



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

16-18 Employee Recall

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	N/A
CALEA Standards Reference:	N/A
NCCHC Standards Reference:	N/A
SCLEA Standards Reference:	N/A
SC Minimum Standards:	N/A

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

I. Purpose:

To ensure that all Charleston County Sheriff's Office employees update their telephone number and address whenever the data has changed.

II. Policy:

All employees will maintain an operating telephone at their residence. Cell phones are considered operating phones.

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, 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. All employees upon employment, and thereafter in the event of any changes in address or telephone numbers, will furnish a current address and operating telephone number to the agency's Human Resources office using the [Universal Name/Address Change Form](#). The employee will provide a copy to the employee's respective supervisor within two (2) working days of any changes. Detention Center employees will also provide a copy to the Detention Center Administrative Assistant who will forward a copy to the Agency's Human Resources Office on the Detention Center employee's behalf.

B. Post Office box numbers and pager numbers are NOT acceptable.

C. Only authorized personnel will have access to personnel information. No information concerning employees will be given out over the telephone or in

writing except as authorized by the Sheriff or designee.

- D. All Sheriff's Office personnel, sworn and civilian, are subject to a call out in an emergency situation. Failure to respond to a call out order is grounds for disciplinary action. While it may not be possible to respond due to location, disaster conditions or personal injury, each member is responsible for defending their failure to respond on a case-by-case basis.
- E. During an employee recall situation, personnel on duty must remain on duty unless specifically or officially relieved. Leaving a post during a disaster and/or emergency situation is grounds for disciplinary action. It is a natural reaction to be concerned for the wellbeing of family members and others who may be in the disaster or emergency area. Every effort will be made by the Sheriff's Office to ascertain the status of families of agency personnel on duty.