



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

11-01 Criminal Investigations

- New
- Revised
- Reviewed

ACA Standards Reference:

CALEA Standards Reference: 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.2.1, 42.2.2, 42.2.3, 42.2.4, 42.2.5, 42.2.8, 46.2.8, 55.2.4, 82.1.5, 83.2.2

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards:

PREA Standards: 115.22b, 115.34, 115.71

This policy dated 10/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To define the criminal investigation function and assign responsibility for the thorough and timely investigation of criminal offenses.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to employ thorough and timely investigative techniques in order to ensure an efficient and effective criminal investigation.

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, 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. *Exculpatory Evidence*: Evidence in a criminal matter that is favorable to, or tends to absolve, the defendant. This type of evidence may justify or excuse the defendant's actions or show that the defendant is not guilty at all.

IV. Procedure:

A. Organization and Administration:

1. The investigation of criminal offenses is an integral part of each deputy sheriff's duties and is essential to the accomplishment of the law enforcement mission. All sworn personnel will assist, as needed, in the criminal investigation function whether assigned as an investigator or to other duties.
2. The Criminal Investigations Division (CID) supports, supplements, and augments the agency's criminal investigation function. CID is

under the administration of the Operations Bureau Chief Deputy. Assignment to CID as an investigator is a lateral transfer.

3. CID is available for:
 - a. follow-up investigations of crimes or suspected criminal activity reported to the agency;
 - b. initial and follow-up interviews with victims, suspects, and witnesses;
 - c. the evaluation of evidence;
 - d. the recovery of stolen property;
 - e. the identification, apprehension, and prosecution of criminal offenders;
 - f. the preparation of cases for court presentation;
 - g. clearance of criminal cases; and
 - h. the maintenance of investigative records. (Ref: CALEA 42.1.4)
4. Cases for investigation by CID will be assigned by a CID supervisor. In assigning cases the skills, training, and experience of the investigator will be considered. The assigned investigator will be the principle or lead investigator and all others involved will assist the assigned or lead investigator.
5. CID will have a duty investigator on call to respond to emergencies requiring the presence of an investigator during non-business hours. The on-call schedule will be posted in the Communications Center. The on-call CID supervisor will be notified if the on-call investigator is needed and contact the on-call investigator for response.

(Ref: CALEA 42.1.1)
6. CID investigators will maintain liaison with Patrol personnel to assure an efficient exchange of information to include periodic attendance of CID investigators at roll-call sessions as deemed necessary by the CID Commander.

(Ref: CALEA 42.2.3)

B. Preliminary Investigations:

1. Preliminary investigations of all types of offenses shall be the responsibility of the Patrol Division deputy sheriff dispatched or the first deputy sheriff to arrive at the scene, and/or a Patrol supervisor, unless and until such time the Patrol supervisor designates otherwise.
2. The Patrol supervisor will respond to all scenes in cases suspected of murder, suicide, felony assault, sexual assault, armed robbery, arson, or whenever, in the supervisor's opinion, the case is:
 - a. unusually serious or complex; or
 - b. there is indication that an immediate lengthy investigation may be required.
3. The preliminary investigation begins immediately upon the arrival of sworn personnel at the scene of an incident or upon taking a report and continues until such time as a postponement of the investigation or transfer of responsibility, provided it will not jeopardize the successful completion of the investigation. (Ref: CALEA 42.1.4)
4. The on-scene supervisor will request CID to respond to an incident requiring the presence of an investigator.
5. The success of an investigation depends greatly on the initial observations and actions of the first deputy sheriff to arrive on-scene. Steps to be followed in conducting the preliminary investigation include:
 - a. providing aid to the injured, within the deputy's training and capabilities;
 - b. observe and note all conditions, events, and remarks;
(Ref: CALEA 42.2.1 item a)
 - c. maintaining and protecting the integrity of the crime scene so that evidence is protected and not lost or contaminated;
 - d. determining if an offense has actually been committed and, if so, the exact nature of the offense;
 - e. collect or arrange for the collection of evidence;
(Ref: CALEA 42.2.1 item c)

