "Daily Log" section of the EIS to record pertinent information that does not require an *Incident Report*. Information that should be documented in the daily log includes, but is not limited to;
  - i. counts;
  - ii. sanitation;
  - iii. key inventory;
  - iv. visitors;
  - v. inmate activities;
  - vi. medical services;
  - vii. meal cart entry/exit; and
  - viii. unit deputy security checks.

4. Central control maintains a log on each shift that documents routine information, emergencies, and unusual incidents.

(REF: SC Min. 1049, 5-ALDF-2A-10)