



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

9-11 Inmate Releases

- New
- Revised
- Reviewed

ACA Standards Reference: 5-ALDF-2A-15, 5B-14, 19
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 07/09/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish a policy for the release of inmates housed in the Sheriff Al Cannon Detention Center (SACDC) in an expeditious manner, and to ensure that no inmate is detained longer than required by law.

II. Policy:

It is the policy of the (SACDC) that the Processing (Releasing) Department verifies all releasing documents, conducts a records check, confirms inmate identity, and ensures the return of all personal property prior to the inmate being released at the expiration of their sentence. Immediately following a release, it is policy that all disciplinary records and inmate records be merged into one and submitted to inactive records for storage. (Ref: 5-ALDF-2A-15 and 5-ALDF-5B-19)

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 the usage of the term:

1. Deputy, deputies, 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. Releasing Times:

1. All releases will be processed thoroughly and expeditiously. Releases will be placed on the releasing dashboard in the Jail Management System (JMS) to log the time when the release was received. All releases must be completed within four (4) hours of receiving releasing documentation.

Note: No releases will be processed during shift change (0500 – 0700 or 1700 – 1900) to ensure the safety and security of the facility until the

count is verified unless directly ordered by the Sheriff, Detention Director or their designee.

2. Inmates being released, due to expiration of sentence will be released after breakfast on their scheduled release date.

B. Processing Releases:

1. Releases will be received by the Lobby Detention Deputy and/or Records Clerk. All releases received in records are faxed, emailed with a date and time stamped and by On-base. Releases received in the lobby will be time-stamped, recorded, and e-mailed to the Records Office by the Lobby Detention Deputy.
2. Upon receipt of the release, the Records Clerk will begin the Releasing Check-List (*SACDC form-373*) and close out the tasks in the JMS.
3. The Records Clerk will thoroughly read all applicable documents (Release, Booking Report, commitment, sentence sheet, detainers, etc.) to ensure all charges and/or detainers have been adjudicated and the inmate is eligible for release from custody. The Releasing Clerk will initiate the releasing process utilizing the Jail Management System (JMS) and Records Management System. All documents with the exception of the Victim Notification Sheet will be scanned into the JMS multi-media section of the inmate's record.

(Ref: 5-ALDF-5B-19)

Note: SACDC will only hold inmates for ICE, if they have an I-247A detainer and Immigration Order signed by an Immigration Judge. The Immigration Judge's order does not have an expiration and will be honored to hold the inmate. Once the inmate has completed their local charges and are ready for ICE, the Records Clerk will contact Department of Homeland Security (DHS) and notify them that the inmate will be released in 48hrs (give the official the exact date and time they will be released, if ICE does not come to get them). Once the notification is made, document this on the Releasing Check-List (*SACDC form-373*), to include the name of the DHS Official. No officer may make a call to ICE without reviewing the releasing documents with the Processing Captain, or her designee, and receiving clearance to do so.

4. When an inmate has been ordered to be placed on GPS electronic monitoring by the judge a task will be entered into EIS by the records clerk.

5. If an inmate is being processed for release and has the GPS task the bonding agency shall place the monitor on the inmate in intake. Once the processing supervisor verifies the placement of the monitor the task is documented as completed and records is notified immediately. The completed form will be uploaded in the inmate's multi-media section.
6. The Records Clerk will run a National Crime Information Check (NCIC) on the inmate to ensure there are no outstanding warrants. No inmate will be released without an NCIC report and or RMS check; copies will be scanned into the inmate's multi-media section.
7. Notification will be made to all victim(s) by a member of the Victim Witness staff. If Victim Witness staff is unavailable, notification will be made by the Records Clerk.

Note: The Victim Notification Sheet will **NOT** be scanned into JMS.

8. The Records Clerk will email the medical department to ensure inmates with medical and/or mental health problems have appointment scheduling information and/or release medication.
9. The Records Clerk will email classification, lobby, dress-out, releasing, and victim witness to notify them of the inmate's pending release.
8. If an inmate being released from the facility requires crisis intervention services the Processing Lieutenant will notify Mobile Crisis. Mobile Crisis will not be called to clear an inmate from suicide watch unless it is a pending release. A task will be created and entered into the comment section of JMS to document this event.
9. The Records Supervisor will review the inmate documents to ensure accuracy and verify the Onbase system prior to release.

C. Releasing Procedures:

1. No more than five (5) inmates will be in the releasing sallyport at any given time.
2. Upon receipt of the release, the Records Clerk will check to ensure that the inmate can be released, has been photographed and fingerprinted and that notification has been given to all victim(s). If the inmate does not have a photograph or fingerprints on file, an Escort Detention Deputy will take the inmate to the Identification

Section to have the photograph and fingerprints done. No inmate will be released until they have been fingerprinted and photographed. All tasks on the Releasing Dash Board will be cleared, except for their property, before the inmate is brought down for release.

