



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-12 Master Deputy Program

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: N/A
CALEA Standards Reference: N/A
NCCHC Standards Reference: N/A
SCLEA Standards Reference: N/A
SC Minimum Standards: N/A

This policy dated 4/10/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines for the promotion to the position of Master Deputy.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to recognize deputy sheriffs and detention deputies who have attained the required tenure and/or education requirements, and advanced knowledge, skills, and abilities with this agency.

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, etc., 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. *Extra Duty:* An extra job at the Charleston County Sheriff's Office, that a deputy provides to support the agency. Extra duty jobs may include but are not limited to: Hospital Duty, Training Instructors, Armorer, Peer Support, etc. Extra duty is not considered a collateral duty.

IV. Procedure:

A. Eligibility:

1. All deputies will be eligible for the promotion of Master Deputy when they meet the following:
 - a. Four years of continuous law enforcement experience and a bachelor's degree or above from an accredited college; or seven years military service (Active, Reserve, or National Guard) or

- b. Seven years of continuous certified law enforcement experience and an associate's degree or sixty hours from an accredited college; or four years military service (Active, Reserve, or National Guard) or
 - c. Ten years of continuous law enforcement experience and
 - d. Starting January 1, 2026, Master Deputies must have 40 hours of approved supervisory classes and an approved field training officer course.
- 2. Master Deputy is considered a promotion and will be a basic supervisory position with certain responsibilities attached to the rank (i.e., payroll, incident command until relieved by a sergeant or higher, scheduling, etc.). Master Deputies may be utilized as instructors for new recruits, as needed based on the needs of the agency.
 - 3. The increase of a Master Deputy's pay will coincide with the current Master Deputy pay grade.
 - 4. All deputies leaving the agency and later granted reinstatement must re-establish eligibility.
 - 5. All deputies must receive at least a "Meets Expectations" performance evaluation for one year preceding the request for appointment to Master Deputy.
 - 6. If a deputy is on disciplinary probation during the preceding twelve (12) months, immediately prior to their five-year anniversary date, the rank of master deputy will not be approved; however, they will be eligible twelve months or after receiving a "Meet Expectations" on their Annual Evaluation after the end date of the disciplinary probation.

B. Current Master Deputies:

- a. Master Deputy is considered a promotion and will be a basic supervisory position with certain responsibilities attached to the rank (i.e., payroll, incident command until relieved by a sergeant or higher, scheduling, etc.). Master Deputies may be utilized as instructors for new recruits, as needed based on the needs of the agency. Master Deputies will have two years to take an approved field training officer course.

- b. If current Master Deputies do not wish to take on these basic supervisory roles, they will need to submit a memorandum through their chain-of-command, turn in their Master Deputy badge, as well as their Master Deputy stripes.

C. Application Procedure:

Deputies desiring promotion to the position of Master Deputy, and who meet the eligibility requirements, must submit a completed *Request for Promotion to Master Deputy* form through their chain of command to the Undersheriff.

D. Selection Process:

1. Requests for promotion to Master Deputy are subject to approval by the Sheriff.
2. A copy of the *Request for Promotion to Master Deputy* will be returned to the applicant notifying the applicant of the status of their request. The original will be forwarded to the agency's Human Resources Office for inclusion in the employee's personnel file.
3. Deputies approved for promotion will be entitled to display the badge and insignia on their uniform signifying the rank of Master Deputy.
4. Certified officers that apply to the Charleston County Sheriff's Office with combined years of continuous certified law enforcement experience will be eligible as a direct hire for Master Deputy as outlined with a combination of education, experience, and military. The certified applicant's years of prior experience can be from outside the state of South Carolina.