- f. furnishing other field units, through radio communications, descriptions of suspect(s), vehicle(s), direction of flight, wanted person(s), other information as necessary, etc.;
 - g. identifying and locating witnesses, or potential witnesses, by means of other witness statements, identifying bystanders, canvassing neighborhoods, available video, etc.;
(Ref: CALEA 42.2.1 item b)
 - h. interviewing the complainant, the victim, and all witnesses to determine what information is known (statements should be taken by deputy sheriffs at the incident if investigators are not responding);
(Ref: CALEA 42.2.1 item d)
 - i. determining the identity of the suspect(s) and effecting an arrest if it can be accomplished either at the scene or through immediate pursuit;
 - j. advising the suspect(s) of their Miranda Rights, interviewing the suspect, and attempting to obtain either a written or verbal statement, if such statement can be obtained legally; and
 - k. accurately and completely recording all pertinent information on the prescribed agency report forms.
- C. Prison Rape Elimination Act (PREA) Investigations:
- 1. All allegations of sexual abuse or sexual harassment within the confinement setting of the Sheriff Al Cannon Detention Center (SACDC) will be investigated promptly, thoroughly, and objectively, including third-party and anonymous reports, (including inmate-on-inmate sexual abuse or staff misconduct).
 - 2. All investigators assigned to the Criminal Investigations Division will receive special training on conducting sexual abuse investigations in confinement settings. However, at the discretion of the Sheriff or designee, a case may be turned over to the South Carolina Law Enforcement Division (SLED) for investigation to preclude any appearance of partiality.
(Ref: PREA 115.22b, and 115.71)
 - 3. Direct, circumstantial, and electronic monitoring data will be collected and preserved. Victims, alleged perpetrators, and witnesses will be interviewed, and a check of past sexual complaints against the alleged perpetrator will be completed.

4. When evidence supports criminal prosecution, and with consent of the prosecutor, investigators will perform compelled interviews; however, no inmate who alleges sexual abuse will be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation or prosecution.
5. The credibility of the alleged victim, suspect, or witness will be assessed on an individual basis and shall not be determined by the person's status as an inmate or staff.
6. The Sheriff's Office will retain all written reports pertaining to the criminal investigations of alleged sexual assaults or sexual harassments for as long as the alleged abuser is incarcerated or employed by the agency, plus five years. (Ref: PREA 115.34)

D. Follow-up Investigations:

1. The purpose of the follow-up investigation is to discover additional information in order to clear a case, identify and arrest a suspect, recover stolen property, gather additional evidence, and prepare a case for court presentation.
2. CID is responsible for the follow-up of any case in which an investigator has responded to the scene and assumed responsibility for the scene. (Ref: CALEA 42.1.4)
3. The following procedures will be used as necessary, and these efforts will be documented on the *Supplemental [Incident] Report*:
 - a. reviewing and analyzing all previous reports prepared in the preliminary stage, checking agency records for other reports of like nature or with the same subject, and review of any laboratory examinations; (Ref: CALEA 42.2.2 item a)
 - b. conducting additional follow-up interviews of victims, witnesses, and/or subjects; (Ref: CALEA 42.2.2 item b)
 - c. seeking additional information from uniformed deputy sheriffs, informants, etc.; (Ref: CALEA 42.2.2 item c)
 - d. planning, organizing, and conducting searches and collecting physical evidence as necessary (the investigator is responsible for insuring the collection and processing of the crime scene

for physical evidence and/or requesting Federal Bureau of Investigation (FBI) or South Carolina Law Enforcement Division (SLED) forensics assistance);

(Ref: CALEA 42.2.2 item *d*)

- e. identifying and apprehending suspects;
(Ref: CALEA 42.2.2 item *e*)
- f. determining involvement of suspects in other crimes;
(Ref: CALEA 42.2.2 item *f*)
- g. checking suspect's criminal histories at local, state, and national (National Crime Information Computer - NCIC) levels; and
(Ref: CALEA 42.2.2 item *g*)
- h. preparing cases for court by ensuring that case files are complete and accurate and that witnesses can be located.
(Ref: CALEA 42.2.2 item *h*)

