



# Charleston County Sheriff's Office Policy and Procedures Manual

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Sheriff Carl Ritchie

## 18-15 Inmate Property

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 5-ALDF-1A-10; 2A-19, 4B-06; 6A-07  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards: 1045(d, e); 2013; 2074; 2081;

*This policy dated 5/20/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To maintain standards of security and sanitation, limitations will be placed on the type and number of items allowed in the possession of inmates housed in the Sheriff Al Cannon Detention Center (SACDC).

II. Policy:

It is the policy of the SACDC to carefully search inmates, their property, and to permit only those items, into the facility, that are authorized and do not endanger the safety or security of staff or inmates.

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. Approved Inmate Property:

1. The Housing Captain, or designee, will formulate and annually review a list and amount of approved personal property items. The list of personal property items and limitations will be submitted to the Detention Director annually for approval. (Ref: SC Min. 1045(e))
2. Approved property that inmates may retain while confined in the SACDC includes the following:
  - a. wedding bands (solid band with no stones);
  - b. writing materials purchased from the canteen or issued by the

SACDC;

- c. inmates who currently have personal letters will be allowed to keep those on their person. Moving forward no personal letters will be received by inmates;
  - d. one extra set of batteries;
  - e. one of each item initially issued (cup, spoon, uniform, shower shoes, and linens); (Ref: SC Min. 2081)
  - f. underwear, t-shirts, socks, and bras without wire (T-shirts must be solid in color and free of any logos);
  - g. newspaper (tablet only);
  - h. two each of any SACDC issued indigent supplies;
  - i. five personal greeting cards and/or photographs no larger in size than 4" X 6" as outlined in SACDC [Policy 18-21 Inmate Correspondence](#); Polaroid pictures and photocopied pictures are not permitted;
  - j. prescription eyeglasses or contact lenses, approved by the medical staff; non-prescription sunglasses are not permitted;
  - k. hearing aids, as approved by the medical staff;
  - l. medic-alert bracelets, as approved by the medical staff;
  - m. personal hygiene items provided by the facility or ordered through the canteen service (to include contact cleaning solution, finger toothbrush, toothpaste, deodorant, shampoo, and soap. Toilet paper and sanitary napkins are available as needed); (Ref: SC Min. 2074; 5-ALDF-4B-06)
  - n. dentures and prosthetic devices, as approved by the medical staff;
- Note: When receiving items approved by medical staff, the *Inmate Received Property Chain of Custody Form (SACDC-form 525)* will be utilized.
- o. legal materials; and
  - p. food or items purchased from the canteen provider.

Note: All purchased canteen items must fit inside of the provided storage bin or it will be considered excess. All food items must be stored in their original container. Food items that have been combined or mixed with other foods must be eaten immediately as they cannot be safely stored.

3. Tablets

Inmates will be issued tablets at dress out. The tablet will be logged into the resident's property screen for tracking purposes. Inmates will be required to sign at their initial log-in a statement of understanding/inmate tablet use to acknowledge their understanding of the general rules governing the use of inmate tablets.

4. Approved religious property that inmates may retain while confined in the SACDC includes the following:

- a. religious items, as approved by the Chaplain, including but not limited to: prayer rug, shawl, Kufi, or Yarmulke;

Note: Any religious materials or items received in the mail will be forwarded to the Chaplain for approval and distribution.

- b. Additional religious articles may be allowed with the approval of the Detention Director.

5. Inmate property cannot be given to another inmate housed in a different housing unit.

B. Approved Property for Behavioral Management Unit (BMU):

1. Inmates housed in BMU are subjected to additional property limitations. Approved property that inmates may retain while confined in BMU includes the following:

- a. one of each item initially issued (cup, spoon, uniform, shower shoes, and linens); (Ref: SC Min. 2081)

- b. personal hygiene items provided by the facility or ordered through the canteen service (to include finger toothbrush, toothpaste, deodorant, shampoo and soap. Toilet paper and sanitary napkins are available as needed);

(Ref: SC Min. 2074; 5-ALDF-4B-06)

- c. underwear, t-shirts, socks, and bras without wire (All of these items must be free of any offensive logos);
  - d. legal materials;
  - e. religious material as outlined in Section C infra; and
  - f. writing materials purchased from the canteen or issued by the SACDC.
2. Inmates housed in BMU may purchase the following items through the canteen service;
    - a. personal hygiene items (soap, shampoo, finger toothbrushes, toothpaste, and deodorant); and
    - b. writing materials (legal pad, writing paper, golf pencils, and stamped envelopes).
- C. Unauthorized Items:

The following is a list of items not authorized to be in the inmate's possession as also outlined in [Policy 17-09 Searches and Contraband](#). This list is not all encompassing:

1. weapons (guns, knives, shanks or any item that could be used as a weapon);
2. illegal drugs of any kind or medications not prescribed to the inmate;
3. alcoholic drinks, any liquid containing alcohol, or any items turned into an alcoholic drink or commonly known in the facility as "buck";
4. keys or lock picking devices;
5. tools of any description;
6. money in any denomination;
7. cigarettes, tobacco, matches, lighters, or any flame producing device;
8. wigs, hairpieces or hair extensions;
9. food, other than items ordered from canteen; and

10. cell phones.

