



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

10-05

## Judicial Center Temporary Holding Facility

- ☐ New
- ☒ Revised
- ☒ Reviewed

ACA Standards Reference:

CALEA Standards Reference: 71.1.7, 72.1.1, 72.1.2, 72.3.1, 72.3.2, 72.3.3, 72.4.1, 72.4.2, 72.4.3, 72.4.4, 72.4.5, 72.4.6, 72.4.7, 72.4.8, 72.4.10, 72.4.11, 72.5.1, 72.5.2, 72.5.5, 72.6.1, 72.6.2, 72.8.2, 72.8.3

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 guidelines for the secure and orderly operation of the temporary holding facility located at the Charleston County Judicial Center in support of assigned Detention Center personnel.

II. Policy:

The Charleston County Sheriff's Office is responsible for the security and welfare of inmates temporarily held in the holding facility at the Charleston County Judicial Center. Although this is primarily a function of the Sheriff Al Cannon Detention Center (SACDC), personnel will be aware of temporary holding facility operations and support SACDC personnel to assure a coordinated delivery of services.

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, deputies, 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. All deputies assigned to the Judicial Center will be issued photo ID/swipe cards that allow security access to the facility. These cards will be worn so as to be clearly visible.
- B. Detention deputies assigned to the Judicial Center Detention Control Room will monitor and control the opening of the outer security doors to the holding facility. The gate to the secured parking area, the sally port gate and holding facility entrance doors will remain secured and only opened to authorized personnel.
- C. All doors in the temporary holding area will remain locked and secure if not

in immediate use.

1. Occupied cell doors will only be unlocked to accomplish required SACDC inmate movement and emergency responses.
2. The courtroom elevator will remain locked when not in use and only operated by key.
3. At no time are security doors to be propped open, or the electronic locks to be compromised.
4. Any malfunction to any door or locking mechanism in the holding facility is to be immediately reported to the Detention supervisor for corrective action. (Ref: CALEA 72.4.4)

D. Nonessential personnel will not be admitted into the holding facility.

1. Properly credentialed attorneys, Law Enforcement personnel, and probation officers will be allowed access to the visitation area to conduct court business.
2. Maintenance personnel with proper credentials will be escorted and monitored in the holding facility. Strict tool control will be enforced with all equipment or tools brought into the holding facility accounted for. (Ref: CALEA 72.1.2 and 72.4.7)

E. The Judicial Center Detention Control Room is responsible for the security of all temporary holding facility keys.

1. Key assignments will be noted in the Key Log in the Detention Control Room.
2. Personnel will turn in assigned keys to the Detention Control Room deputy at the end of their tour of duty.
3. Detention supervisors will have access to a complete set of temporary holding facility keys, which will be kept secured when not in possession of an on-site supervisor. (Ref: CALEA 72.4.3)

F. Detention deputies assigned to the temporary holding facility will complete the prescribed field training program relative to the operation of the facility as soon as practical after assignment. This training will include fire suppression and the use of holding facility equipment. (Ref: CALEA 72.1.1)

G. All deputies assigned to the Judicial Center will familiarize themselves with the location and use of available fire suppression equipment. Detention

Control Room deputies will ensure that automatic fire detection and suppression equipment is functional at the beginning of the shift and report any indicated malfunctions to Facilities Management Maintenance, the Main Control Room, and the Judicial Services Division supervisor immediately.

- H. Firearms and other weapons (e.g., knives, batons, OC spray) are not permitted inside the temporary holding facility. Exceptions are emergency responses made by the Tactical Action Control Team (TACT) or a deputy sheriff. All responses with weapons will be consistent with Agency use of force directives.  
(Ref: CALEA 72.4.1)
- I. Culinary equipment will not be allowed in the temporary holding facility.  
(Ref: CALEA 72.4.7)
- J. Male and female inmates will be held separately in the temporary holding facility. Detention deputies supervising inmates of the opposite sex will take all necessary precautions to ensure the privacy of the inmate in compliance with Agency directives.  
(Ref: CALEA 72.8.3)
- K. Juvenile detainees will be held out of both sight and sound of adult detainees with no more than incidental contact with adults in custody.
- L. Detention deputies assigned to the Judicial Center Main Control Room and Detention Control Room will monitor video surveillance equipment. Video equipment will be used to supplement the personal supervision of inmates and will be controlled to reduce the possibility of invading a detainee's personal privacy.  
(Ref: CALEA 72.8.2)
- M. The Detention Control Room will monitor inmate communications using the provided two-way speaker system.  
(Ref: CALEA 72.4.8)
- N. A first aid kit will be available in the holding facility. Assigned Detention deputies will conduct a documented inventory the first aid kit weekly and assure that supplies are replenished as necessary.  
(Ref: CALEA 72.6.2)
- O. Assigned Detention deputies will search holding cells for weapons and contraband at the beginning of the shift, and prior to the introduction of inmates. Searches will also be conducted each time a holding cell becomes vacant. Any weapons or contraband located will be reported to the Detention supervisor immediately.  
(Ref: CALEA 72.4.5)
- P. After public hours, assigned Detention deputies will conduct daily security inspections for weapons and contraband in all holding areas and those areas in which inmates have access. Locks, walls, floors, ceilings, glass panels, access plates, ventilator covers, cameras and speakers, will be examined to detect

wear, breakage, and tampering. Any deficiencies will be brought to the immediate attention of a Detention supervisor for corrective action.