E. Second Contacts:

- 1. A second contact will be made by Patrol personnel, or investigators assigned to the follow-up investigation, with the victim and/or other principals within five calendar days from the date of the original report. The main purpose of this second contact, after a lapse of several days, is to ascertain if the victim has remembered any additional information or if any other information has surfaced which may lead to a successful clearance of the case. Maintaining a policy of second contact also indicates the agency is genuinely concerned about the welfare of the victim and other citizens associated with the case.
- 2. Whenever the status of any case changes, the assigned investigating deputy sheriff must notify the complainant or victim of the change of status. This notification must be noted on a *Supplemental Report* form.
(Ref: CALEA 42.2.2, 55.2.4 item *a*, and 82.1.5)

F. Case Screening - Solvability Factors:

- 1. In order to best commit resources to the investigation of the most serious offenses and/or those cases with the best prospect of successful resolution, CID supervisors are responsible for screening agency *Incident Reports*. CID supervisors will consider the following solvability factors when screening cases for follow-up assignment:

- a. suspect can be named;
 - b. suspect can be identified;
 - c. address of the suspect is known;
 - d. there is a likelihood the suspect can be located;
 - e. vehicle license plate number used in the crime is known;
 - f. there is a likelihood the vehicle used in the offense can be identified or located;
 - g. there was traceable property (by serial number or uniqueness of the property) taken in the offense;
 - h. there exists identifiable latent fingerprints to be submitted for attempted match through the Automated Fingerprint Identification System (AFIS);
 - i. significant *modus operandi* can be developed, or a distinctive pattern of similar crimes exist in the same general location or during the same time period;
 - j. it is reasonably suspected there was a limited opportunity to commit the crime;
 - k. there is reason to believe the crime may arouse such public interest that public assistance may lead to crime solution; and
 - l. there are reasons to believe that further investigative effort will lead to the solving of the crime.
2. All cases which have at least one solvability factor will involve a follow-up investigation, to include a second contact with the victim. CID supervisors will designate the assigned investigator to conduct a follow-up investigation and/or second contact with the principals involved in reported cases. The name of the assigned investigator/deputy sheriff will be recorded in the Criminal Investigation Case Management System.
 3. A follow-up investigation may be suspended, and the case may be *administratively closed* due to the absence of solvability factors.

4. The Sheriff can direct that any case be assigned for investigation.
(Ref: CALEA 42.1.2)
- G. Investigative Checklists:
1. The initial *Incident Report*, properly prepared, serves as a satisfactory checklist for most investigations.
 2. The CID Captain will determine which types of investigations require additional checklists to ensure critical areas of investigation are not overlooked. These checklists will be made available to the investigator.
(Ref: CALEA 42.2.2)
- H. Case File Management:
1. The Criminal Investigation Case Log shall be established and maintained by the CID Captain or designee and will contain the following information:
 - a. OCA/report number;
 - b. investigator assigned to complete the follow-up investigation;
and
 - c. the current status of all cases assigned in the calendar year.
(Ref: CALEA 42.1.3 item a)
 2. An administrative designation of *Active*, *Administratively Closed*, *Cleared by Arrest*, *Exceptionally Cleared*, or *Unfounded* will be assigned to each case, as appropriate, to assist in case management and control.
 - a. *Active*: Indicates that the case is assigned to an investigator and investigative efforts are active and ongoing.
 - b. *Administratively Closed*: Indicates that all available leads have been exhausted, but the case has not been brought to a conclusion and investigative efforts may be resumed if new evidence or leads are discovered at a later date. This also includes cases in which a warrant is on file but no arrest has been effected, or the incident occurred in the Sheriff's Office jurisdiction but the case has been transferred to another law enforcement agency to investigate.