3. The Records Clerk will contact the respective housing unit to request that the inmate be escorted to the Releasing Office for release.
6. The Records Clerk will confirm the inmate's identity utilizing the inmate's armband, specific personal information, the Automated Fingerprint Identification Verifier, and view the inmate's photo.
5. The Records Clerk will release the inmate from the JMS system. The inmate will be directed to go to the Lobby to obtain any remaining funds in the inmate's commissary account. No check will be issued for funds less than one dollar (\$1.00) in the inmate's account.
6. The dress-out deputy will have the inmate sign all required documentation.
7. At the inmate's request, the Records Clerk will provide information on how to contact community agencies that can assist them after release (i.e., Department of Social Services, Substance Abuse, shelter, etc.).
(Ref: 4-ALDF-5B-14)
8. The Records Clerk will inform the inmate that all mail received after release will be returned to sender.
9. The Records Clerk will advise the inmate of his/her responsibility to follow up with their legal responsibilities such as court dates, Probation and Parole, etc. if applicable. (Ref: 4-ALDF-5B-19)

D. Transfer Procedures:

1. No more than five (5) inmates will be in the "dress in" area at any given time.
2. Upon notification of an inmate transfer, the Records Clerk will check to ensure that the inmate can be transferred, has been photographed and fingerprinted and that notification has been given to all victim(s). If the inmate does not have a photograph or fingerprints on file, an Escort Detention Deputy will take the inmate to the Identification

Section to have the photograph and fingerprints done. No inmate will be transferred until they have been fingerprinted and photographed.

3. Once the inmate has been cleared by the Records Clerk, the Releasing Clerk will contact the respective housing unit to request that the inmate be escorted to the "dress in" side of Dress Out.
4. The dress-out deputy will confirm the inmate's identity utilizing the inmate's armband, personal information, and the Automated Fingerprint Verifier. The inmate will sign all required documentation using the signature pad and be given copies. The copies will be scanned into the inmate's JMS multi-media section.
5. The inmate will be informed if she/he has ordered canteen which has not been delivered, a refund will be issued within five business days after release and can be picked up from the Detention Center Lobby.

Note: Inmates being transferred to another facility will be given a copy of the Account Technician Release of Funds form (*SACDC form -553*) and given instructions on how to complete and return.

6. After changing into his/her personal clothes, the inmate will be escorted to the Transport holding area to await transfer.
7. Inmate personal property will be placed in a bag and taken to the transport holding area by the dress-out deputy or escort deputy after all inmates have been dressed out to await pick-up by the transferring agency.
8. The lobby will print a check for the inmate's monies left in their commissary account. The transaction detail will be signed by either the inmate or individual receiving the inmate's funds and the signed form will be scanned in the inmate's multi-media section.
9. If the property cannot be taken with the inmate, the dress-out deputy will have the inmate complete an Authorized Property Release form (*SACDC form-552*).
10. The inmate can request either their property to be picked up by a specific individual, mail only their valuable property to a specific individual or allow the dress-out deputy to discard unwanted property immediately.

Note: SACDC is not responsible for property lost in the United States

Postal Service.

11. The Releasing Supervisor will release the inmate from JMS after the dress-out deputy returns their property and all tasks on the Releasing Dashboard are cleared.

E. Release in Error/Work Release/Escapes:

In the event of a release in error or an escape the employee will immediately notify their chain of command and begin to complete the Release in Error/Work Release/Escape Work Sheet (*SACDC form-445*).

F. Records Storage:

1. Once an inmate has been released or transferred from our facility the inmate file and the disciplinary file will be merged together and scanned into the inmates JMS multi-media section.
2. Once the files have been merged the files are considered finalized and sealed. All sealed inmate files will be taken to Inactive Records for storage. (Ref: 5-ALDF-2A-15)
3. Inactive Records will move inmate files to the Charleston County Records Center every two years for long term storage. Records are destroyed by the County 10 years after the file was initially closed out by Records.
4. Inactive Records can only be retrieved and reviewed for investigation purposes or under the direction of the Detention Director or designee.

G. Dress out:

1. The Dress-Out Detention Deputy will verify the inmate's identity and inmate number.
2. After verification, inventory, and release the inmate's valuable and personal property, and the inmate will sign the property release forms in EIS via the pen pad acknowledging receipt of their property and it is published in the inmate's multimedia.
3. Should the Dress-Out Detention Deputy be unable to locate the inmate's personal and/or valuable property, the Records Supervisor will ensure that the lost/missing inmate property claim procedures are followed. The Citizens Complaint Form will be submitted to the Processing Lieutenant to begin the administrative investigation.

