



# Charleston County Sheriff's Office Policy and Procedures Manual

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Sheriff Carl Ritchie

18-01

## Inmate Orientation

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 2A-25, 26, 27; 4C-01; 4C-22; 6B-01  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards: 1050

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

I. Purpose:

To describe the orientation program for inmates detained at the Sheriff Al Cannon Detention Center (SACDC).

II. Policy:

It is the policy of the SACDC to provide each inmate, before entering general population, with an orientation to the facility, and to advise the inmates of the programs and services available at the facility, rules and regulations, and how to obtain health services. (Ref: SC Min. 1050, 5-ALDF-2A-25, 4C-22)

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. The inmates shall have an orientation program offered within the first twenty-four (24) after unit assignment by way of video orientation. Inmates shall have access to the Inmate Handbook at all times via the kiosks found in each housing unit and the inmate tablets. The handbook will be translated into English and Spanish. The Inmate Orientation Handbook and inmate orientation will contain at a minimum, the following:

(Ref: 5-ALDF-2A-25)

1. written materials describing facility rules and sanctions;
2. explanation of mail and visiting procedures;
3. explanation of grievance procedures;

4. explanation of Prison Rape Elimination Act (PREA);
  5. explanation of all fees, charges, or co-payments that may apply;
  6. description of services, programs, and eligibility requirements;
  7. information on how to access medical/dental care;
  8. identification of available pretrial release options; and
  9. information on pro-bono legal services.  
(Ref: SC Min. 1050, 5-ALDF-2A-25, 4C-01, 6B-01)
- B. Should an inmate be unable to participate in the orientation process due to immediate placement (e.g., health care, mental health needs, or designated security concerns), Classification staff will document this in the inmate's permanent file. As soon as reasonably possible the inmate shall be afforded the opportunity to have the video orientation and access to the Inmate Orientation Handbook.
- C. An audio-visual presentation will be on the inmate tablets to ensure that standardized information is presented to the inmates. Unit detention deputies shall be available at all times to answer any questions inmates may have regarding the information presented in the video presentation. For inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Such steps shall include, when necessary, ensuring effective communication with inmates who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. In addition, the facility shall ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities, including inmates who have intellectual disabilities, limited reading skills, or who are blind or have low vision. For inmates who do not speak English, interpretive services will be provided. Inmates who are visually or hearing impaired will have accommodations met.  
(Ref: 5-ALDF-2A-25, 26, PREA 115.16)
- D. A written documentation will be maintained of the inmate's participation in any orientation activities. The detention deputy in charge of conveying such

information shall notate the record of the inmate's participation (or refusal to participate) in the Jail Management System (JMS).

- E. The orientation program will provide the following minimum content:
  - a. a description of facility programs and activities;
  - b. an opportunity to identify special interests, talents, or problems, consistent with available program options in the facility; and
  - c. information about sexual abuse/assault including:
    - 1. prevention/intervention;
    - 2. self-protection;
    - 3. reporting sexual abuse/assault; and
    - 4. treatment and counseling.
- F. The Inmate Orientation Handbook will be updated as necessary, at least annually. All changes to the handbook will be posted via the kiosk in each housing unit so that inmates will be made aware of the changes. Inmates may also request a physical copy by the Housing Unit detention deputy as needed.