- c. *Cleared by Arrest*: Indicates that the case has been cleared by the arrest of the offender.
 - d. *Exceptionally Cleared*: Indicates that although an offender has been identified and located, no arrest will be made because of reasons beyond law enforcement control. An incident cannot be *exceptionally cleared* unless the subject's race, sex, age, and ethnicity are reported. A case is considered *exceptionally cleared* if it falls into one of the following categories:
 - i. *Offender Death*: All offenders in this case are deceased.
 - ii. *No Prosecution*: Although the offender(s) is identified and located and there is evidence to support charges, the court or Solicitor's Office has decided not to prosecute.
 - iii. *Extradition Denied*: Extradition of the offender(s) is denied.
 - iv. *Victim Declines Cooperation*: The offender(s) is identified, located, and evidence compiled, but the victim declines to cooperate in the prosecution.
 - v. *Juvenile/No Custody*: A juvenile is identified as the offender, but the case is handled informally with a *Council, Warn, and Release* with no referral to Family Court.
 - e. *Unfounded*: Indicates the alleged offense did not occur and there are sufficient reasonable grounds to support this premise, or the incident did not occur within the Sheriff's Office jurisdictional boundaries. (Ref: CALEA 42.1.3 item b)
3. The investigator will maintain a case file for all assigned cases. The types of records to be maintained in the case file are copies of original *Incident Reports, Supplemental Reports, Booking Reports*, statements, copies of warrants, photos, and lab reports, etc. (Ref: CALEA 42.1.3 item c)
4. The investigative case files will be accessible for review through the CID Captain or designee on a legitimate need to know basis or upon receipt of a court order. (Ref: CALEA 42.1.3 item d)

5. If a file is closed, it must be submitted to the Records Section within 30 days of the closure date. Records will hold the investigative case file for one year, at which time the file will be transferred and incorporated into the central records file. An *Expungement Order* is required to purge a file. (Ref: CALEA 42.1.3 item e)

I. Use of Polygraph in Criminal Investigations:

1. Any polygraph examination of an individual must be completely voluntary on the part of that individual.
2. The primary goal of the polygraph examiner should be to establish innocence rather than to substantiate guilt. The results of the examination will not be used in court for any criminal case.
3. Any polygraph examination must be recommended by the investigator assigned to the case and approved by the CID Captain prior to such examination. An examiner can decline any examination.
4. Results of any examination will be filed in the case file. In no case will the results of the polygraph examination be released to anyone other than law enforcement or the Solicitor's Office unless by court order. The primary or lead investigator must be made aware of such release.
5. Investigators are advised that any result of a polygraph examination is an aid only. Any information disclosed by way of the polygraph must be substantiated by other investigation.
6. Polygraph examinations will be administered only by certified and licensed polygraph examiners to include:
 - a. Sheriff's Office polygraph examiner(s);
 - b. examiners from other law enforcement agencies; and
 - c. Solicitor's Office examiners. (Ref: CALEA 42.2.5)

J. Conducting Background Investigations:

1. Generally, background investigations will only be conducted in connection with on-going criminal investigations. This section does not apply to background investigations conducted by this agency in the selection process for the purpose of employment.

2. Various sources are available in conducting a background investigation. Potential sources include, but are not limited to:
 - a. financial institutions;
 - b. business associates;
 - c. former employers or employees;
 - d. informants;
 - e. utility companies;
 - f. public records;
 - g. intelligence reports;
 - h. criminal history;
 - i. other law enforcement agencies;
 - j. pawn shops; and
 - k. social media sites.
3. Information obtained in a background investigation will be kept as part of the case file or destroyed.

K. Information Development:

1. The purpose of gathering information in a criminal investigation is to identify, locate, apprehend, and prosecute the perpetrator.
2. Information developed is crucial to the criminal investigative process, and information may be developed from an unlimited number of legal sources. These sources include, but are not limited to:
 - a. reviewing, consolidating, and analyzing the reports of the officer who conducted the preliminary investigation;
 - b. obtaining reports of any evidence that may have been collected before assignment of the case to the investigator;

- c. making arrangements to obtain the results of the laboratory examination when the items have been forwarded to a crime lab;
 - d. checking agency records, *Incident Reports*, and other public records;
 - e. checking the precious metal listings, pawn shops, and other locations where stolen property may be sold;
 - f. seeking information from known criminals, associates, acquaintances, and others who may know the suspect;
 - g. investigating activities of persons who, by reason of past criminal behavior, may be considered as suspects; and
 - h. planning an organized police action such as a door-to-door canvass or extended search aimed at discovering additional physical evidence or witnesses.
3. All information collected will be gathered legally and in compliance with agency policies and procedures.
 4. In the event that an investigator comes in contact, or is made aware, of any exculpatory evidence that would exonerate the defendant, the investigator will immediately provide this evidence to his supervisors, the Magistrate and/or Solicitor's Office, and to the defendant's defense attorney. Once exculpatory evidence has been turned over to the proper officials, the agency will immediately begin the process of:
 - a. obtaining a release form from the Solicitor's Office, so the defendant can be released from the detention center and begin the process of getting the charges dropped;
 - b. if the defendant is not currently incarcerated at the detention center, the investigator will begin the process of getting the charges dropped;
 - c. any personal items that may have been seized, and is not a part of the investigation, will be returned to the defendant immediately;
 - d. the proper paperwork will be completed to get the defendant's charges cleared from their criminal record; and

