



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

**11-10**

## **SEX OFFENDER REGISTRY**

- ☐ 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 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To establish procedures for the operation and maintenance of the South Carolina Sex Offender Registry (SOR) for Charleston County.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to promote public safety through the use of the Sex Offender Registry by complying fully with the standards and procedures set forth by the State Law Enforcement Division (SLED) and the provisions of the South Carolina Code of Laws §23-3-400, et seq.

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. The Criminal Investigations Division (CID) Captain is responsible for appointing a detective as the SOR Coordinator and any additional CID personnel who will be responsible for:

1. security and maintenance of the sex offender file;
2. ensuring timely data entry and validation to SLED and updating the Sex Offender Registry Tool (SORT) database;
3. pre-registration, bi-annual and quarterly registration of convicted offenders as defined in §23-3-450 and §23-3-460 of the South Carolina Code of Laws;

4. verifying past due offenders that are not in compliance;
  5. completing *Incident Reports* on past due offenders; and
  6. securing required arrest warrants.
- B. Notify principals of public and private schools and administrators of day care and family day care centers bi-annually of an offender whose address is within one half mile of the school or business per South Carolina Code of Laws Section §23-3-490(C). This should be accomplished by notification during the first week of school. This does not hinder additional notification when deemed necessary by the Sheriff and in accordance with law.
- C. The SOR Coordinator will maintain effective liaison with other agencies to ensure the timely and comprehensive transfer of offender information as necessary. Additionally, if the offender moves to another county within South Carolina, prior to the end of their shift, the SOR Coordinator will notify that county by telephone, email, or administrative message that the offender is relocating to their jurisdiction.
- D. Requests for offender information from the public will be handled via the *Sex Offender Registry Sheriff's Office Public Request Form (CCSO form-351)* available at the Charleston County Sheriff's Office. Completed forms will be forwarded to the SOR Coordinator for handling. A copy of the form will be placed in the offender file. Registry information may be disseminated to the public over the telephone disclosing only the information that is available to the public via the National Sex Offender Public Website ([www.nsopw.gov](http://www.nsopw.gov)). Requests for information will be kept confidential.
- E. The SOR Coordinator will determine available dates and times to register. Convicted offenders reporting to the Charleston County Sheriff's Office will be directed to the office of the SOR Coordinator. The office hours will be clearly posted on the SOR exterior door. Should an offender report after business hours, weekends, or holiday, the offender will be directed to report during regular business hours or contact the SOR Coordinator to schedule an appointment.
- F. The SOR Coordinator or designee will request positive identification from the offender and photocopy the ID for the offender's file. The SOR Coordinator will determine if the offender is a new or current registrant or is reporting to provide information for a status change.
- G. If the offender is a new or current registrant, the SOR Coordinator or

designee will:

1. request positive identification from the offender;
  2. request information on any vehicle owned or operated by the offender;
  3. run a QSO and ICHR on the offender;
  4. verify that there are no active warrants on the offender;
  5. photograph the offender via the SRO workstation;
  6. enter information into the SORT database and NCIC;
  7. inform the offender of their obligations relative to reporting and their next registration date;
  8. direct the offender to the Sheriff Al Cannon Detention Center for photographing and obtaining fingerprints and palm prints;
  9. advise the offender failure to submit to fingerprinting and/or photographing will result in the issuance of a warrant for failure to register; and
  10. have the offender read and complete the applicable form(s) and obtain the offender's signature. If the offender cannot read, the SOR Coordinator or designee will read and explain the form(s) to the offender before obtaining their signature.
- H. If an offender is reporting to update information, these steps will be completed:
1. the offender will complete the applicable form(s); if the offender cannot read, the SOR Coordinator or designee will read and explain the form(s) to the offender before obtaining their signature;
  2. verify that there are no outstanding warrants on the offender; and
  3. the SOR Coordinator or designee will update the information in the SORT database and NCIC.
- I. In all cases, the SOR Coordinator or designee and the designated CID supervisors will verify completeness of the registration on the *NCIC Entry Quality Check (CCSO form-349)*.

- J. Offenders may register 30 days early, but must register within the allotted time frame of their bi-annual or quarterly registration dates. As soon as an offender is verified as overdue, a warrant will be obtained. It is important to recognize that an unregistered offender presents a heightened risk to the community and presents obstacles to any investigation involving additional crimes committed by that offender.
- K. On a monthly basis, the SOR Coordinator will verify that all offenders due for registration that month are current. The SOR Coordinator will verify overdue offenders by:
  - 1. verifying that the offender is not incarcerated in federal prison, state prison, and county detention centers within the state;
  - 2. checking the offender's criminal history;
  - 3. contacting the offender's Probation/Parole agent if applicable and notifying them of the overdue status; and
  - 4. verifying the offender is not deceased.
- L. If the offender is verified as overdue, the SOR Coordinator or a detective will complete an *Incident Report* for failure to register or re-register, including conviction charge, date of convictions, bi-annual or quarterly due date.
- M. Warrants will be entered into RMS/NCIC and filed by the Warrants Office.
- N. All SOR files will be maintained in the Criminal Investigations Division in the manner prescribed by the CID Captain. The SOR Coordinator and the designated CID supervisor are responsible for the completeness, accuracy, and security of the SOR files.
- O. The SOR Coordinator will receive monthly NCIC validations from the Sheriff's Office Terminal Agency Coordinator (TAC). The SOR Coordinator will verify the listed records and return the verification to the agency TAC.
- P. Address verifications will be completed on a monthly basis. Each offender is required at a minimum to have one address verification per year. The verification paperwork is completed by the SOR Coordinator and assigned to other deputy sheriffs to be completed in a timely manner. Address verifications will be entered into the SORT database.
- Q. When an offender is arrested by a deputy sheriff other than the SOR

Coordinator, the deputy sheriff is required to complete the *Sex Offender Information Sheet* attached to the warrant, as well as an *Incident Supplemental Report* and *Arrest and Booking Report*. All information will be forwarded to the SOR Coordinator immediately following the bond hearing and the SOR Coordinator will complete the GSC packet and/or handle magistrate court.

- R. Pursuit to the General Appropriations Act, the Sheriff's Office is authorized to impose and collect an annual registration fee of \$150.00. The fee is collected during the offender's birth month registration.
1. Indigent sex offenders may attest their indigence by completing an Affidavit of Indigence and providing the required documentation. An Affidavit of Indigence is required yearly.
  2. Non-indigent offenders that do not pay the required fee may be charged for failing to register as required by State law.
  3. The fee may be paid in cash or money order. No credit cards, debit cards or personal checks will be accepted. The fees will be collected by the SOR Coordinator or designee and verified. The offender will receive a receipt of payment and the payment will be noted in offender's file.
  4. The collected fees will be stored in a secure location in CID until transferred to Finance. The fees will be documented, verified, and transferred to Finance on an approved schedule.
  5. Fifty dollars of each collected fee will be remitted by the Sheriff's Office to SLED on a quarterly basis. The fee collected will only be used to fund the operations of the Registry. A current balance of the collected fees will be updated and maintained by the SOR Coordinator.