



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

**9-06**

## Transportation of Inmates

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-1B-01, 03, 04, 05, 06, 2B-02, 2D-01, 4C-06, 08, 4D-34, 5B-03  
CALEA Standards Reference:  
NCCHC Standards Reference: J-E-10  
SCLEA Standards Reference:  
SC Minimum Standards: 1066b, 1066c

*This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To establish procedures governing the safe operation of agency assigned vehicles and describe the procedures used by the Sheriff Al Cannon Detention Center (SACDC) staff to provide supervision for inmates who are moved to medical facilities, court, and other agencies. (Ref: 5-ALDF-4C-06)

II. Policy:

Personnel operating agency vehicles will exercise due caution for the safety of all persons and demonstrate exemplary driving behavior. The Charleston County Sheriff's Office is committed to taking every measure necessary to ensure the rights and safety of each transported inmate, while ensuring persons in custody do not escape, are not injured, and do not injure others. Inmates will be transported in a safe and humane manner, under the supervision of trained and experienced deputies. (Ref: 5-ALDF-1B-01, 06; NCCHC J-E-10)

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, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy, 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. General Transport Guidelines:

1. Detention deputies will be licensed drivers, trained in the proper transport procedures. (Ref: 5-ALDF-1B-05, 06)
2. Detention deputies will maintain safety and security in order to prevent injury to the inmates or themselves, and to prevent an escape.

3. Detention deputies will operate vehicles in a careful and prudent manner and will obey all laws, Charleston County Sheriff's Office and Charleston County Government policy and procedures. Loss or suspension of any driving license will be reported to the employee's supervisor immediately. (Ref: 5-ALDF-1B-05)
4. To the extent practical, reasonable accommodations (e.g., wheelchairs, canes, etc.) will be made for detainees with physical disabilities and impairments in accordance with security and safety needs.
5. Inmates will not be permitted to make phone calls or have any public contact while being escorted.
6. For the safety and security of inmates and detention deputies, appointment time(s) and location(s) are not disclosed to the inmate or the general public.
7. Once detention deputies are notified that a transfer order has been received, the detention deputies will not allow inmates to use the telephone or have contact of any kind with the general public.

**B. Transport Supervisor:**

1. The Transport Supervisor is responsible for ensuring the proper training and instruction of all members on the Transportation Team. This training will include inmate escort, proper use of restraints, court security, vehicle maintenance, emergency procedures, weapons qualifications, and the completion of the Field Training Program.
2. The Transportation Supervisor is responsible for setting schedules, monitoring vehicular maintenance, making logistical arrangements to transport detainees, the supervision of assigned personnel and keeping the Logistics Supervisor abreast of all vehicle issues.

**C. Escort Instructions:**

1. Two detention deputies will be assigned to all transport situations, both of whom will be weapons qualified and trained in inmate transportation. A portable radio will be issued to all detention deputies assigned. In the event there are insufficient detention deputies to permit two-man teams for transport, the Detention Director, or designee, may authorize deviation to a single detention deputy on the advice and recommendation of the Transportation

Supervisor or Processing Captain.

2. The Transport Supervisor may also approve one additional transport detention deputy to escort an inmate who may be an escape or management risk.
3. Detention deputies, at a minimum, must have the inmate's name, photograph, sentence data, and/or bonds, and any special escort or supervision instructions when on an assignment. Detention deputies will be alert for any attempt by the inmate to escape or commit any other unauthorized act. (Ref: 4-ALDF-4D-34)
4. Juvenile inmates shall not be transported in the same vehicle with adult inmates. (Ref: SC Min. 1066b)
5. Female inmates shall not be transported in the same vehicle with male inmates unless there is a secure separation between the females and males and there is clear visual observation and supervision by a detention deputy. (Ref: SC Min. 1066c)
6. All trips are to be non-stop, unless an extreme emergency exists such as vehicle failure, severe weather, or a natural disaster.

