



# Charleston County Sheriff's Office Policy and Procedures Manual

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Sheriff Carl Ritchie

## 9-28 Weekend Reporting Program

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 5-ALDF-5B-16

CALEA Standards Reference:

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards:

*This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To provide written guidelines for offenders who serve alternative sentences on the weekends or other days as ordered by a court.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to allow offenders alternative sentencing to maintain their employment while serving their time.

(5-ALDF-5B-16)

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.
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 Courts will sentence the offender to the Weekend Reporting Program, or other reporting scheme the Court deems appropriate.

B. The Courts will fax the sentencing sheet to both the Records Sergeant and the Population Manager.

C. The information will be forwarded to Intake. A booking report and booking folder will be created and the information will then be placed in the Weekend/Alternate Reporting file.

D. The offender will report to the Sheriff Al Cannon Detention Center (SACDC) Lobby at the court ordered time for processing. There will be no grace period. Any and all adjustments to the reporting time will be made by the sentencing court in writing and shall be filed with the original order.

- E. Once in the lobby the offender will sign the Weekend/Alternative Sentence Sign-In Roster. The offender cannot leave the lobby area after signing the weekend/alternative sentencing sign in sheet. If the offender leaves the lobby area after signing in, they will be violated and will not receive credit for that day.
- F. Processing will be informed by the Lobby that an offender who is sentenced to the Weekend/Alternative Program is present. A Processing detention deputy will initial the Weekender/Alternative Sentence Sign-In Sheet and escort the offender(s) to the Processing area, where that offender's information will be entered into the Jail Management System (JMS).

Note: Only five (5) offenders may be escorted at one time.

- G. The Processing detention deputy will retrieve the Weekend/Alternative Sentence Program sentencing folder, and the offender's booking and sentencing sheets.
- H. If the offender is starting their Weekend/Alternative Sentence for the first time, the offender will be given the rules and regulations.
- I. The offenders reporting for this program may work while at the SACDC, either inside or maintaining the grounds of the facility, at the discretion of the lead Lieutenant, the CDO, a Major, or the Detention Director.
- J. The Weekend/Alternative Sentence sign-in sheet will be forwarded to the Population Manager.
- K. The Population Manager will notify the courts of any violations.