- e. in the event that exculpatory evidence surfaces after a defendant's conviction investigators will follow the continuing obligation to disclose exculpatory evidence to the defense in compliance with State law and the Rules of Criminal Procedure. (Ref: CALEA 42.1.6)

L. Interview Rooms:

1. Interview rooms will be used for custodial and non-custodial interviews of persons suspected of committing a crime or charged with a crime and for conducting interviews with witnesses, complainants, and victims.
2. The transporting deputy sheriff is responsible for the safety and security of persons brought to the interview rooms until relieved by the interviewer assuming responsibility for the individual.
3. Detainees will be thoroughly searched prior to being placed in an interview room by the interviewer or the transporting deputy sheriff.
4. Detainees not in custody will be searched in accordance with constitutional requirements and the deputy sheriff's discretion.
5. A thorough search of the interview room will be conducted for weapons or contraband prior to placing detainees inside a room and after the detainee's removal from a room. (Ref: CALEA 42.2.8 item b)
6. Appropriate safety precautions will be taken while interviewing detainees. Deputy sheriffs will be aware of weapon(s) control at all times when interviewing detainees, suspect(s) and victims. Weapons will be secured in the weapons lock boxes located outside the interview rooms when conducting interviews. (Ref: CALEA 42.2.8 item a)
7. A visual observation of detainees must be made at least every 30 minutes, if conducting face-to-face interview and continuously if being monitored by video. At no time will a detainee be held in an interview room for a period of time exceeding 2 hours unless there is continuous control, defined as uninterrupted physical accompaniment of the detainee.
8. Deputy sheriffs will take necessary steps to limit the access of non-essential personnel to the detainee and the interview room area. No

more than two deputy sheriffs will be in the room at one time, except in situations of duress. (Ref: CALEA 42.2.8 item c)

9. The deputy sheriff responsible for the interview will notify a back-up deputy sheriff that they are conducting an interview. The back-up deputy sheriff will stay in the general area until the conclusion of the interview.
10. All designated interview rooms will be equipped with a camera. A monitor will be placed outside the interview room which will allow the interview room to be viewed by the back-up deputy sheriff in case assistance is needed. (Ref: CALEA 42.2.8 item d)
11. Detainees will not be handcuffed to any fixed or immovable objects while in the interview room.
12. Male and female detainees will not be placed in the same interview room.
13. Adult and juvenile detainees will not be placed in the same interview room.
14. The interview rooms shall contain the minimal equipment necessary to conduct an interview. Generally, a desk and chairs are all that is necessary. Computers may be in the interview room for purposes of obtaining a written statement. (Ref: CALEA 42.2.8 item e & f)
15. Detainees will be provided access to water, restrooms and other basic needs in a timely manner. (Ref: CALEA 42.2.8 item g)
16. Any detainee that appears to be under a significant amount of duress or appears to be a potential threat to themselves will not be left unattended.
17. In case of a fire, the responsible deputy sheriff will remove the detainee from the interview room and follow the established fire suppression and evacuation procedures. (Ref: CALEA 42.2.8 items a-f)

M. Interviews:

1. Interviews may be conducted with victims, witnesses, suspects, and any other persons who may have knowledge about a criminal offense.