**D. Searches:**

1. The detention deputy will identify the inmate leaving the facility by armband. The detention deputy will pat search the inmate before placing him or her in restraints.
2. After the inmate has been searched, they will be isolated from all unsearched and unrestrained inmates.
3. Inmates going to court will only be allowed to carry legal materials on their persons.

**E. Restraints (i.e., handcuffs, leg irons, waist chains) will be used humanely. Restraining devices shall never be used as punishment or in a way that causes physical pain or restricts the blood circulation of an inmate. They are applied only for the time necessary. (Ref: 5-ALDF-2B-02)**

1. Mental Health cases recommended by medical staff for soft restraints will be carefully reviewed by the Housing/Processing Lieutenant before authorizing transport. In those cases, escorting staff will take the hard restraints in the event the inmate begins to destroy or

otherwise compromise the soft restraints.

2. Medical approval will be obtained if it appears equipment will be needed to prevent self-mutilation during the transfer of a mentally ill inmate to a mental health facility. If the inmate must be restrained on an emergency basis, the contracted Detention Center physician will be notified at the earliest opportunity.
3. The Transport Supervisor will confer with the Housing/Processing Lieutenant before removing any restraints in the course of medical treatment, unless a life-threatening medical emergency is in progress. In those cases, detention deputies should explore all possible options in permitting the inmate to be completely unrestrained.
4. Restraints in courtrooms: The following security procedures shall apply for in-custody inmates while present in a courtroom:
  - a. Detention deputies will advise inmates they are expected to behave as directed while in the courtroom.
  - b. Judges may order restraints to be removed in the courtroom.

**F. Weapons Issue:**

1. Armed supervision is necessary to transport inmates outside the SACDC. Detention deputies who are armed must be securely separated from the inmates (i.e., a law-enforcement-grade barrier (cage) in the vehicle).
2. Armed detention deputies should disembark from the vehicle before inmates. Detention deputies will station themselves at a safe distance, but in a position that ensures clear observation of disembarking inmates.
3. The detention deputy will be aware of the position of their duty weapon in reference to the inmate. If a detention deputy has to enter the inmate area of a vehicle, the weapon will be secured before entering that area.
4. All detention deputies will adhere to the following loading and unloading procedures:
  - a. Under no circumstance will a detention deputy "dry fire" a weapon, unless authorized for maintenance.

- b. Detention deputies will ensure that one round is chambered in the weapon at all times when armed and on-duty.

G. Other Agency Pick-ups:

- 1. When inmates are picked up from other locations and transported to County Courts or the SACDC, detention deputies shall conduct a thorough search before the inmate is placed into restraints. The inmate shall have no personal property other than legal material in their possession.
- 2. Information about the inmate(s) should be requested by the detention deputy. Information given by the releasing facility will include:
  - a. pending charges;
  - b. physical description;
  - c. medical interventions prior and during transportation;
  - d. disciplinary problems;
  - e. any known separation issues; and
  - f. gang associations.

H. Medical Transports:

- 1. Prior to the scheduled date and time of an inmate appointment, the Transport Sergeant will confirm that the appointment is still valid. The Sergeant will also make the following determination:
  - a. the number of escort(s) required;
  - b. security precautions;
  - c. type of restraining devices;
  - d. the location of the appointment; and
  - e. the method of transportation required.  
(Ref: 5-ALDF-1B-06, 4C-08; NCCHC J-E-10)
- 2. If and when the transport of an inmate is unable to be performed

through the use of SACDC transport vehicles, a supervisor must be notified immediately, and that supervisor will notify the Command Duty Officer (CDO). The recommended or preferred procedures are in order as follows:

- a. The Community Service van will be utilized by removing the necessary bench seats directly behind the driver and passenger seats; or
- b. Contact the Privately Owned Medical Transport (POMT).

Note: When the POMT is utilized the CDO must be notified. When the transport pick-up or drop-off is made, collect the yellow form (Health Record document) from the driver. Make a copy of it and immediately hand deliver the form to either the Intake Screening Nurse if the inmate is a new booking or to the Medical Shift Supervisor for inmates already in our custody. The other copy will be forwarded to the Contracts Manager for payment verification when the invoice arrives in the mail.

