



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

18-17 Special Management

- New
- Revised
- Reviewed

ACA Standards Reference: 2E-01, 02, 03, 05, 06; 10, 11, 14, 15, 19, 20, 21, 22, 24
CALEA Standards Reference:
NCCHC Standards Reference: E-09
SCLEA Standards Reference:
SC Minimum Standards: 1082a; 1093; 1093b, c; 1094;

This policy dated 11/20/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines that governs the operation and supervision of inmates requiring Special Management.

II. Policy:

It is the policy of the Sheriff Al Cannon Detention Center (SACDC) to provide secure, safe housing to inmates who require a higher degree of control and supervision, ask for administrative segregation, or who staff otherwise find necessary to remove from the general population of the facility.

(Ref: SC Min. 1093)

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. *Administrative Segregation*: Utilized only when the inmate's presence in general population poses a serious threat to the life of the inmate, other inmates, staff members, or to the security of the facility.

D. *Administrative Segregation Panel*: A panel of three non-shift lieutenants who convene to determine the necessity of administrative segregation within twenty-four hours of placement.

IV. Procedure:

A. Admission into Special Management status is a non-punitive status in which restricted conditions of confinement are required to ensure the safety of the inmates or others, the protection of property, or the security and good order of the facility. Inmates in Special Management will not be comingled with inmates in Behavioral Management.

1. An inmate may be confined in Special Management for any of the following reasons:
 - a. The inmate requests, in writing, placement for his/her own protection and must give the need for protection or list the enemy/enemies. The classification deputy will complete the *Administrative Segregation Admission/Removal Form*.

Note: If an inmate does not list the name of the enemy/enemies, they will still be given administrative segregation; however, the detention center will not be held responsible if they are housed with the enemy/enemies due to the lack of information provided by the inmate. (SC Min. 1093(b))
 - b. The inmate is pending reclassification.
 - c. The inmate requires an immediate mental health evaluation and cannot be housed with general population inmates. Inmates in this category will be placed in the Special Management Unit (SMU) only if medical housing is not otherwise available.
 - d. Medical isolation cases in which medical housing is not otherwise available.
 - e. The inmate is in transfer status to or from a higher security institution.
 - f. The inmate, in the judgment of staff, may for some other reason, pose a threat to him/herself or others, or the security of the SACDC. (This includes high profile cases.)
 - g. The inmate is the subject of a pending criminal investigation or faces the filing of criminal charges as a result of an incident that occurred at the facility. (Ref: SC Min.1093b, 5-ALDF-2E-03)
 - h. The inmate is sentenced to a state institution ninety-one days or more. (Ref: SC Min. 1082a)
2. The procedure for placing an inmate in the SMU is as follows.
 - a. Admission may be authorized by the Housing/Processing

Lieutenant, Housing Supervisor, or Classification Supervisor by completing the *Administrative Segregation Admission/Removal Form*. The action must be reviewed within seventy-two hours by the Classification Unit. (5-ALDF-2E-01)

- b. When an inmate is admitted into the SMU, the admitting deputy will complete an entry in the Jail Management System (EIS) explaining the reasons for the inmate's removal from general population.
- c. The deputy will contact medical so a nurse can screen the inmate and will document that medical has been notified on the Medical Notification for Special Management Form. Medical staff will respond in a timely manner. (5-ALDF-2E-02; J-E-09)
- d. Any inmate can request administrative segregation in writing or verbally.
 - 1.) The Housing Unit Deputy will immediately notify his/her Housing Sergeant, who in turn will notify classification.
 - 2.) Classification will review the request with the inmate and complete the Administrative Segregation Admission/Removal Form.
 - 3.) Classification will schedule an inmate in JMS under tracking move to relocate the inmate to SMU.
 - 4.) The original request will be scanned into the inmate's classification multimedia.
- e. A supervisor requesting an inmate be housed in administrative segregation will explain the reason for placement to the inmate and will complete the *Administrative Segregation Admission/Removal Form*. The original will be scanned into the inmate's classification multi-media in JMS. The Processing Captain or designee will be notified via email.

Note: Upon approval from the Administrative Segregation Panel inmates will be placed on Administrative Segregation. They will document their approval/denial on the Administrative Segregation Admission/Removal Form. The original will be

scanned into the inmate's classification multi-media in JMS. Classification will review the inmate's placement within seventy-two hours.

3. Deputies will ensure the unit is operated safely, and all inmates are personally observed at least every thirty minutes on an irregular schedule. (5-ALDF-2E-10)
4. When a cell door is opened, for any given reason, there must always be two deputies present.
5. Inmates in the SMU will receive daily visits from the Tactical Operations Sergeant, members of the program staff on request, and a qualified health care official three times per week, unless medical attention is needed more frequently. (5-ALDF-2E-11)
6. The status of inmates in special management will be reviewed within seventy-two hours of admission, every seven days for the first two months, and at least every thirty days thereafter. The result of the review will be documented on the *Special Management Review Form* located in the SMU Log. (SC Min. 1093C, 5-ALDF-2E-05)

B. Programs:

Female inmates shall be afforded the same rights and confined in an area separated from normal auditory and visual contact with male inmates. Inmates in special management will be offered programs and services that, although not comparable in terms of freedom availability with general population privileges, will generally include:

1. educational services;
2. commissary services;
3. legal/library services;
4. barbering and hair care services;
5. recreational programs;
6. religious guidance;
7. telephone access;

8. visitation;
9. writing and receiving correspondence;
10. issue and exchange of clothing and linens; and
11. one hour of recreation time per day.

(SC Min. 1094, 5-ALDF-2E-14, 15, 19, 20, 21, 22, 24)

C. Release from Special Management:

1. An inmate may be released from special management for any of following conditions:

- a. the condition that required placement in special management no longer exists;

Note: Inmates placed in special management due to high profile cases will usually be released from segregation within a 90 – 120 day period; thus allowing the publicity of the case to diminish.

- b. the release of an inmate from the facility;
- c. the inmate requests in writing to be removed from administrative segregation status and submitting the form to the Deputy.

(SC Min. 1093b, 5-ALDF-2E-06)

2. A review will take place prior to releasing the inmate from special management. When Classification receives a Kiosk Request asking to be removed from special management or a Request to be Removed from Administrative Segregation the following reviews take place:

- a. the inmate's "Log & Jail Incidents" section of JMS is read to ensure the inmate has not demonstrated any reason to remain in special management;
- b. the inmate's associations are reviewed to verify that enemies and/or associates' locations will not prevent the inmate from relocating;
- c. the inmate's alerts, logs, and classification history are screened to make sure the inmate has no orders from command staff to

- remain in special management;
- d. the deputy for special management will be contacted to verify the inmate is in good standing to be removed from this status; and
 - e. the inmate's jail incidents will be checked to ensure no disciplinary actions have been taken against the inmate recently.
3. Following the review, Classification will notify the inmate of the outcome. If the inmate is eligible for release from special management, the *Administrative Segregation Admission/Removal Form* will be completed. The original will be scanned into the JMS classification multi-media. If the inmate is not eligible for release from special management, the inmate may make another request after seven days.
 4. Upon release of an inmate from special management, an entry will be made on the inmate's *Segregation Review Form*. The entry will include the date of release, reason for release, and the deputy's name that is authorizing the release and scanned into the inmate's JMS classification multi-media.