(Ref: CALEA 72.4.6)

- Q. A minimum of two Detention deputies will be assigned to the holding area of the holding facility. Inmates who are removed from cells will be summoned from the cell, patted down and restraints will be applied. Detention deputies will not enter an occupied holding cell, except under emergency circumstances. If emergency entry is necessary, Judicial Center Main Control will be notified. Video surveillance will be maintained. All available deputies will respond to assure the safety of personnel and the security of the facility.  
(Ref: CALEA 72.4.2)
- R. All inmates will be in waist chains and leg irons when not in a holding cell.
- S. Inmates who are a threat to themselves or others, or under the influence of alcohol or other drugs, will be segregated, secured according to established policy, and placed under direct or video observation. If possible, these inmates will be transferred to the SACDC as soon as practical. Personnel will accomplish the appropriate documentation, to include use of force forms, if necessary, in these instances.  
(Ref: CALEA 72.5.5)
- T. Prisoners booked into the holding facility will be processed according to the established intake procedures of the SACDC.
1. All inmates entering the holding facility will be thoroughly searched and an itemized inventory of property taken maintained.
  2. Inmate valuable property will be secured in a valuable property bag and the bag will be stored in a secure location for transport with the inmate to the SACDC, or other receiving facility.
  3. Strip searches will only be conducted at the SACDC.  
(Ref: CALEA 72.5.1 items *a* and *b*, and 72.5.2)
- U. Inmates transferred from detention deputy personnel to the custody of the Law Enforcement Judicial Services Division deputy sheriffs will be kept under direct, continuous supervision.
- V. In the event of an emergency, personnel will immediately notify the Judicial Center Main Control Room while initiating appropriate response.
1. The Main Control Room will notify the onsite Law Enforcement and Detention supervisors and the Charleston County Consolidated 9-1-1 Center (911 Center). Timely notification of the Detention and Law

Enforcement chain-of-command will be accomplished.

2. The 911 Center will immediately notify the Patrol Division Watch Commander.
  3. Personnel are to remain mindful that emergency situations offer opportunities for escape and/or assault.
  4. Any evacuation of the holding facility will be conducted according to the published evacuation plan. Primary and secondary evacuation routes will be posted at appropriate locations throughout the holding facility. Assigned personnel will familiarize themselves with evacuation routes. (Ref: CALEA 72.3.2)
  5. EMS will be notified as necessary for medical emergencies in the Judicial Center.
    - a. Personnel will notify EMS through the 911 System or the most practical method.
    - b. Until additional assistance arrives, personnel will render aid commensurate with their skill and training, to the extent that they can do so without compromising security.
    - c. Medical care beyond that available in the Detention Center infirmary will require transport of the inmate to a local medical facility. When possible Medical University or Charleston Memorial Hospital are preferred. An armed full-time Sheriff's Office deputy will accompany the inmate.
    - d. The Main Control Room will notify the Detention Center Medical Services if an inmate is to be transported off-site for medical treatment. (Ref: CALEA 72.6.1)
  6. All incidents that threaten the facility or any occupant of the facility will be documented in an Incident Report with copies provided to both Detention and Enforcement chain-of-command. (Ref: CALEA 72.4.11)
- W. In the event of an attempted or actual escape from the Judicial Center, personnel becoming aware of the incident will notify the Main Control Room immediately via radio and broadcast all pertinent information on the escapee to include a general physical and clothing description, last known location, and suspected direction of travel.
1. If the escape attempt has been contained within the temporary holding

facility:

- a. the Detention Control Room will ensure the exterior doors to the holding facility are locked and monitor the video surveillance cameras to locate the inmate; and
  - b. the Main Control Room will immediately notify the Judicial Services Division supervisor and request assistance from all available deputies assigned to the courthouse.
2. If the escapee attempt is not contained within the temporary holding facility:
  - a. the Main Control Room will be notified;
  - b. the Main Control Room will notify the onsite Enforcement and Detention supervisors and the 911 Center;
  - c. a Law Enforcement Judicial Services Division supervisor will respond to the Main Control Room and will coordinate all search efforts to locate the escapee to include setting up a perimeter and requesting additional resources;
  - d. the Main Control Room will notify the Charleston Police Department and provide all pertinent information on the escapee to include a general physical and clothing description, last known location and suspected direction of travel; updates will be provided when available; and
  - e. timely notification will be made of the Enforcement and Detention chain-of-command.
3. Upon apprehension, the Main Control Room will be notified. The Main Control room will notify the onsite Enforcement and Detention supervisor, the 911 Center and the Charleston Police Department.
4. The inmate will be searched immediately and transferred to the SACDC as soon as possible.
5. A Judicial Services Division deputy sheriff will file a written Incident Report in all attempted and actual escapes and file appropriate charges.
6. A full report of the escape will be prepared and forwarded to the Enforcement Special Operations Bureau and Detention Chief Deputies, through the chain-of-command, for review and comments. Special care

will be taken to determine if established procedures were followed or if a change of procedures is warranted to prevent the occurrence of another escape under similar circumstances.

(Ref: CALEA 71.1.7 items *a*, *b*, and *c*), and 72.4.10)

- X. Assigned detention deputies will conduct a daily inspection of the holding facility to examine the cleanliness of the facility, with special attention given to conditions conducive to harboring or breeding insects, rodents or other vermin. The licensed contracted pest control service will conduct scheduled and emergency pest control. These inspections will be documented on the Holding Cell Security Inspection Record Form. (Ref: CALEA 72.3.3)
- Y. Assigned detention deputies will conduct a daily documented visual inspection of the fire equipment to include the fire detection devices. (Ref: CALEA 72.3.1 item *a*)
- Z. A semiannual documented testing of fire equipment will be conducted by Charleston County Facilities Maintenance. Documented testing of the fire detection devices and alarm systems will be in conformance with local fire code. (Ref: CALEA 72.3.1 *b*)