3. During a medical emergency, the health care staff may request an emergency transport of the inmate to a hospital emergency room. The Housing/Processing Lieutenant shall coordinate this transport.
4. Inmates will not be left alone or unattended with the health care staff or civilians at any time.
5. When an inmate is admitted to the hospital, the detention deputy will inform the Housing Lieutenant. The Housing Lieutenant, or their designee, will set up a schedule for a twenty-four hour watch on the inmate (see [Policy 9-27 Hospital Duty](#)).
6. When an inmate is scheduled for an outside medical appointment, and refuses to go, the inmate will be required to sign a refusal of treatment form. If an inmate refuses to sign, two witnesses will sign the form acknowledging the inmate's refusal.

Note: Reference court appearances and medical appointments policies for additional information with regard to medical appointment transportation.

7. When an inmate is transported to any medical appointment, prior to leaving the appointment, detention deputies will obtain all paperwork pertaining to the inmate and turn it into the medical department

upon the inmate's return to the facility.

**I. Juvenile Medical Appointments:**

Detention deputies escorting juvenile inmates to the Medical Department in the main facility will enter the front lobby proceeding through the Print and Release Office into the Warrants Office, following the hall in back of these offices, down the main hallway and into Medical. All juveniles leaving the facility from medical will exit in the reverse order. Incidental contact between the juvenile and any adult inmate is only incidental and is therefore permitted.

**J. Special Transports:**

1. Inmates, by court-ordered authorizations only, may attend special functions such as funerals or visiting a critically ill person. The Court Order will provide the date, time, and any special requirements authorized by the court. (Ref: 5-ALDF-5B-03)
2. Prior to leaving the facility, the detention deputies assigned to special transport and escort will gather pertinent information concerning the inmate (charges, sentence, etc.). They will also research the location of the special event to include routes of travel, friends, and family in attendance, building layout, etc.
3. The inmate will be advised that they are expected to behave as directed. The inmate's attendance at the special event may be cancelled at the detention deputy's discretion with regard to the following rules:
  - a. Physical contact between the inmate and any other person attending the event is strictly prohibited.
  - b. The inmate's failure to follow the directions given by the detention deputies.
  - c. The inmate shall walk between the two detention deputies at all times.
  - d. Detention deputies may not remove restraints.
  - e. The inmate may not pass or receive any items, articles, or documents to or from another person.



4. If, at any time, a court ordered transport is cancelled, the issuing court must, as soon as practical, be notified of the reason of the cancellation.
  5. Due to the sensitive nature of some events, the Detention Director may authorize the use of Sheriff's deputies, in civilian clothes, for the special transport.
- K. Long Distance Transport/Extradition:
1. Transports involving long distance travel whether across the state to various facilities or through several states to extradite a detainee create additional challenges for transporting Extradition Team members. Detention deputies should exercise precaution against fatigue while traveling, and should avoid fraternizing with the detainee.
  2. These type of transports are always made by at least two armed personnel.
  3. Inmates being transported out of county or during extraditions from other states must be restrained by use of waist chains and leg irons.
  4. On extraditions, detainee packets will accompany each inmate being transported and shall consist of a recent photograph (or photographs), all identification material available, and associate information, etc., for reference as needed in case of incident during transport.
  5. All property of the inmate and identifying booking information shall be transported with the inmate.
  6. Locations to stop for fuel and meals, or to allow inmates reasonable opportunities to use toilet facilities, should be randomly selected and alternated. Inmates must wear facility clothing and cannot be fed hot meals requiring the use of utensils during transport.
  7. During extraditions involving multiple days of driving, it may be necessary for Extradition Team members to rest overnight during the course of travel. Inmates, by prior arrangement, should be placed in a detention facility along the route and denied access to other inmates or a telephone. Inmates should not know what facility they will be held in, nor the route of travel transporting personnel will be taking. Extradition Team members are required to contact the Extradition Coordinator upon any noteworthy incident, and at the end of each

travel day to log time and distance of travel.

