



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-08 Duty Exchange

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:
CALEA Standards Reference:
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 a procedure whereby detention deputies and fully trained civilians are able to exchange duty periods permanently, or for circumstantial and emergency purposes approved by the Housing/Security or the Administrative Services/Processing Major.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to allow staff members to exchange duty periods, permanently or temporarily, with the prior written approval of the affected supervisors and command staff. Employees failing to report for duty periods they agreed to work will be handled in the same manner as if they failed to report for their normal duty assignment. Employees cannot have any sustained disciplinary actions or be on any type of probation to participate in the duty exchange program. The Chief Deputy in the deputies' chain-of-command maintains authority over all transfers and can supersede this policy based on the needs of the Sheriff's Office.

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, 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, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy.
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. *Long Term Duty Exchange*: Are considered to a "cycle for cycle" swap, allowing one employee to work a series of all-day shifts, and the other all-night shifts.

D. *Shift Assignment Roster*: Allows employees and supervisors the opportunity to formally request a permanent change to their assignment to either a

permanent or rotating shift.

- E. *Short Term Duty Exchange*: Is considered to be a “shift per shift” swap; any employee can request one (1) or up to four (4) twelve-hour shift exchanges not to exceed four (4) consecutive days.

IV. Procedure:

A. Short Term Duty Exchange:

1. Employees must complete the Duty Exchange Form (Form- 335) no later than seventy-two (72) hours prior to the exchange period. This form requires the signatures of both individuals participating in the exchange.
2. The employee must obtain the signatures of both affected supervisors.
3. The last supervisor signing the form will forward the original to the appropriate supervisor.
4. Employees may “swap” assignments from different divisions only if the employee accepting the “swap” is qualified to work in that specialty area.
5. Employees may swap assignments only if they have equal qualifications; for example, Field Training Instructor (FTI) with Field Training Instructor, Emergency Response Team (ERT) Operator with Emergency Response Team (ERT) Operator, etc.
6. All short-term duty exchanges must be conducted within the same “pay period”.
7. Duty exchanges are not approved until all affected employees and supervisors have signed the form and copies are issued to all parties.
8. Supervisors will normally approve these requests providing there are no overriding reasons for disapproval. Any denial of a duty swap must be explained in writing on the form. Denials may be grieved following the employee grievance policy.
9. All duty exchange requests must be forwarded up to the chain-of-command with an approval or denial and the reason for the request.

B. Long Term:

1. Employees must complete the *Long Term Duty Exchange Form (SACDC Form-336)* no later than one (1) full pay period prior to the exchange period. The duty exchange will begin and end on the date specified. This form requires the signatures of both employees participating in the exchange.
2. Obtain the signatures from both supervisory chains-of-command up to the Major.
3. The appropriate Major will review, approve/deny the request and will forward the original back to the appropriate Division Captain.
4. Long term duty exchanges should be between the opposite duty shift. Example: Team One and Team Four work the same calendar days.
5. Employees will be allowed two (2) long-term duty exchanges per year and will be for a single rotation cycle. At the conclusion of the duty exchange, employees will report to their normally assigned shift.
6. In the event one staff member is unable to complete their long-term duty exchange obligation, (promotion, retirement, etc.) the Division Captain will advise the other employee when to return to their normal shift.
7. Long-term duty exchanges for supervisors are not allowed. However, a memo for a hardship with explanation can be sent through the supervisor's chain-of-command for consideration.
8. Payroll and chronologicals will be the responsibility of the supervisor the employee is working for at the time payroll and chronologicals are due.
9. Annual Performance Appraisals will be the responsibility of the primary supervisor. The supervisor will reference all chronologicals provided for the appraisal period.

C. Permanent Shift Assignment:

1. The requesting employee must submit a completed *Shift Assignment Request (Form-551)*.
2. The form will be reviewed at each level of the employee's chain-of-command. Supervisors at each level of the chain-of-command can

- provide recommendations but cannot prevent the request from progressing through the entire chain-of-command to the Major.
3. The appropriate Major will review, approve/deny the request and will forward the original back to the requesting employee. A copy of the request, if approved, will be submitted to the Chief Deputy's Executive Assistant for inclusion in the *Shift Standby Roster (Form -552)* for the applicable duty position.
 4. The Chief Deputy's Executive Assistant will add the approved request onto the applicable area of the Shift Standby Roster in numerical order consistent with the order approved. The roster will be posted on the agency intranet page and available to all employees. The posted roster will be current and updated with each inclusion or removal from the roster.
 5. Employees on the standby roster will transfer to a vacant position in the approved area based on their numeric assignment and the needs of the facility. Employees with special qualifications such as FTI or firearms qualification may be given priority over a numeric transfer based on facility need. Positions may remain vacant based on overall agency staffing.
 6. Assignments to permanent shifts are widely sought and thus considered a privilege. As such, employees in permanent shift assignments must adhere to the highest standards. Employees failing to maintain performance standards resulting in discipline, unacceptable attendance, and the failure to maintain qualifications may be transferred to other duty assignments.