



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

17-02

Judicial Center Temporary Holding Facility

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 5-ALDF-1A-03, 04; 1C-14; 2B-08; 2D-01, 02; 4D-09; 6A-02
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards: 1063b, d; 1064; 1065e; j1095e; 2014-8, 40; 2034a; 3001, 3003

This policy dated 1/29/2025 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.

II. Policy:

The Court Detention Staff are responsible for the security and welfare of inmates/juveniles temporarily held at the Charleston County Judicial Center. Although this policy is primarily for the Court Detention Deputies, all detention deputies will be made aware of temporary holding facility operations to ensure 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, 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).

IV. Procedure:

A. Deputies assigned to the Judicial Center will be issued photo ID cards from Human Resources located at the Public Services Building, the ID card will allow security access in and out of the facility. These cards will be worn so they are clearly visible.

B. Deputies assigned to the Detention Control Room will monitor and control the opening of outer security doors, the gates to the secured parking area, and the sally port gates; only for Transport Deputies. All other monitoring will be conducted by the Limited Duty Deputies (LDD) in Main Control.

C. All doors in the temporary holding area will remain locked and secure if not in immediate use by authorized personnel.

1. Occupied cell doors will only be unlocked for inmate movement and emergency responses.
 2. The courtroom elevator will remain locked when not in use.
 3. At no time will security doors be propped open.
 4. Malfunction to any door or locking mechanism in the holding facility will be immediately reported to the Detention Supervisor for corrective action. (5-ALDF-1C-14)
- D. Nonessential Personnel will not be admitted into the holding facility.
1. Attorneys, Law Enforcement personnel, and Probation Officers will be allowed access to the visitation area with proper credentials to conduct official business. (SC Min. 2034a, 5-ALDF- 6A-02)
 2. Maintenance personnel with proper credentials will be escorted and monitored. Strict tool control will be enforced with all equipment or tools brought into the facility. (SC Min. 1064, 5-ALDF-2D-02)
 - a. there will be no inmate movement around work areas.
 - b. all tools will be secured prior to any inmate movement.
 - c. Court Deputies will advise the Judicial Center Main Control Room when Facilities Management personnel arrive at a work location and when they leave a work location.
 - d. The Judicial Center Main Control Room will log beginning and ending maintenance times.
- E. The Judicial Center Detention Control Room is responsible for the security of all temporary holding facility keys. (5-ALDF-2D-01)
1. Key assignments will be noted on the key log at the beginning of each shift in the Judicial Center Detention Control Room. (SC Min. 1063d)
 2. Deputies will turn in assigned keys to the Judicial Center Detention Control 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. (SC Min. 1063b)

- F. Deputies assigned to the Judicial Center will complete the field training program relative to the operation of the facility. This training will include fire suppression and the use of holding facility equipment.
- G. Judicial Center Deputies will familiarize themselves with the location and use of available fire suppression equipment. Main Control Room Deputies will ensure that automatic fire detection and suppression equipment is functional at the beginning of the shift and report any malfunctions to Facilities Management, the Main Control Room, and the Judicial Security 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 Emergency Response Team (ERT), South Carolina Law Enforcement Division and South Carolina Department of Corrections when escorting a death row inmate, or a Deputy Sheriff. All responses with weapons will be consistent with Agency use of force directives.
(4-ALDF-2B-08)
- I. Male and female inmates and male/female juveniles will be kept separate. Deputies supervising inmates/juveniles of the opposite sex will take all necessary precautions to ensure their privacy.
- J. Juvenile inmates will be held out of both sight and sound of adult inmates. Juveniles will be checked visually every thirty minutes or as frequent as conditions warrant.
(SC Min. j1095e)
- K. Deputies assigned to the Main Control Room and Detention Control Room will monitor video surveillance equipment. Video equipment will be used to supplement the personal supervision of inmates/juveniles and will be controlled to reduce the possibility of invading a detainee's personal privacy.
(SC Min. 2014-8)
- L. The Detention Control Room will monitor inmate/juvenile communications using the provided two-way speaker system.
(SC Min. 1065e)
- M. A first aid kit will be available in the holding facility. The Court Detention Sergeant will inventory the first aid kit monthly and notify the Safety Compliance Specialist if supplies need to be replenished.
(5-ALDF-4D-09)
- N. Assigned Detention personnel will search holding cells for weapons and contraband at the beginning of the shift and prior to the introduction of inmates. Searches will be conducted each time a holding cell becomes vacant.