**L. Detainee Transport via Agency Aircraft:**

1. After all legal requirements for extradition have been met, the Fugitive/Extradition supervisor will contact the custodial agency to arrange ground transportation, location for pick-up, transfer of property, change of custody, etc. The Aviation Unit will execute the transport in compliance with all Federal Aviation Authority (FAA) rules and regulations.
2. An inmate transported via agency aircraft will be restrained in waist chains and leg irons. The inmate will be secured by a seatbelt in the seat, with his leg irons attached to the seat by an additional leg iron. Agency aircraft are the only agency vehicles in which an inmate may be restrained to any part of the vehicle.

**M. Inmate Transport via Commercial Aircraft:**

1. After all legal requirements for extradition have been met, the Fugitive/Extradition supervisor will contact the custodial agency to arrange ground transportation, location for inmate pick-up, transfer of property, change of custody, etc.
2. The Fugitive/Extradition supervisor should also make direct contact with the selected carrier prior to official travel by air to obtain specific policies and procedures for transporting the inmate.
3. Inmates will be escorted by a minimum of one deputy sheriff and one detention deputy at all times on commercial aircraft.
4. Extradition Team members using commercial air carriers to transport inmates are subject to regulations imposed by both the FAA and the individual air carrier. Air carriers may impose additional requirements and/or modify their policy without advance notice.
5. The agency's aircraft or land transport is available for those inmates that a commercial carrier would deem a potential threat to the safety or comfort of their passengers. Commercial air carriers may refuse transportation at their discretion.
6. FAA regulations require armed Extradition Team members to present credentials to the airline. Badges alone may not be used as the sole means of identification. Agency identification should contain clear,

full-face photographs of the team members conducting the escort. The Extradition Team members must also provide a letter on the agency's letterhead to the airline specifying the circumstances of the trip and the need to be armed during the flight. Extradition Team members should notify the airline carrier in advance that the flight team will be carrying weapons to determine that team is fully compliant with the airline carrier policy.

7. Airline policy on types and use of restraints may vary.
8. No person may carry Oleoresin-Capsicum (OC) spray or similar chemicals onboard a commercial aircraft.
9. Extradition Team members shall endeavor to remain inconspicuous by avoiding the display of firearms or other law enforcement equipment.
10. Extradition Team members should request to be advised of the seat location of other individuals on the flight who are authorized to be armed. Airline personnel will generally volunteer the information, as well as notify the pilot and appropriate crew members that the Extradition Team is armed.
11. When transporting a firearm in checked baggage, the Extradition Team members must ensure that it is unloaded and certify to the airline that an unloaded firearm is in the baggage. The airline may require, however, that the checked weapon be transported in a special container.
12. Transport flights should be direct flights when possible.
13. If there is a long delay while changing flights at a connecting airport, the supervisor will determine in advance if there is a secure lock-up at the airport or nearby that can be used for the inmate. Inmates should be searched prior to each phase of transport. Team members should be as inconspicuous as possible while in public areas of the airport terminal and discourage anyone attempting to approach the inmate.
14. The transporting team and inmate will:
  - a. board the plane before other passengers;
  - b. deplane after all other passengers have deplaned;

- c. sit in the rear-most passenger seat when possible (the seats cannot be in the lounge area or next to an exit);
- d. sit with the team member between the inmate and the aisle (Note: It is highly preferable not to sit directly next to other passengers); and
- e. transporting team should ensure that airline personnel do not serve food, beverages, or utensils to the inmate without their permission.

Neither the transporting personnel nor the inmate may have alcoholic beverages during transport.

- 15. Team members are responsible for the conduct of their inmate aboard commercial aircraft, and will ensure the inmate remains under direct, continuous personal supervision and control at all times. The inmate will be restrained in waist chains and leg irons at all times and will remain secured in the seat with a seatbelt for the duration of the flight.