2. Although there are many techniques available to assist in interviewing suspects or witnesses, the following general guidelines will be utilized in most interviews:
 - a. Conduct interviews as soon as possible so that the details of the offense are fresh, preventing the possible loss of vital information.
 - b. Control the setting as much as possible. Interviews and interrogations should be held in a quiet private location free from outside distractions.
 - c. Record the interview, either by video, taped statement, or in writing. If the interview is being recorded by audio or video equipment, the individual being interviewed will be advised of the recording. (Ref: CALEA 83.2.2 item *b & c*)
 - d. Be prepared with as much information about the offense as possible prior to beginning the interview or interrogation.
 - e. Develop, through experience and training, techniques to structure your interview that addresses the areas of the offense where information may prove useful.

N. Operations Plan:

1. On all significant operations, the supervisor in charge will be responsible for constructing and submitting an Operations Plan, which will contain the following:
 - a. objective of the operation (extended surveillance, search warrant, arrest warrant, etc.);
 - b. time, date and location;
 - c. command and control;
 - d. all available information on subject / suspects involved (to include photographs and criminal history, as well as information on known or suspected weapons or past violent acts);
 - e. Personnel involved and their respective assignments;

- f. contingencies such as assembly areas, provisions for emergency medical treatment and radio frequencies;
 - g. required support units (Aviation, SWAT, Marine, EOD) as well as any special needs regarding communications or transport; and
 - h. any support documentation such as maps, diagrams, or photographs.
 2. All operation plans will be reviewed and approved by the CID Captain. A briefing of the operation will be conducted prior to implementation. Supervisors will ensure that all participating members understand their duties and responsibilities relative to the operation.
- O. Event Deconfliction:
 1. Event deconfliction is the process of determining when law enforcement personnel are conducting events in close proximity to one another at the same time. By notifying a central location of a planned event prior to its execution, detectives will not unknowingly target or conflict with another law enforcement operation or compromise another investigation. This is particularly important for agencies in concurrent or contiguous jurisdictions that are involved in high-risk activities such as undercover operations, surveillances, execution of search warrants, or fugitive apprehensions.
 2. When certain elements (e.g., location, date, and time) are matched between two or more events/operations, a conflict results and immediate notification is then made by the deconfliction system to the involved agency personnel. The event deconfliction process is a pointer system, alerting detectives that they may be operating near one another. When a conflict exists, both agencies are notified in order for them to determine the nature of the conflict and individually decide the extent to which they wish to share case details.
 3. It is the policy of the Charleston County Sheriff's Office to engage in event deconfliction in an attempt to avoid dangerous confrontations and/or unintentional consequences for law enforcement personnel and our citizens by entering qualifying events into the ROCIC system. All information entered is considered confidential and law enforcement sensitive. (Ref: CALEA 46.2.8 item c)
 4. The following activities/events shall be entered into the event

deconfliction process:

- a. search warrants;
 - b. arrest warrants;
 - c. undercover operations;
 - d. predetermined surveillances, whether stationary or mobile, including those occurring in our agency's jurisdiction or the jurisdiction of a non-participating law enforcement agency;
 - e. fugitive operations;
 - f. long term covert operations;
 - g. any other high-risk or specialized law enforcement activities that would benefit from event deconfliction (to include special events similar to VIP Dignitary Protection, Kiawah Island Marathon, etc.). (Ref: CALEA 46.2.8 item a)
5. All operations requiring entry into the event deconfliction process shall be made as soon as information is available, but at least two hours prior to the event taking place, if possible. Information entered into the deconfliction system shall include:
- a. date and time of planned operation;
 - b. type of operation;
 - c. location of the operation, including any staging areas;
 - d. information about the suspect(s);
 - e. lead and participating agency names;
 - f. name and agency of the person entering the operation, including cellular telephone number, along with a secondary point of contact for the operation; and
 - g. specify the radius of deconfliction (if not preset by the deconfliction system). (Ref: CALEA 46.2.8 item a)
6. If a conflict with external or internal law enforcement activity is

identified, both of the contact personnel will be notified by the event deconfliction system personnel. Each affected law enforcement entity is responsible for contacting one another and resolving the conflict before taking further action. Investigating personnel must refrain from executing any operations until identified conflicts have been resolved. Unresolved operational conflicts will be immediately referred to command/supervisory level personnel. Any exemption or deviation from this procedure shall be considered on a case-by-case basis and approved only by a command/supervisory level personnel.