4. Inmates who are to be released without clothing (i.e., clothing taken as evidence, lost, etc.) will be afforded the opportunity, prior to release, for arrangements to be made to have clothing brought to SACDC. Prearrangements for clothing will be handled by the Dress-Out Detention Deputy or their supervisor. If clothing cannot be provided from outside sources or through the Detention Center's unclaimed clothing resources, the supervisor on duty will acquire clothing from local charitable resources or another source.

Note: Under no circumstances will an inmate be released to the street in institutional clothing.

5. Ensure that no SACDC property is left with the inmate except for footwear. If an inmate being released and does not have footwear, the inmate will be provided with a pair of sandals.
6. If excess property was taken by the arresting officer the inmate will be informed of the location of that agency.
7. After changing into his/her clothes, the inmate will be escorted to the Main Lobby. He/she will report to the Lobby Detention Deputy who will issue a check to the inmate for any sum of monies remaining in the inmate's commissary account. The inmate will sign a receipt for the issued check. NO CASH WILL BE REFUNDED.

Note: If an inmate is released from the SACDC and has a physical need for a wheelchair and does not have one at the time of release, the inmate will be given one by the facility to him/her at no cost.

8. Inmates are informed of the procedures for the redress of active grievances and may be given information about local public transportation and the resolution of damaged property claims at the time of release. (Ref: 5-ALDF-5B-14)

H. Disposal of Unclaimed Valuable Property:

Any inmate property that has not been claimed thirty (30) days after the release or transfer of an inmate must be disposed of in the following manner:

1. The Dress-Out Detention Deputy will complete a *Property Disposal List (SACDC form-483)* with the inmate's name, number, and release date. All property will be released from the system. An *Incident Report* will be generated documenting the disposition of the unclaimed

property. An inmate *Property Disposal Chain of Custody Form (SACDC form-482)* will be started when the unclaimed valuable property is picked up by the Population Manager or designee.

2. The Population Manager or designee will call the Sheriff's Office Technical Services Unit (TSU) to make arrangements for delivery of the property to be destroyed. The property and the *Inmate Property Disposal Chain of Custody Form* will be turned over to the transport sergeant or designee for delivery to TSU. TSU will be given an inventory listing and returned property sheet for their signature along with the unclaimed property. The returned signed paperwork will be given to the Population Manager who will scan the returned property sheet in the inmate's multi-media section of JMS. A copy of the inventory listing will be placed in the unclaimed valuable property binder located in dress out.
3. In the event of an inmate death, the Dress-Out Detention Deputy shall ensure the inmate's personal and valuable property is released to the Charleston County Coroner's Office. The Dress-Out Detention Deputy shall ensure the coroner signs for the inmate's property and provides a copy of their Coroner's identification to maintain a chain of custody. The signed release and identification will be uploaded into the inmate's JMS multimedia file.

I. Sentenced Inmates / Checkouts:

Inmates sentenced to the South Carolina Department of Corrections (SCDC), or being checked out to other agencies, jurisdictions or institutions.

1. Inmates will be transferred into the custody of SCDC when:
 - a. Sentenced by General Sessions Court to more than ninety days;
 - b. Sentenced to a period of confinement over ninety days by Magistrate Court. The Magistrates' seal must be affixed to any commitment form ordering the confinement of an inmate over ninety days;
2. Post-conviction inmates' releasing paperwork will be verified in JMS before their release to any other agency. SACDC records division will receive notification if the court system process with the inmate is not completed.
3. Inmates checked out to other jurisdictions and/or institutions:

When an inmate is checked out to another jurisdiction and/or a mental health facility, the following procedures will be followed:

- a. A copy of the inmate's booking report, bond commitment form, and a detainer will be given to the transporting officer.
- b. The original signed detainer will be scanned in the inmate's multi-media section.
- c. These individuals will be carried on the official count as a check-out (TOC) in the JMS until their return to the facility.

4. Releasing Fugitives:

When fugitives are being extradited, it is necessary to ensure that no local charges are pending. The Records Clerk will notify the Fugitive and Extradition Unit of the Charleston County Sheriff's Office when all local charges have been cleared. The Fugitive and Extradition Unit will coordinate the pick-up of the inmate with the requesting agency. The Fugitive and Extradition Unit will advise the SACDC Records Department of the date and time when the subject inmate will be extradited.

5. All inmate property will be turned over to, and signed for, by the Transporting Officer.