N. Use of Vehicles:

- 1. The detention deputies shall inspect the vehicle and document the inspection prior to any transport on the Vehicle Inspection Form. The vehicle should be in serviceable condition, free of contraband or items that could be used as weapons or as tools for escape.  
(Ref: 5-ALDF-1B-01, 06)
- 2. A vehicle that is equipped with the L3 Mobile – Vision Camera System will be used at all times during all inmate transports.
- 3. A vehicle that is equipped with a cage or a screen will be used for all transports except in an extreme emergency.
- 4. The personal property of the inmates will be secured in an area of the vehicle that is inaccessible to the inmates.
- 5. When transporting three or more inmates in one vehicle, an appropriate prisoner transport vehicle will be required. Transport detention deputies will analyze each situation and determine if seat belts can be applied safely. In such cases, the detention deputy must be able to articulate the safety related reasons why the seatbelt was not used and log those reasons in JMS prior to the vehicle leaving the facility.

6. When an agency van is placed in reverse mode for any reason, to either enter or exit a standard parking space or area, the second detention deputy will immediately step out of the vehicle to guide the driver throughout the backing maneuver. This action serves to enhance the safety and security of the inmate(s) being transported and reduce the probability of damage to the vehicle or surrounding structures.
7. Transport deputies must obey all traffic laws.
  - a. In the event of a medical emergency during the transport of an inmate to/from a medical appointment, court appearance, other county detention facilities, South Carolina Department of Corrections or the SACDC; the transport detention deputies will; move as safely and expeditiously as possible to a safe (common) area and call 911 for assistance. As soon as prudently possible, contact your immediate supervisor to inform them of the situation and continue to follow all directives given.
  - b. In the event the transport detention deputies are within a reasonable distance of a medical facility, detention deputies will request law enforcement support and proceed as necessary to the medical facility. Transport detention deputies will advise Central Control of the situation and have them notify the Processing Lieutenant, who will then notify the Command Staff. Otherwise, the transport detention deputies will return to SACDC without running "Code".
8. While operating an agency vehicle, cellular device conversations shall be kept to a short duration and shall not interfere with the safe operation of the vehicle or the ability to maintain attentiveness to duty. Text messaging and/or emailing while driving is prohibited. This includes reading messages while at any traffic control device. Personnel using cellular devices while operating an agency vehicle shall use good judgment and discretion, constantly keeping in mind personal, inmate, and public safety.
9. The use of tobacco products of any kind is not permitted while operating or as a passenger in a County owned or leased vehicle. The prohibition includes smokeless tobacco. Additionally, any electronic inhaler which is meant to simulate and substitute tobacco smoke is not authorized.
10. After completing assigned duties, transport detention deputies will re-check the vehicle, ensure the vehicle is full of fuel; all electrical

equipment is turned off, the vehicle is parked in the assigned area, all doors are locked, and all keys are returned to the key locker.

(Ref: 5-ALDF-2D-01)

11. The Transportation Division will coordinate with the Logistics Sergeant to take all vehicles to Charleston County Fleet Operations for any and all safety repairs. Vehicles will not be used again until repairs are made. (Ref: 4-ALDF-1B-04)
12. The Transport Division will coordinate with the Logistics Sergeant to take all vehicles to Charleston County Fleet Operations to receive an annual safety inspection by a qualified individual, and in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the facility. (Ref: 5-ALDF-1B-03)

**O. Use of the Radio:**

1. While in the metropolitan area, Transport vehicles will use the Sheriff's Office "SO North" Data Channel and transport detention deputies' radios will be set on "Transport" or "Courts" radio channel.
2. For all transports, the transport detention deputy will notify the Charleston County Consolidated 9-1-1 Center (911 Center) and Central Control of the following:
  - a. call sign of both transport detention deputies;
  - b. destination; and
  - c. number of inmates on board (male/female).
3. When transporting to the Courthouse, both the 911 Center and Central Control are notified of the number of inmates.
4. Advise the 911 Center of the status at prearranged checkpoints or upon reaching the destination.
5. When transporting an inmate of the opposite sex, or a juvenile, transport detention deputies must notify the 911 Center with the starting and ending mileage.

**P. Documentation and Reporting:**

1. The transport detention deputies shall complete a Daily Activity Log

in the Jail Maintenance System (JMS).

