



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 17-04 Facility Inspections

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 1A-01, 04; 1A-22; 1C-14, 15; 2A-11, 12

CALEA Standards Reference:

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards:

PREA Standards: 115.93

*This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.*

**I. Purpose:**

To establish procedures for conducting inspections of all areas of the Sheriff Al Cannon Detention Center (SACDC), including security devices.

**II. Policy:**

The SACDC provides guidelines that govern the type and frequency of inspections throughout the facility.

**III. Procedures:**

A. The SACDC complies with all applicable laws and regulations of the governing jurisdiction, and any deficiencies are corrected. Facility inspections include but are not limited to the following;

1. Department of Health and Environmental Control (DHEC);
2. South Carolina Department of Corrections (SCDC);
3. South Carolina State Deputy Fire Marshal Inspection;
4. American Correctional Association (ACA);
5. United States Marshall Service (USMS);
6. Bureau of Prisons (BOP);
7. National Commission on Correctional Health Care (NCCHC); and
8. Prison Rape Elimination Act (PREA).

(Ref: PREA 115.93, 5-ALDF-1A-01)

B. Fire safety inspections are conducted weekly and monthly as outlined in SACDC Policy [\*Fire/Safety Prevention and Inspections\*](#). Inspections of the mechanical and electrical rooms will be conducted monthly by the Safety Compliance Specialist. These rooms are separate from inmate housing units and have adequate space for all equipment. (5-ALDF-1A-01, 22)

**C. Inspection and Repair of Security Devices:**

1. The Facility Maintenance Supervisor, or designee, shall review all maintenance requests for needed maintenance repairs. These repairs may include, but are not limited to, the following:
  - a. Locks
  - b. Doors
  - c. Windows

- d. Equipment
    - e. Other security devices
  - 2. Security devices requiring repairs or maintenance are inspected and repaired on a priority basis. (Ref: 5-ALDF-1C-14)
  - 3. Emergency equipment and systems (i.e. fire extinguishers, flashlights, radios, etc.) are inspected at least monthly and/or as deemed necessary or in accordance with the manufacturer's recommendations and instruction manual or designee to ensure they are in working order. (Ref: 5-ALDF-1C-15)
  - 4. Central Control will log any issues with locks, doors, or cameras on their daily log which is forwarded through the Security chain-of-command at the end of each shift. Work orders for these issues will be submitted at the time the issue arises. Pat alarms will be tested on a weekly basis. If there are any issues with the test, they are to be put on the weekly pat test report and submitted to the proper chain-of-command. (Ref: 5-ALDF-2A-13)
- D. Housing Unit Inspections:
  - 1. Detention deputies complete inspections of their assigned post upon shift takeover. These inspections including, but not limited to: work areas, storage closets, visitation areas, recreation yards, multipurpose rooms, and dayroom areas. Inspection results are entered into the "Jailer's Log" using the type code "SAN" in the JMS. (Ref: 5-ALDF-1A-04)
    - a. The Unit Detention Deputy will inspect rooms and living areas under his/her control daily and report any problems to the immediate supervisor.
    - b. Detention deputies will notify inmates of unsatisfactory room conditions. In cases of continued noncompliance, staff will begin progressive disciplinary measures.
  - 2. Sergeants Inspections:
    - a. Shift Sergeants will visit the units and detention deputy work areas at least once per shift to inspect for the following:
      - 1) staff compliance with policy and procedures;
      - 2) staff and inmate concerns;
      - 3) security, safety and fire hazards; and
      - 4) cleanliness and maintenance defects.(Ref: 5-ALDF-1A-04, 2A-12)

- b. After completing a round, the supervisor will enter a brief synopsis of observations or findings in the "Jailer's Log Menu" of the JMS prior to the end of each shift. This log entry will document the overall condition of the units visited.
- 3. Inspections by Supervisors/Lieutenants:
  - a. Each Lieutenant or designee shall conduct a weekly inspection of the following areas to include, but are not limited to:
    - 1) dayroom floors, showers, walls, windows, tables, doors and stairs;
    - 2) window/door obstructions, mopped floors;
    - 3) made beds, neat/orderly personal items and contraband;
    - 4) visitation areas, storage closets; and
    - 5) outside recreation yard, and multi-purpose room.

(Ref: 5-ALDF-1A-04, 5-ALDF-2A-12)
  - b. After completing the inspection, the Lieutenant or designee will enter a brief comment on their observations or findings in the "Jailer's Log" section of the (JMS).
- 4. Each Division Captain will personally inspect his/her area of responsibility at least once a week. If any deficiencies are noticed during the inspection, the Captain will complete a facility work order.
- 5. Inspections of sanitation in all areas of SACDC will be documented and a written record kept on the *Monthly Facility Inspection (SACDC Form-467)*. These inspections will be documented by:
  - a. Assigned supervisors, who are broken up into four groups, and conduct monthly inspections of all non-housing units on a rotating schedule. Accreditation will keep a copy of the assigned groups in their office for review.
  - b. The supervisors will turn in the *Monthly Facility Inspection* to the Administrative Services Captain for retention. In addition, a copy will be forwarded to both Majors.
- 6. No inmate will inspect sanitation, check temperatures, or maintain the records of inspections or checks.
- 7. Maintenance issues, reported by detention deputies and staff, should be documented in the work order system via the Charleston County Intranet.