



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

3-07 Forms Management

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:
CALEA Standards Reference: 11.4.2
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 procedure to ensure accountability for agency forms that includes procedures for development, modification, approval, and review.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to ensure accountability and fiscal responsibility for forms used daily by its members. By reviewing forms periodically for usefulness, checking that information is not duplicated, and ensuring format is consistent with records maintenance and data processing requirements of the agency, the agency can maximize data collection while minimizing cost and waste.

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).

IV. Procedure:

A. The Organizational Planning and Development Units, i.e., Accreditation, will be responsible for coordinating the numbering of agency forms.

B. All new and revised forms must be approved by the issuing department commander and forwarded to the Organizational Planning and Development Unit for review and numbering prior to distribution and use.

C. A copy of each form will be maintained on file within the Organizational Planning and Development Unit, to include the original electronic file for any future updates.

- D. Periodically, department commanders or their designees will review the use of all agency generated forms that fall under the scope of their department. However, employees who see a need for a new form or a modification to an existing form will prepare an example and list the benefits the new form will have and forward their recommendations through their respective chain of command. Changes made to forms would be in accordance with agency records management and data processing requirements.
- E. Numbers will be positioned on the right bottom corner of every agency form and include the date of implementation for a new form or revision of an existing form. Each number will begin with the prefix "CCSO" or "SACDC" as applicable.
 - a. "Operations" forms would include all forms used by employees on a daily basis; e.g., incident reports, booking reports, etc. Operations reports will be assigned 100 series numbers.
 - b. "Special Teams" forms would include all forms used specifically by specialized units such as Judicial Operations, Warrants, Animal Control, Community Engagement, Therapeutic Transport, SWAT, Emergency Response Team, Metro, Aviation, etc. Special Operations forms will be assigned 200 series numbers.
 - c. "Administrative" forms will consist of forms used for administrative purposes, such as overtime sheets, leave request forms, Use of Force reports, etc. Administrative forms will be assigned 300 series numbers.
 - d. "Sheriff Al Cannon Detention Center" (SACDC) forms that are specific to the daily operations of the SACDC such as inmate grievance form, inmate request form, notice of disciplinary violations, etc. SACDC forms will be assigned 400 series numbers.
- F. Any form generated by Charleston County government, South Carolina Law Enforcement Division (SLED), the State of South Carolina, or any federal agency which may be used by agency members is exempt from agency numbering. These forms would include Charleston County procurement forms, SLED laboratory request forms, State of South Carolina Uniform Traffic Tickets or collision reports, FBI lab requests, etc.
- G. Forms will be ordered by the Finance Office, as directed by Logistics personnel. The Logistics Center will be responsible for maintaining and storing supplies of agency forms. Forms will be reviewed periodically by department commanders, and any necessary changes will be made at that time. Unless changes are major in nature, the changes will be implemented after review is

complete.

- H. Most agency forms will be available on the Charleston County Sheriff's Office Intranet for access by agency personnel. However, some forms are not available in electronic format, e.g., Request for Procurement, Overtime, etc., and cannot be placed on the Intranet.