



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 17-10 Contract Employee Background Clearance and Identification

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 5-ALDF-7B-03  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards:  
PREA Minimum Standards: 115.17b, d, e, f; 115.77a

*This policy dated 5/8/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To establish guidelines for Contract Employees to create a controlled and secure working environment for the staff and inmates of the facility, the process for obtaining facility identification and security clearance.

II. Policy:

All contract personnel who provide services for inmates and staff shall agree to abide by the agency's written policies and procedures. A criminal record check is conducted on all new contractors prior to them assuming duties, to identify whether there are criminal convictions that have a specific relationship to job performance.

(5-ALDF-7B-03, PREA 115.17d, 115.77a)

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. *Contract Employees* – Civilian personnel employed by a contracted vendor assigned to perform duties as assigned by the Vendor's Contract Service Supervisor.

D. *Contracts Manager* – A civilian representative of a vendor contracted to provide and supervise services as outlined in a signed agreement with the parent company and Charleston County Government

IV. Procedure:

A. New Contract Employees:

1. The contracted services supervisors shall obtain a signed, completed Security/Employment Background Verification Form (SACDC-334) from prospective new hires. (The signature can be done electronically) By completing and submitting the form, prospective contracted employees are giving the Security Division permission to run a criminal history check for the purpose of employment, through the National Crime Information Center (NCIC) and local systems.
2. The contracted services supervisors will submit the form to the Contracts Manager.
3. Before any on-site interviews can be conducted, the Security Division will perform the necessary background investigations to determine whether the candidate is cleared for hire. (PREA 115.17b)
4. The Security Division will provide the Contracts Manager with the outcome of the background investigation. The Contracts Manager will inform the contracted services supervisor.
5. Upon hiring the contracted employee, the contracted services supervisor is responsible for selecting a hire date and the employee scheduled to have his/her photograph and fingerprints taken seven (7) days prior to their hire date.
6. The new contracted employee will be required to go to the Print and Release Deputy to have their photograph and fingerprints taken. New employees will not be admitted to the area without notification of the background investigation results.
7. New contracted employees will be issued their facility identification key card by the Security Division when they report for work on their first day. They will be required to sign the SACDC Identification Issue Form (SACDC Form-462) explaining that they are responsible for the safekeeping of the facility identification key card, reporting any loss or theft thereof, and returning it upon termination or resignation. Facility identification key cards are considered county property and the agency can and may pursue criminal charges against parties failing to return badges in good order.
8. Under no circumstances will any contracted employee be admitted to the facility without a valid identification key card.

Note: The key identification card CANNOT be altered in any manner.

9. Lobby staff will require contracted employees to scan their identification card on the key card reader prior to entering the inner lobby. This card reader will flash either green or red to validate if the contracted employee has an active badge.

**B. Non-Contract Employees:**

1. All contractors who are scheduled to enter the Sheriff Al Cannon Detention Center to provide services must complete a background check. The individual scheduling the contractor must have the individual complete a Security/Employment Background Verification Form (SACDC-334b). By completing and submitting the form, the contractor is giving the Security Division permission to run a criminal history check for the purpose of employment, through the National Crime Information Center (NCIC) and local systems.
2. The form will be submitted to the Security Captain and the individual scheduling the contractor as well as the lobby with be notified of the outcome of the background investigation.
3. The lobby will ensure the non-contract employee is escorted while in the facility.

**C. Visitors to the Detention Center:**

Individuals who are coming to the detention center and will not have daily or consistent access to the facility will not need to complete a background check. These individuals must be escorted by facility staff or contracted staff at all times.

**D. Inventory of Identification Badges:**

1. All contracted employees will have to report to the Security Lieutenant monthly to allow an inventory of all facility issued key identification cards.
2. Once the inventory is completed a copy will be given to the Security Major and the original will be given to the Security Captain.
3. Any employee who notices that they cannot locate their Detention Center Identification Key Card will immediately notify their

supervisor and write a statement on the Statement Form (CCSO Form-109).

4. The immediate supervisor will notify the Security Lieutenant or designee to have the card deactivated.

E. Annual Review:

1. Annually, all contracted employees will submit a Security /Employment Background Verification Form to renew their facility identification key card.
2. Each contracted employee will complete the form and submit it to the contracted supervisor. The contracted supervisor shall submit the completed form to the Contract Services Manager.
3. By completing and submitting the form, contracted employees are giving the Security Division permission to run a criminal history check for the purpose of employment, through the NCIC and local systems.
4. Contracted employees will not be allowed on-site with expired identification key card. (PREA 115.17e, 115.17f)

F. Termination/Resignation/Transfer of contracted employees:

1. The contracted services supervisor will be responsible for returning all contracted employee's identification key cards to the Contracts Manager immediately following the employee's termination or resignation. The Contracts Manager will turn in all identification key cards to the Security Captain at the end of each month.
2. Contracted employees terminated on-site will turn in their facility identification key cards and all other county property upon departure.
3. Contracted employees resigning their position, or who are transferred within the contracted company, will return their identification key card at the conclusion of their last shift.
4. In cases where a contracted employee quit abruptly or between shifts, the former employee is responsible for returning their identification key card to the facility. The identification key card will be given to the Lobby, or mailed to:

Security Supervisor  
Sheriff Al Cannon Detention Center  
3841 Leeds Avenue  
North Charleston, SC 29405