2. All detention deputies shall verbally report any unusual or suspicious circumstance(s) during inmate transports to the Transport Supervisor, and will submit a written report if requested.
3. Serious incidents or emergencies shall be communicated by radio or telephone to the 911 Center, the Housing Lieutenant, the Transport Supervisor and the Logistics Sergeant as soon as possible, and a written report shall be submitted upon request.

**Q. Vehicle Collisions:**

1. Section 56-5-765 of the South Carolina State Code of Laws 1976, as amended, states:
  - a. When a motor vehicle or motorcycle of a law enforcement agency, except a motor vehicle or motorcycle of the Department of Public Safety, is involved in a traffic collision that: (1) results in an injury or a death, or (2) involves a privately-owned motor vehicle or motorcycle, regardless of whether another motor vehicle or motorcycle is involved, the State Highway Patrol must investigate the collision and must file a report with findings on whether the agency motor vehicle or motorcycle was operated properly within the guidelines of appropriate statutes and regulations.
  - b. A law enforcement department or agency must not investigate a traffic collision in which a motor vehicle, a motorcycle, or an employee of that department or agency is involved that: (1) results in an injury or a death, or (2) involves a privately-owned motor vehicle or motorcycle, regardless of whether another motor vehicle or motorcycle is involved.
2. Section 56-5-1220 of the South Carolina State Code of Laws 1976, as amended, states: a. If a disabled vehicle or a vehicle involved in an accident resulting only in damage to a vehicle is obstructing traffic, the driver of the vehicle shall make every reasonable effort to move any vehicle that is capable of being driven safely off the roadway as defined by Section 56-5-460 so as not to block the flow of traffic. The driver or any other person who has moved a motor vehicle to facilitate the flow of traffic as provided in this subsection before the arrival of a law enforcement officer shall not be considered liable or at fault regarding the cause of the accident solely by reason of moving

the vehicle pursuant to this section.

2. The detention deputies will notify 911 Center, Central Control and Logistics Sergeant when any mechanical problems or malfunctions to the transport vehicles occur.
3. In case of a vehicle accident, the following procedures should be followed:
  - a. If within Charleston County:
    - i. Contact 911 Center via radio or call 843-202-7910.
    - ii. Notify immediate supervisor, if the immediate supervisor is unavailable; notify the Processing/Housing Lieutenant and the Logistics Sergeant.
    - iii. If injured, provide a list of names of persons involved and/or inmate(s) names and numbers to the supervisor.
    - iv. EMS, along with a detention deputy, will transport the injured inmates to the nearest hospital. If a detention deputy is injured during the accident, additional detention deputies will be dispatched to assist the other detention deputy and medical treatment provided to the injured personnel as needed.
    - v. The uninjured inmates will be transported to their destination. If no inmates are involved the detention deputy will wait for law enforcement to complete an accident report and assign an Originating Agency Case Number (OCA).
    - vi. Upon returning to the SACDC, the uninjured inmates will be examined by medical staff. Detention deputies will be required to report to their supervisor who will in-turn contact Human Resources to schedule a drug/alcohol test for the employee.
    - vii. Detention deputies will write a detailed incident report in the JMS before end of shift.
    - viii. Copies of all reports will be given to the immediate



supervisor to be forwarded thru the chain-of-command and a copy will be given to Safety Compliance Specialist, Safety Risk Management, and the Logistics Sergeant.

- b. If outside Charleston County:
  - i. Call 911 and request the assistance of local authorities.
  - ii. Notify immediate Supervisor; if unavailable, notify the Processing/Housing Lieutenant and the Logistics Sergeant.
  - iii. If injured, provide a list of names of persons involved and/or inmate(s) names and numbers to the supervisor.
  - iv. EMS, along with a detention deputy, will transport the injured inmates to the nearest hospital. If a detention deputy is injured during the accident additional detention deputies will be dispatched to assist the other detention deputy and medical treatment provided to the injured personnel as needed.
  - v. Uninjured inmates will be taken to the nearest detention facility until additional detention deputies arrive.
  - vi. If no inmates are involved, the detention deputy will wait for law enforcement to complete an accident report and assign an Originating Agency Case Number (OCA). The detention deputy will return to the SACDC and report to their supervisor who will in-turn contact Human Resources to schedule a drug/alcohol test for the employee.
  - vii. If the transportation vehicle is not drivable, and is still under warranty, the detention deputy on scene will contact the following to have the vehicle towed.
    - a. Ford roadside assist 1-800-241-3673
    - b. GM/Chevrolet roadside assist 1-800-243-8872
    - c. Chrysler roadside assist 1-800-521-2779