7. The Criminal Investigations Division Captain will be the agency administrator for system access coordination and act as a liaison with ROCIC personnel about technical aspects. Authorized users to the system will be identified by the Captain of the Criminal Investigations Division, or their designee, and given access appropriate to their duties and responsibilities. All personnel with assignments that may require them to perform event deconfliction shall receive training enabling them to obtain appropriate security access and to navigate through the event deconfliction system.

(Ref: CALEA 46.2.8 items *b & d*)

P. Surveillance:

1. Surveillance may be used in the investigation of any crime when it is necessary to observe suspects or conditions in an unobtrusive manner.
2. All surveillance activities, whether conducted solely by this agency or jointly with other agencies, must be directly related to suspected criminal activities and must be conducted in a lawful manner and in accordance with the policies and procedures of the Sheriff's Office.
3. A CID supervisor must give approval for any surveillance activity conducted by CID personnel.
4. In general, the purpose of surveillance is to:
 - a. detect criminal activities;
 - b. discover the identity of persons who frequent an establishment and determine if they are involved in any criminal activity;
 - c. to discern the habits of a person who lives in or frequents a place where criminal activity is reasonably suspected;

- d. to obtain evidence of a crime or to prevent the commission of a crime; and
- e. to provide a basis for obtaining a search warrant.

Q. Investigative Task Forces:

1. The establishment of a task force within the Sheriff's Office, or its participation in an outside task force, must be approved by the Sheriff or designee.
2. The responsibilities of the task force will be to investigate and apprehend suspects of specific crimes. Deputy sheriffs are authorized to exercise jurisdiction outside Charleston County for the purpose of criminal investigation in a task force only if written agreements between or among the law enforcement agencies involved have been properly executed. The agreement will delineate authority, responsibilities, accountability, and resources used in the task force.
(Ref: CALEA 42.2.3 item a)
3. Bureau Chiefs will be responsible for the operation of any task forces under their purview organized within the Sheriff's Office. For joint task forces, a specific supervisor of one of the involved agencies will be designated as the task force supervisor and will be accountable for its operation. The Bureau Chief or designee will maintain liaison with the joint task force supervisor.
(Ref: CALEA 42.2.4 items a & b)
4. All resources needed for the task force will be identified in the task force agreement. This includes manpower, vehicles, equipment, special investigative equipment, etc. All resource requests must be approved by the respective Bureau Chief prior to being ordered.
(Ref: CALEA 42.2.4 item d)
5. Agency personnel assigned to any task force will keep their respective supervisors completely informed of pertinent developments and intelligence information consistent with any national security requirements.
6. The task force deputy will be issued proper credentials identifying themselves as a participant of the task force and will practice all officer safety protocols as outlined in the task force agreement.
(Ref: CALEA 42.2.4 items e & f)

7. The agency's unit captain or designee will be responsible for completing an annual assessment of this agency's participation in a task force to be forwarded via the chain-of-command through the respective Bureau Chief to the Assistant Sheriff and Sheriff. The Bureau Chief, Assistant Sheriff and Sheriff will determine the continued necessity for the allocation of manpower to a task force.
(Ref: CALEA 42.2.3 item e, and 42.2.4 item c)

R. Serious/Habitual Offenders:

1. As a significant share of serious and violent crime is perpetrated by a relatively small segment of any population, it is the policy of the Sheriff's Office to identify those offenders and direct investigative and prosecutorial resources in an appropriate manner.
2. A Serious or Habitual Offender is defined for the purposes of this policy is an individual involved in the commission of a crime, who is charged with the commission of a General Sessions offense; and
 - a. has a previous felony conviction, in this or any other state; or
 - b. uses or possesses a firearm during the commission of a General Sessions Offense; or
 - c. has a previous conviction for an offense enumerated in Section 17-25-45 of the South Carolina Code of Laws as a "serious offense," or "most serious offense."
(Ref: CALEA 42.1.5 items a & b)
3. In all cases where an individual is identified as a serious or habitual offender, notice will be made to the prosecuting authority via the *Prosecutive Summary Form*, citing the reason for qualification.
4. At the discretion of the unit captain, individuals qualifying as serious or habitual offenders may be referred to outside agencies (Federal or State) for further investigation and prosecution.
(Ref: CALEA 42.1.5 item c)

S. Identity Theft:

1. Identity theft is punishable under federal law when any person knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a felony under any

applicable state or local law [18 U.S.C. § 1028(a)(7)]. Identity theft is punishable under South Carolina Code of Laws 16-13-510.