Any weapons or contraband located will be reported to the Detention supervisor immediately. Assigned 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 documented and brought to the immediate attention of a supervisor for corrective action.

(SC Min. 2014-40, 5-ALDF-1C-14)

- O. Adult inmates will be checked visually every thirty minutes or as frequent as conditions warrant.
- P. A minimum of two deputies will be assigned to holding. Inmates/juveniles who are removed from cells will be summoned from the cell, patted down and restraints will be applied. Deputies will not enter an occupied holding cell, except under emergency circumstances. If emergency entry is necessary, Main Control will be notified. Video surveillance will be maintained. All available deputies will respond to assure the safety of deputies and the security of the facility.
- Q. All inmates/juveniles will be in waist chains and leg irons when not in a holding cell. Juveniles will not wear any instruments of restraint, such as handcuffs, chains, irons or straightjackets while appearing before the court unless the juvenile poses a threat of serious harm to him/herself or others.
(Section 1 Article 13, Chap 19, Title 63)
- R. Inmates/juveniles who are a threat to themselves or others, (e.g. suicidal or combative), will be segregated, secured, and placed under direct or video observation. When possible, these inmates/juveniles will be transferred to the Sheriff Al Cannon Detention Center or the Charleston County Juvenile Detention Center as soon as practical. Deputies will complete the appropriate documentation, to include Use of Force forms (SACDC Form-352).
- S. Inmates booked into the holding facility will be processed according to the established intake procedures of the Sheriff Al Cannon Detention Center and the Charleston County Juvenile Detention Center.
 - 1. All inmates/prisoners/juveniles entering the holding facility will be thoroughly searched and an itemized inventory of property taken will be maintained.
 - 2. 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/juvenile/prisoner to the Detention Center/Juvenile Detention

Center, or other receiving facility.

3. Strip searches will only be conducted at the Sheriff Al Cannon Detention Center/Charleston County Juvenile Detention Center.
- T. Inmates transferred from deputies to the custody of the Law Enforcement Judicial Security Division will be kept under continuous supervision.
- U. 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 Detention supervisors and the Consolidated Dispatch Center (CDC). Timely notification of the Detention and Law Enforcement chain-of-command will be accomplished.
 2. Personnel are to remain mindful that emergency situations offer opportunities for escape and/or assault.
 3. Any evacuation of the holding facility will be conducted according to the evacuation plan. Primary and secondary evacuation routes will be posted throughout the holding facility. Personnel will familiarize themselves with evacuation routes.
 4. Emergency Medical Services (EMS) will be notified for medical emergencies in the Judicial Center.
 - a. Main Control Detention Deputies will notify EMS through the 911 System or the most practical method.
 - b. Until additional assistance arrives, detention deputies will render first 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. The preferred hospital for the detention center is the Medical University. Each transport will be made by a Charleston County Sheriff Office Deputy.
 - d. The Detention Supervisor will notify the Detention Center Medical Services if an inmate is to be transported off-site for medical treatment.

5. 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 Law Enforcement chain-of-command.
- V. In the event of an attempted or actual escape from the Judicial Center, detention deputies 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 facility: a. the Detention Control Room will ensure the exterior doors are locked and monitor the video surveillance cameras to locate the inmate; and b. the Main Control Room will immediately notify the Judicial Security 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 Law Enforcement, Detention supervisors, and the CDC;
 - c. a Law Enforcement Judicial Security 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. once notified by the Incident Commander 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 Law Enforcement and Detention chain-of-command.
 3. Upon apprehension, the Main Control Room will be notified. The Main Control room will notify the onsite Law Enforcement, Detention supervisors the CDC, and the Charleston Police Department.
 4. The inmate/juvenile will be searched immediately and transferred to the Sheriff Al Cannon Detention Center / Charleston County Juvenile

Detention Center.

5. A full report of the escape will be prepared and forwarded through the chain-of-command for review.
- W. Assigned detention deputies will conduct a daily inspection of the holding facility to examine the cleanliness, 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 (SACDC Form -331).
(SC Min. 3001, 3003, 5-ALDF-1A-03, 04)
- X. 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.