- d. Honda roadside assist 1-800-540-5404
- e. Toyota roadside assist 1-800-448-6466
- viii. If the vehicle is out of warranty and payment is expected upfront, the detention deputy shall use their P-card. If the detention deputy doesn't have a P-card then the detention deputy will instruct the payment be added to the invoice. If adding the total to the invoice is not feasible the detention deputy will contact their supervisor and/or Consolidated Dispatch to have a Logistics supervisor contacted.
- ix. Detention deputies will write a detailed Incident Report in the JMS before the end of shift.
- x. Detention deputies will submit copies of all reports to the immediate supervisor to be forwarded thru the chain-of-command as well as a copy to Safety/Compliance Specialist, Safety and Risk Management and the Logistics Sergeant.

**R. Supervisory Vehicle Collision/Mishap Assessment:**

- 1. All accidents involving County issued vehicles require the immediate supervisor to complete the *Supervisor's Vehicle Collision/Mishap Assessment Form (CCSO form-316)* and the *Supervisory Review Package Form (CCSO form-309)*.
- 2. The supervisor will ensure all pertinent information is included in this supervisory review packet to include but not limited to; accident report, type of incident, number of vehicles involved, location and time of incident, number of individual(s) involved, damage to vehicle or fixed objects, weather condition, photographs of the incident and body camera footage, if available.
- 3. The Supervisory Review packet will be forwarded through the chain-of-command to the Office of Professional Standards.
- 4. The packet will be reviewed by the Office of Professional Standards and any finding will be added to the detention deputy's Blue Team file.

**S. Vehicle Collision Review Board (VCRB):**

1. Every operator of a Sheriff's Office fleet vehicle or special purpose vehicle will adhere to the Charleston County Government Vehicle Collision Review Board (VCRB) policy.
2. Operators of Sheriff's Office fleet vehicles involved in an accident will attend the VCRB unless notified otherwise by the Charleston County Safety and Risk Management Office.
3. Employees cleared from accident liability by the VCRB will not incur further internal agency sanction or inquiry unless the accident is connected to an internal administrative investigation.
4. Employees found liable for chargeable accidents by the VCRB must attend the first available Defensive Driving Course. Supervisors will be responsible to coordinate and schedule this training, with the Charleston County Safety and Risk Management Office, upon notification of adjudicated points against an employee by the VCRB.
5. Employees who lose their County driving privileges and incur internal discipline will have their case handled in a fair and equitable manner that reflects the best interest of the Sheriff's Office and the employee.
6. Employees involved in repeated chargeable accidents will receive appropriate medical screening. For example, a vision check or medical examination as required as part of a comprehensive review of the accident before the administration of any internal discipline if applicable.
7. The VCRB utilizes a point system based on disregard of defensive driving (two points) and direct disregard of defensive driving (four points).
8. Any employee that accumulates ten points within a two-year period or six points in a one-year period will have their driving privileges forfeited.
9. Final decision concerning the assignment of points will be determined by the County Administrator based on the recommendation of the VCRB. There will be no right to appeal within the County's Policy and Procedure Manual until such time the employee's position has been directly affected by the course of action, such as, demotion, suspension, transfer, or termination.

10. Employees found liable for accidents or who lose their County driving privileges may be subject to appropriate progressive discipline, reassignment and or other administrative personnel action up to and including termination.
11. Employees who receive internal disciplinary action in regard to vehicle operations/collisions may grieve the action.