



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 2-04 Oath of Office

- ☐ New
- ☐ Revised
- ☒ Reviewed

ACA Standards Reference:  
CALEA Standards Reference: 1.1.1  
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 set forth policy regarding the oath of office for sworn personnel of the Charleston County Sheriff's Office.

II. Policy:

All personnel, prior to assuming sworn status, will take and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States and the State of South Carolina. (Ref: CALEA 1.1.1)

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 personnel, prior to assuming sworn status, will take and subsequently abide by an oath of office.

1. It shall include an oath to enforce all applicable laws and to uphold the Constitution of the United States and the State of South Carolina.
2. The oath shall be administered by the Sheriff or designee.
3. A signed transcript of the oath of office will be notarized and a copy kept on file in the Charleston County Clerk of Court's Office. The original will be placed in the employee's personnel file maintained in the Sheriff's Office's Human Resources Office. (Ref: CALEA 1.1.1)

- B. The oath of office administered to personnel prior to assuming sworn status reads as follows: (Ref: CALEA 1.1.1)

**OATH OF OFFICE**

*I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this state, to exercise the duties of the office to which I have been appointed; and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this state and the United States.*

*I further solemnly swear (or affirm) that during my term of office as Deputy Sheriff, I will study the act prescribing my duties, will be alert and vigilant to enforce the criminal laws of the state and to detect and bring to punishment every violator of these laws, will conduct myself at all times with due consideration to all persons, and will not be influenced in any matter on account of personal bias or prejudice. So help me, God.*