2. All sworn deputy sheriffs are authorized to take reports on identity theft. Recording all relevant information and data in such reports is essential to further investigation.
3. Information concerning criminal acts that may have been committed by illegally using another's personal identity as covered by state and federal law will be fully documented.
4. Obtain and verify identifying information of the victim to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers.
5. Document the nature of the fraud or other crime committed in the victim's name such as:
 - a. the types of personal identifying information will be determined that may have been used to commit these crimes (i.e., social security number, driver's license number, birth certificate, credit card numbers, etc.) and whether any of these have been lost, stolen or potentially misappropriated;
 - b. any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events;
 - c. whether the victim authorized anyone to use his or her name or personal information;
 - d. whether the victim has knowledge or belief that specific person or persons have used his or her identity to commit fraud or other crimes;
 - e. whether the victim is willing to assist in the prosecution of suspects identified in the crime;
 - f. if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with a case number; and

thorough and timely investigation of these offenses, and proper collection of evidence for prosecution.

1. Required Documentation: To initiate a worthless check investigation, a deputy sheriff will obtain the following from the complainant (victim/vendor):
 - a. A completed *Worthless Check Worksheet*.
 - b. A copy of the dishonored check.
 - c. A copy of any correspondence sent to the offender (e.g., demand letters).
2. Investigative Steps: Upon receipt of the required documentation, the assigned deputy sheriff will:
 - a. Review the *Worthless Check Worksheet* to ensure all fields are completed and the form is signed by the victim/vendor.
 - b. Verify that the check was deposited within 10 days of being accepted, and that the physical address where the check was received is within Charleston County.
 - c. Verify that the check was presented within the 180-day statute of limitations.
 - d. Ensure the check has been stamped or written upon by the drawee bank with the reason for dishonor (e.g., "Insufficient Funds," "Account Closed").
 - e. Attempt to contact the offender to obtain payment and/or a statement regarding the incident.
 - f. Document all investigative efforts on a Supplemental Report.
3. Case Disposition:
 - a. Cleared by Payment: If the offender makes restitution, which can include a civil agreement, partial payments consented to by the victim, or full payment of the check plus any fees, the criminal investigation will not be pursued. In these cases, the matter may be closed as "Exceptionally Cleared - Victim Declines Cooperation" or as otherwise directed by a supervisor.
 - b. Warrant Application: If the offender does not make restitution and all investigative steps are completed, the deputy sheriff will prepare an arrest warrant affidavit. An arrest warrant will not be sought if more than 180 days have passed since the check was presented. All warrant affidavits for worthless checks will be submitted to a supervisor for review prior to being signed.
 - c. Case File: The completed case file, including the *Worthless Check*

Worksheet, will be maintained in accordance with the Case File Management section of this procedure.

U. Prosecutorial Summary Package:

1. Patrol deputy sheriffs who make arrests on General Sessions charges must prepare a prosecutorial summary package for submission to their supervisor within three working days. Investigators who make arrests on major cases will submit a prosecutorial summary package to their supervisor within seven calendar days. If a deputy sheriff is scheduled to be on leave or anticipates being on extended leave prior to the end of the seven calendar day time constraint, the prosecutive summary must be completed no later than their last working day before the leave period begins.
2. Deputy sheriffs serving General Sessions arrest warrants will immediately forward after the bond hearing all paperwork to the affiant in those cases in which a deputy has signed the warrant.
3. Supervisors will ensure that the prosecutive summary package is provided to the solicitor's office within twenty days of the arrest.
4. A completed case file on each juvenile offender must be provided to the Criminal Investigations Division for forwarding to the Family Court before the deputy sheriff ends their tour of duty.

V. Court Appearances:

Deputy Sheriffs will arrive on time for all court appearances with whatever materials are required.

W. Warrants:

All search and arrest warrant affidavits will be submitted to a supervisor for review prior to the warrants being signed. Supervisors will ensure accuracy, completeness, and the appropriateness of the charges.