D. Property Storage:

Each inmate is provided with a property bin or drawer for the storage of personal belongings. Inmates are responsible for the loss of personal items not safeguarded or stored by the facility.

1. In order to maintain a safe and sanitary housing environment, all inmate property in the housing areas, with the exception of footwear, must be stored inside of the issued bin or drawer. Footwear may be stored under the inmate's bunk.

Note: Cells in A Tower have shelving and hooks that may be utilized for toiletry items and inmate clothing when not in use. All other inmate property must be stored in the provided property bin.

2. No items may be stored underneath the inmate's mattress, attached to the bunk, walls, windows, left on windowsills, or underneath bunks.
3. Any items placed underneath the mattress, on the floor, affixed to the walls, or left on the bunk dividing walls in open-bay housing will be considered contraband and disposed of as outlined in [Policy 17-09 Searches and Contraband](#).
4. Property in excess of the approved amount will be turned into the housing unit detention deputy for placement into the inmate's personal property located in dress-out; however, any items placed in the inmate's property will remain there until the inmate is released or transferred. The dress-out detention deputy receiving the property will inventory it and print a copy of the receipt for the inmate. A second copy will be attached to the property.  
(Ref: SC Min. 2013, 4053; 5-ALDF-1A-10)
5. Inmates who are representing themselves and have an abundance of legal paperwork are authorized an extra storage box or bin. This box/bin of legal material will be stored in the locked cage inside the storage closet for Bravo/Charlie towers. If the inmate is housed in Alpha tower, the extra box/bin will be stored in the outside locked closet on the recreation yard of each housing unit. It will be the detention deputy's responsibility to retrieve the box/bin upon the inmates request and return it by the end of each shift.

E. Inmate Property Pick-up:

1. Inmate valuable property, legal paperwork, and money may be released to any person, provided the inmate approves and signs a *Valuable Property/Cash Release Form (SACDC form-337)*.

Note: No cash releases will be made once a transaction has been made on the inmate's account (i.e., deposits or canteen purchase). The only exception will be for bondsmen or an attorney. All other extenuating circumstances must be approved by a Captain or Command Duty Officer after hours.

2. The person must provide a picture identification card and this card will be photocopied by the lobby detention deputy
3. The picture identification card and *Valuable Property/Cash Release Form* will be taken to the inmate for approval and signed by an escort detention deputy.
4. If the inmate approves the release of money and or property, they must sign the form.
5. The escort detention deputy will then take the *Valuable Property/Cash Release Form* to the dress-out detention deputy for valuable or personal property and to the lobby detention deputy for a money release.
6. The dress-out detention deputy will pull the inmate property, release it from the JMS and give it to the escort detention deputy.
7. The escort detention deputy will take the property to the lobby, have the individual sign the *Property Release Form* and give the property to the individual.
8. The lobby detention deputy will have a bank check, made out to the inmate, in the correct amount authorized to be released and have the individual sign for the check. No cash will be refunded, and the check cannot be endorsed by the inmate.
9. The signed release form and copy of the individual's identification card will be given to the dress-out detention deputy to be filed in the inmate's booking folder. (Ref: SC Min. 1045(d))

F. Property Searches:

1. Clothing and all other personal property will be thoroughly searched and inspected for contraband as outlined in *Policy 17-09 Searches and Contraband*. (Ref: 5-ALDF-2A-19)
2. Care must be taken not to damage or destroy personal property. If any property is damaged or destroyed, an incident report must be written by staff involved and forwarded to their supervisor along with the damaged or destroyed property. The Housing/Processing Lieutenant will ensure that the inmate completes a *Citizens Complaint Form (SACDC form-316)*. The form will be submitted via the chain-of-command and an internal investigation will be conducted. (Ref: 5-ALDF-6A-07)

G. Lost Property Concerns:

1. Inmates may file a claim for lost property within thirty days of their release. Such claims must be documented on a *Citizens Complaint Form (SACDC form-316)*.